Zoning Board of Appeals  
Tuesday, February 19, 2019  
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 from January 15, 2019.

3. OLD BUSINESS

A. 2510 Green Bay Rd.  
   Michael Meiners, lessee, applies for a special use permit for a Banquet Hall in the B1a Business District (Zoning Code Section 6-9-5-3) and oCSC Central Street Overlay District (Zoning Code Section 6-15-14-7). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

4. NEW BUSINESS

A. 821-823 Chicago Ave.  
   Shawn Decker & Cesar Marron, lessees, apply for a special use to expand a Craft Alcohol Production Facility, Sketchbook Brewing Co., in the C1a Commercial Mixed-Use District (Zoning Code Section 6-10-3-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

B. 1118 Harvard Terr.  
   Stacey Christie, property owner, appeals the Zoning Administrator's decision to deny minor zoning relief (case number 18ZMNV-0095) to construct a one-story addition with a 3.8’ west interior side yard setback where 5’ is required (Zoning Code Section 6-8-3-7) in the R2 Single Family Residential District. The Zoning Board of Appeals is the determining body for this case.

5. OTHER BUSINESS

Order & Agenda Items are subject to change. Information about the ZBA is available at:  
Questions can be directed to Melissa Klotz at mklotz@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).
6. DISCUSSION

7. ADJOURNMENT

The next Zoning Board of Appeals meeting is scheduled for Tuesday, March 19, 2019 at 7:00pm in James C. Lytle City Council Chambers of the Lorraine H. Morton Civic Center.
MEETING MINUTES
ZONING BOARD OF APPEALS
Tuesday, January 15, 2019
7:00 PM
Civic Center, 2100 Ridge Avenue, Council Chambers

Members Present: Lisa Dziekan, Scott Gingold, Mary Beth Berns, Myrna Arevalo, Mary McAuley, Kiril Mirintchev

Members Absent: Violetta Cullen

Staff Present: Melissa Klotz

Presiding Member: Mary Beth Berns

Declaration of Quorum
With a quorum present, Chair Berns called the meeting to order at 7:00 p.m.

Minutes
Ms. McAuley motioned to approve the meeting minutes of December 18, 2018, which were seconded by Ms. Dziekan and approved 3-0 with three abstentions.

New Business
Mr. Mirintchev recused himself from the case as his architecture firm is contracted with the applicant.

1905 Church St. ZBA 18ZMJV-0105
Jacqueline B. Hoffman, lessee, applies for a special use permit for a Type 2 Restaurant, Spice, in the B2 Business District (Zoning Code Section 6-9-3-3) and the oWE West Evanston Overlay District (Zoning Code Section 6-15-15). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case. Ms. Klotz read the case into the record.

Ms. Klotz read the case into the record.

Jacqueline Hoffman, applicant, explained the proposal:
- Plan to open a family oriented business that is owned and operated by family.
- Operator does not have any other restaurant, but currently caters for friends and other groups in the neighborhood
- Hours of operation are planned for 9am - 8 or 9pm
- Street parking is typically available
- 2 employees with 1 vehicle total
- 1 vehicle - will park on the street

Ms. McAuley noted the operator should get in touch with the Church St. Merchants’ Association if that group still meets.
• Trash pickup is done by Groot and the operator will see what options they have for recycle and composting.
• Deliveries will occur by passenger vehicle daily by the operator, via the rear.
• Plan to sign a 3 year lease.
• The space has been vacant for about 6 months.

Carlis Sutton, 1813 Darrow Ave., would like to see the restaurant approved.

Deliberation:
Ms. Arevalo noted it is a good project that should be approved. Ms. Dziekan agreed and commended the applicant for being flexible on DAPR concerns such as no styrofoam.

Ms. Klotz noted a nearby Type 2 Restaurant, Papa Philly’s, is restricted to hours of 10am-10pm, and Chair Berns noted the convenience store next door is open by 8am.

Standards:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes

Mr. Gingold motioned to recommend approval of the special use for a Type 2 Restaurant with the following conditions:
1. Hours of operation shall not exceed 8am-10pm.
2. Employees shall not use metered parking on Church St. & Dodge Ave.
3. Sustainability Plan required including no Styrofoam.

The motion was seconded by Ms. Arevalo and unanimously recommended for approval.

1030 Davis St. ZBA 18ZMJV-0104
Marty Cless, property owner, applies for a special use permit for a Type 2 Restaurant, Philz Coffee, in the D2 Downtown Retail Core 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.

Ms. Klotz read the case into the record.

Marty Cless, property owner, explained the proposal:
• The building is being divided into 2 spaces and Philz will occupy the north unit.
• Employees will be encouraged to utilize public transportation or will park in a City garage or elsewhere off of the street.
The other unit is in lease negotiations with a chiropractic office that is currently located in the 500 block of Davis St.
Philz is largely based out of California, but has 5 stores in Washington D.C. They are under lease now in Wicker Park, Hyde Park, another in Chicago, and the Evanston location.
There are over 20 coffee blends available and every cup is made to order.
Pastries from a local bakery and light menu of breakfast sandwiches will be offered.
Hours of operation will be 6am - 8pm and 7am-7pm on weekends.
4-10 employees will work per shift.
At other locations, 90% of employees take public transportation or bike to the facility.
Trash will be taken out the Oak Ave. entrance and wheeled down the sidewalk to the rear alley.
Deliveries will occur in the rear alley and will be done by vans.
Trash is typically taken out twice a day - the business is ecofriendly and composts a lot of the waste.
There is a bicycle rack by the post office and a seasonal bicycle rack across the street. Another bicycle rack could be added if needed, but the preference is not to locate it in the sidewalk bump out as suggested by DAPR.
All storefront windows will be transparent.
The entire building will get new windows and the Davis St. windows will open and have air curtains.

Ms. Dziekan asked if the applicant analyzed the market to determine if Evanston needs another coffee shop, and the applicant responded yes but also noted this is a different type of coffee - it is not milk based like most coffee shops, and coffee is ground and brewed right in front of customers. The space is intended to be a gathering location.

Deliberation:
Ms. Dziekan noted she is excited to see this street corner activated, and believes there is still room in the coffee market in Evanston based on how busy other coffee shops are and lack of available seating. Mr. Gingold agreed.

Ms. McAuley added this business already has a successful prototype so she is excited to watch them succeed at this location. Ms. Arevalo and Mr. Mirintchev agreed. Mr. Mirintchev supported adding a bike rack.

Chair Berns agreed, and agreed a bike rack should not be located in the sidewalk bump out, but felt a bike rack south of the bus stop in the greenspace is needed.

Standards:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes

Mr. Gingold motioned to recommend approval of the special use with conditions:
1. Hours of operation shall not exceed 6am - 10pm.
2. Employees shall not park on the street.
3. Implementation of Sustainability Plan.
4. Installation of a bike rack at an appropriate location not on the corner sidewalk
   bump out.
5. Substantial compliance with the documents and testimony on record.

Ms. Dziekan seconded the motion, which was unanimously approved.

524 Main St. ZBA 18ZMJV-0106
Jeremy Hall, potential lessee, applies for a special use permit for a ground-floor Medical
Office, North Shore University Health System, in the C1a Commercial Mixed-Use
District and the oDM Dempster-Main Overlay District (Zoning Code Section 6-15-17-5),
and for major zoning relief for parking. The applicant requests an increase of zero
parking spaces where an increase of 7 parking spaces is required for a Medical Office,
and where a parking reduction for a total of 152 spaces (including 25 off-site) was
granted by Planned Development Ord. 32-O-14 (Zoning Code Section 6-16-3-5 Table
16B). The Zoning Board of Appeals makes a recommendation to City Council, the
determining body for this case.

Ms. Klotz read the case into the record.

Kent Swanson, Riverside Development, explained the proposal:
- Apartments in the building are currently 90-97% leased, office is 100% leased,
  and commercial spaces are all leased except for one.
- The second floor office uses do not park in the parking garage at all.
- North Shore will have 8 parking spaces in the garage for patient parking, and 3 in
  the off-site parking lot for employees.

Ms. Dziekan asked if the other retail space is under lease negotiations and Mr.
Swanson explained it was pre-leased but that fell through and another business has not
yet been secured.

John Zahara, project manager for North Shore, continued:
- 3,200 sq ft space that will feature an urgent care facility
- Urgent care is a benefit to the community because it is a faster option that seeing
  a personal doctor since it is walk-in without appointment, and it is cheaper than
  going to an emergency room for immediate care in a non-emergency.
- Hours of operation will be 8am-9pm Sunday – Thursday and until 8pm on
  weekends.
- There are 2100 patients of North Shore within the 60202 zip code that will now
  be able to stay within their neighborhood for care.
- There will be 3 employees per shift, who will park in the off-site parking lot.
- Parking garage has exit door onto Chicago Ave. and that door will remain
  unlocked from the outside during operational hours of the urgent care clinic.
• Deliveries will arrive by van at the loading dock off of the alley, at most two times per week
• Medical waste is disposed of by a special waste company that comes into the clinic to get it a few times a week.

Ms. Dziekan inquired about the Chicago Ave. window treatments. The applicant explained the only way the interior layout works is with the patient rooms along Chicago Ave. The applicant is currently exploring what kind of window coverings or graphics will be used, and understands the coverings will be reviewed by the City as signage. Ms. Dziekan stated it would be great if the window graphics could be done in conjunction with the business district. Mr. Swanson agreed and noted some newer artistic ¾ window graphics in the area that would be great to replicate.

Mr. Mirintchev noted the front door is not set up well for a stretcher to get in and out. The applicant explained a stretcher would only need to get through there if 911 were called, just like any other business.

Ms. Dziekan asked if there is a drop off area on the street, and the applicant explained no, but cars might pull up north of the street parking for drop offs. Ms. Klotz verified a drop off parking space will not be added on the street. Mr. Gingold asked how free patient parking will be promoted, and the applicant stated it will be noted on their website.

Chair Berns asked if signage for no patient drop offs should be installed. Ms. McAuley noted there are already a lot of drop offs in that area for the CTA and Metra station, so the neighborhood is already used to drop offs and a few more won’t make a difference.

The applicant explained the underground parking is full, the off-site parking is ⅓ full, and the retail parking garage is very lightly used - maybe ⅓ full, so there is more than enough parking available for the entire building and all uses.

Jason Mutz, 811 Hinman Ave., stated he is a huge proponent of good healthcare but this is a terrible location for an urgent care clinic. The parking in the neighborhood is very tight. Most surrounding businesses have pedestrian customers but an urgent care will bring people by vehicle.

Mr. Gingold agreed that street parking in the neighborhood is extremely difficult, but stated the 8 garage parking spaces for patients sounds adequate to serve an average of 22 customers a day so this use should not further impact the street parking situation.

Chair Berns stated staff could monitor the street parking and if staff finds an issue that can be addressed informally or through the Parking Division.

Yun Park, 1231 Chicago Ave., owner of Soapies, stated that as a frequent visitor to The Main, there is always parking in the garage but it seems like most people are not aware there is free parking there.
Katherine Gotsick, Executive Director of the Main-Dempster Mile, stated there are a range of opinions about this use within the merchant group so there is no official stance in support or opposition.

Mr. Swanson explained he did reach out to many surrounding businesses and it appeared the businesses located west of the train tracks did not seem to care either way about this proposal.

Ms. Dziekan asked if the developer would be amenable to a commitment to lease the last remaining space in the building to a retail tenant, and the property owner responded he cannot guarantee that since leasing has proved difficult.

Chair Berns noted signage that points out free patient parking should help alert the community that there is parking in the garage. Ms. Dziekan agreed, and stated the retail parking sign may not be clear enough to indicate it is parking for patients too.

Deliberation:
Mr. Gingold noted the parking is a big issue for the neighborhood, but this is a small urgent care facility with three employees who will park in the off-site lot, and the eight designated patient parking spaces in the garage sounds adequate given there are only 3 exam rooms. The building needs parking signage that specifies there is free parking for patients (not just retail).

Ms. McAuley and Ms. Dziekan agreed, and Ms. Dziekan noted it can be difficult to find a retail tenant.

Ms. Arevalo agreed that signage can alleviate the parking concern. Mr. Mirintchev agreed, and noted a different business than a Medical Office in that space might have a larger parking demand and make the neighborhood parking situation worse.

Chair Berns stated the window coverings should have local art, no branding or advertising, and the 70/30 coverings that allow some natural light into the exam rooms are desirable.

Standards for Variation:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes

Standards for Special Use:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes

Mr. Gingold motioned to recommend approval of the special use and major variation with the following conditions:

1. Hours of operation shall not exceed 8am-9pm.
2. “No drop off” parking signage is required.
3. Additional signage clearly signaling that free patient parking is located within the building.
4. Employees shall park in the off-site parking lot.
5. 8 dedicated parking spaces within the garage are required for patients.
6. No advertising/commercial nature on the window coverings.
7. Chicago Ave. parking access door must remain unlocked during operational hours.

The motion was seconded by Ms. Arevalo and unanimously recommended for approval.

Discussion:
Chair Berns asked ZBA Members how they feel about possibly combining the Plan Commission and ZBA in the future.

Mr. Gingold stated committees that have different standards for approval should not be combined.

Ms. Klotz clarified this is a long range goal that is in initial discussion, and that many other changes would need to occur first such as reducing the number of cases that head to boards and committees.

Mr. Mirintchev added that if committees are being combined, ZBA should combine with DAPR rather than with Plan Commission.

Adjourned 9:15
2510 Green Bay Rd.
18ZMJV-0107

ZBA Recommending Body
Memorandum

To: Members of the Zoning Board of Appeals

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

Subject: 2510 Green Bay Rd. – ZBA 18ZMJV-0107
         ZBA Recommending Body
         City Council Determining Body

Date: February 15, 2019

Notice – Published in the December 20, 2018 Evanston Review:
Michael Meiners, lessee, applies for a special use permit for a Banquet Hall in the B1a
Business District (Zoning Code Section 6-9-5-3) and oCSC Central Street Overlay
District (6-15-14-7). 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 Banquet Hall in
the B1a Business District and oCSC Central Street Overlay District. The applicant has
complied with all zoning requirements, and meets all of the standards of a special use
for this district.

Site Background
2510 Green Bay Rd. is located on the west side of Green Bay Rd. between Lincoln St.
and Harrison St. in the B1a Business District and the oCSC Central Street Overlay
District. It is immediately surrounded by the following zoning districts:

North: B1a & oCSC Business District & Central Street Overlay District
South: B1a & oCSC Business District & Central Street Overlay District
East: R1 Metra Tracks; Single Family Residential District
West: R5 & oCSC General Residential District & Central Street Overlay
      District

The property is surrounded by commercial uses to the north and south, multiple family
residences to the west, and the Metra tracks and then single family residences to the
east.

Proposal
The applicant previously operated Hack Studio at 2510 Green Bay Rd., a children and
adult recreational creation studio. Hack Studio is no longer in operation, and the applicant now proposes to utilize the building as a Banquet Hall for private events. The Zoning Ordinance defines a Banquet Hall as:

A principal use consisting of a large room or hall that is available for rent for use for specific banquets, exhibitions, and/or meetings that may include the provision of food, drink, and/or entertainment.

The building features over 12,000 sq. ft. of space and is proposed to accommodate meetings, school district in-service day events, educational and team-building workshops, lectures, performances, weddings, and galas. The facility has been used for occasional private events in the past by Beacon Academy, New Trier High School, and Evanston School District 65. The applicant anticipates the space will be used for smaller events during the day time, and larger events (150 attendees or more) for evenings and weekends.

The Banquet Hall will use catering service for events that require food, and has previously used Feast & Imbibe catering, which is located nearby at 1601 Payne St. Food will be prepared and cooked off-site at the catering location. Events that require liquor licensing will obtain the liquor license through the catering service.

The property features 10 parking spaces including one ADA space. The applicant believes off-site parking will not be necessary for smaller events and therefore requests any event with less than 100 attendees not need to secure off-site parking. The DAPR Committee believes 10 on-site parking spaces is not adequate for 100 attendees and instead recommends any event with more than 75 attendees be required to secure off-site parking. The applicant has identified a variety of parking lots in the area that are available for off-site parking agreements at different times of the day/week, including 2528 Green Bay Rd. (office parking lot two properties to the north), the Haven Middle School parking lot, and the Kingsley Elementary School parking lot. Any event that meets the threshold established to require off-site parking will not be held unless a parking agreement is established prior to the event. Any time an off-site parking agreement is obtained for a lot that is not within walking distance to 2510 Green Bay Rd., shuttle service will be provided for attendees. City staff prefers pre-approved secured parking lease agreements that are long-term or in perpetuity with the use. However, the special use for Double Clutch Brewing Co. at 2119-2125 Ashland Ave. (brew pub and banquet hall) that was approved in 2018 was granted a similar request for off-site parking agreements for events as needed (though that property features more on-site parking than 2510 Green Bay Rd., on-street parking is available on Ashland Ave. where prohibited on Green Bay Rd., and is located in an area with lower-density residential and a business district that is less active on nights and weekends).

When valet parking is provided, three of the on-site parking spaces will used for vehicle staging rather than permanent parking. Valet service will include at least three employees so that one employee may remain on-site as a “traffic circulation captain” to ensure all vehicles enter through one curb cut, stage in the correct location, and exit through the other curb cut with no vehicular backup or impact on Green Bay Rd. traffic.
The valet plan states up to 15 vehicles can fit on the property at once, in queue for valet parking, by using both the on-site parking spaces and the drive aisle.

**Proposed Floor Plan:**

The applicant will use Groot waste management services and currently has two commercial dumpsters at the property. One dumpster will be devoted to garbage while the other dumpster is used for recyclable items. If an event produces more garbage than the dumpsters can hold, the applicant agrees excess garbage will not be placed outside and instead will be kept within the building in a holding room. Garbage will not be placed in the dumpsters between the hours of 10pm and 8am to ensure there is no noise generated during nighttime hours. Garbage pickup is anticipated once per week but will be increased if necessary. All deliveries will occur via the parking lot and front of the building to reduce the impact on the residential uses to the west, with the exception of items that exceed a height of 6’.

The applicant agrees that no music associated with Banquet Hall events will be played outside the building. The applicant conducted a noise study during day time and evening hours to determine how many decibels could be heard outside of the building while playing loud music inside the building. With the doors closed, outdoor decibel levels taken from the middle of the alley behind the building and adjacent to the residential uses ranged from 44.8 decibels to 51.7 decibels (with a reference of a typical refrigerator at 50 decibels). The applicant agrees that doorways facing the alley will remain closed at all times during events to ensure noise does not travel out a rear door towards residents. However, the front door will be utilized by attendees throughout
events so some noise will travel outside when the front door is open.

There are no changes to the exterior façade anticipated. Interior buildout for additional bathrooms and catering equipment such as ventilation and a three-compartment sink may be required. City staff is aware of one objection to the proposal.

**Ordinances Identified for Requested Relief:**

6-9-5-3 Special Uses: The following uses may be allowed in the B1a Business District, subject to the provisions set forth in Section 6-3-5, “Special Uses,” of this Title: Banquet Hall (among other listed uses)

6-15-14-7 Active Ground Floor Uses: In subareas 3-7, active uses shall occupy the ground floor level along the primary street frontage. “Active uses” are hereby defined in the table below along with the matter in which they are allowed in each subarea as either permitted use or special use. In subareas 3-7, active uses shall occupy the ground floor level along the primary street frontage. “Active uses” are hereby defined in the table below along with the matter in which they are allowed in each subarea as either permitted use or special use.

*Banquet Hall – special use (subareas 4, 5, 6)

*The Banquet Hall use was established in 2013 but as an oversight was not included in the oCSC table of active ground floor uses (as either permitted, not permitted, or a special use). A text amendment is currently in process to add the Banquet Hall use into the table as an eligible special use. The text amendment was publicly noticed and heard by the Plan Commission on February 13, 2019, prior to the ZBA hearing for the special use. Therefore the case may continue to move forward with the special use request. The special use may only be approved by City Council if/after approval of the pending text amendment, which currently has a positive recommendation from the Plan Commission (in conjunction with other uses added to the oCSC active ground floor use table).

**Comprehensive Plan:**
The Evanston Comprehensive General Plan encourages the utilization of vacant storefronts along existing commercial corridors to provide needed services to the community 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.

A Banquet Hall at 2510 Green Bay Rd. will provide a moderate sized event space that can be rented out for private events, a needed space in Evanston, while also utilizing an otherwise vacant large commercial storefront on a major street.
Design and Project Review (DAPR) Discussion and Recommendation:
On February 6, 2019, the Design and Project Review Committee voted unanimously to recommend approval to the Zoning Board of Appeals with the following conditions:

1. An off-site parking agreement is required for events with more than 75 attendees.
2. The applicant shall submit a report of event attendance/date after 12 months of operation so that staff can evaluate if there are parking or traffic issues/complaints due to banquet hall events.
3. Submit a garbage management plan prior to ZBA.
4. Submit a valet parking circulation plan and narrative explaining how the valet parking will operate prior to ZBA.

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: Banquet Halls are allowed under the special use section for the B1a Business District, and a text amendment is currently in process and has been publicly noticed and heard by the Plan Commission to add Banquet Hall as an eligible special use for a ground floor use in the oCSC.

b) Complies 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 adaptive reuse of existing commercial structures.

c) Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use: There are no other special uses in the immediate area, and the proposed Banquet Hall is complementary to nearby daytime commercial uses. Nuisance mitigating measures for noise and parking have been proposed to ensure the use is not detrimental to the adjacent residential uses.

d) Does not interfere with or diminish the value of property in the neighborhood: The proposed business would occupy an existing commercial space. The building façade was improved approximately 5 years ago when Hack Studio opened.

e) Is adequately served by public facilities and services: The building is served by adequate sidewalks, streets, and close proximity to public transportation.

f) Does not cause undue traffic congestion: The Banquet Hall is located less than 250 from the Central St. Metra station. Off-site parking is recommended for events with greater than 75 attendees, and an evaluation of parking and traffic in conjunction with Banquet Hall events is recommended after one year of operation.

gh) Preserves significant historical and architectural resources: The building and property are not identified as a local historic landmark. The building façade was renovated approximately 5 years ago. No changes are currently proposed.

h) Preserves significant natural and environmental resources: No significant
natural or environmental resources exist on site.

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 December 20, 2018
Business Summary
Parking Evaluation
Valet Parking, Waste Management, and Noise Mitigation Plan
Plat of Survey
Site Plan
Valet Parking Traffic Circulation Plan
Letter of Opposition
Image of Property
Aerial View of Property
Zoning Map of Property
DAPR Draft Meeting Minutes Excerpt – February 6, 2019
1. PROPERTY

Address: 2510 Green Bay Road
Permanent Identification Number(s):
PIN 1: 10122000160000 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: Michael Meiners (as sole member and sole manager of organization identified below)
Organization: Hackstudio LLC
Address: 2510 Green Bay Road
City, State, Zip: Evanston, IL 60201
Phone: Work: (773) 505-4070 Home: N/A Cell/Other: N/A
Fax: Work: N/A Home: N/A
E-mail: mei@hackstudio.com

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

☐ same
☐ architect
☐ builder/contractor
☐ attorney
☐ potential purchaser
☐ potential 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: Tropokinesis, L.L.C. (Attn: Mike Meiners)
Address: 2510 Green Bay Road
City, State, Zip: Evanston, IL 60201
Phone: Work: (773) 505-4070 Home: N/A Cell/Other: N/A
Fax: Work: N/A Home: N/A
E-mail: mei@hackstudio.com

“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.”
By: Michael Meiners, Sole Manager and Sole Member of Tropokinesis, L.L.C. December 14, 2018

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: Michael Meiners, Sole Manager and Sole Member of Hackstudio LLC December 14, 2018

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

- [x] (This) Completed and Signed Application Form
- [x] Plat of Survey  
  Date of Survey: June 24, 2014
- [x] Project Site Plan  
  Date of Drawings: December 14, 2018
- [] N/A - Plan or Graphic Drawings of Proposal  
  (If needed, see notes)  
  (Not required per staff)
- [] N/A - Non-Compliant Zoning Analysis  
  (Not required per staff)
- [x] Proof of Ownership  
  Document Submitted: Purchase and Sale Contract
- [x] Application Fee  
  Amount $660

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:
Applicant seeks special use approval to allow a banquet hall at the subject property in accordance with Section 6-9-5-3 of the zoning ordinance to establish and operate an approximately 12,000 square foot event and meeting space available for daily rental to serve a long-standing need therefor in the City.

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)
The requested special use is specifically identified in Section 6-9-5-3 of the Zoning Ordinance as an authorized special use in the B1a Business Distrit in which the subject property is located.

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?
The requested special use will not interfere with, diminish the value of property in or cause a negative effect on the neighborhood in which the subject property is located. To the contrary, the requested special use will serve a longstanding need in the City for medium-sized event and meeting space, which will be operated entirely indoors without any detrimental impact on the surrounding neighborhood. Off-street parking sufficient to serve the parking demand of the requested special use will be provided on and off-site as and when needed to avoid congestion on public streets. The subject property is also highly accessible to mass transit as further described below.

c) Will the requested special use be adequately served by public facilities and services?
Adequate public facilities and services are currently provided to the subject property to serve the requested special use. No additional public facilities or services are needed to adequately serve such use.
d) Will the requested special use cause undue traffic congestion?

The requested special use will not cause undue traffic congestion because offstreet parking sufficient to serve the parking demand of the requested special use will be provided on and offsite as needed. Offsite parking opportunities within close proximity to the subject property include the parking facilities at Kingsley Elementary School, Haven Middle School and the office building at 2528 Green Bay Road. Applicant has previously been authorized to utilize the parking facilities at the latter two locations. Additionally, the subject property is located within close proximate to multiple mass transit options: 1) Central Street Metra station, 2) Central Street Purple Line "L" station, and 3) Pace Route 213 stops to both the north and south of the subject property, along Green Bay Road.

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

The requested special use will not impact any significant historical or architectural resources. All improvements necessary to establish and operate the requested special use already exist on the subject property. The existing building on the subject property is not of historical or architectural significance.

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

The requested special use will not impact any significant natural or environmental features. All improvements necessary to establish and operate the requested special use already exist on the subject property. As a result, there are no significant natural or environmental features on the subject property.

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 requested special use will comply with all applicable regulations of the B1a Business District in which the subject property is located and all other applicable ordinances.
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. Applicant is sole manager and sole member of both the lessee and titleholder or record of the subject property.

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 N/A above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)
   Michael Meiners is sole manager and sole member of the lessee of the subject property. Please see contact information in Section 2 above.

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 N/A above, or indicated below.
   Tropokinesis, L.L.C. is the titleholder of record of the subject property. Michael Meiners is the sole manager and sole member of Tropokinesis, L.L.C. Please see contact information in Section 3 above.

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. Michael Meiners is the sole manager and sole member of both the lessee and titleholder of record of the subject property.
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.

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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.

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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.

Hackstudio LLC is a Delaware limited liability company

Michael Meiners is sole manager and sole member of Hackstudio LLC.

2510 Green Bay Road, Evanston, IL 60201

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2510 Green Bay Road - “Banquet Hall” Use
Summary of Operations

Overview
Hackstudio, tenant at 2510 Green Bay Road, proposes to serve a longstanding need in the Evanston community for a medium-sized public event / meeting space by making its public areas available for rental on a single-day basis. With over 12,000 square feet of event and meeting space available, with three separate meeting rooms and roughly 10,000 square feet free and clear, Hackstudio will be able to accommodate everything from
  - small meetings around a conference table
  - to school-district in-service days,
  - to single-day educational / team-building workshops
  - to lecture series / performances / art shows
  - to weddings, banquets and galas.
Hackstudio has already hosted successful events for Beacon Academy, New Trier High School, Evanston School District 65, and is looking forward to expanding opportunities to a broader section of the community.

Event Concentration
Hackstudio anticipates that “large events” (150 people and up) like weddings and bar mitzvahs will book mostly on Friday nights and Saturday nights with the other uses (5 - 150 people) rounding out the weekdays and weekday evenings.

No Kitchen, No Liquor Sales
Any catering for events will come from a list of “preferred caterers” who will bring in their own food service equipment and carry their own liquor licenses.

Public Transportation
The parking load is mitigated by Hackstudio’s proximity to public transportation.
  - Across the street from Metra’s “Central” Station
  - Less than a block from four (4) Pace Bus stops
  - Walking distance from CTA’s Purple Line “Central” L stop.

Parking Plan
While public transportation will be encouraged for all events, there are several parking lots within blocks of Hackstudio to accommodate drivers. Hackstudio will will enter into agreements for offsite parking as needed. If procured off-street parking is beyond walking distance from the building, valet or shuttle services will be required.

Lots nearby:
  - 2528 Green Bay Road
    - Hackstudio events have been granted use of this lot in the past.
  - Haven School Parking Lot
    - A Hackstudio event has been granted use of this lot in the past.
  - Kingsley School Parking Lot
Parking Evaluation for Proposed Banquet Hall
Special Use to be Located at 2510 Green Bay Road
(Hackstudio)

As tenant of the property located at 2510 Green Bay Road (“Subject Property”), Hackstudio LLC proposes to establish a “Banquet Hall” at the Subject Property to serve a longstanding need for a medium-sized venue in the City of Evanston to house events such as corporate retreats, reunions, fundraisers, community workshops, school district meetings, weddings and bar mitzvahs.\(^1\) The Subject Property is currently improved with an approximately 16,550 square-foot building and ten off-street parking stalls. Hackstudio proposes to make approximately 11,541 square feet of space in that building available to the public as event space in the form of (i) three meeting rooms (i.e., approximately 243 square feet in Meeting Room 1, approximately 414 square feet in Meeting Room 2 and approximately 196 square feet in Meeting Room 3) and (ii) approximately 10,688 square feet of open space, all as depicted on the Floor Plan attached hereto (collectively, “Event Space”).

Table 16-B of the Zoning Ordinance of the City of Evanston (“Zoning Ordinance”) does not prescribe an off-street parking requirement for a Banquet Hall, but Section 6-16-3-4 of the Zoning Ordinance provides, in relevant part, that the parking requirement for any use for which the Zoning Ordinance does not specify a parking requirement is to be determined based on the use most similar to the proposed use “in terms of the parked vehicles that are anticipated to be generated.” Additionally, Section 6-16-1-4 of the Zoning Ordinance provides that the first 2,000 square feet of a nonresidential building in zoning districts including the B1a district in which the Subject Property is located shall be exempt from the calculation of required parking spaces to serve the use to which those spaces are accessory. As a result, the total area of the Event Space is deemed to be approximately 9,541 square feet for the purpose of calculating the off-street parking requirement for the proposed Banquet Hall use.

As noted above, the intended purpose of the Event Space is to serve as a venue for events such as corporate retreats, reunions, fundraisers, community workshops, school district meetings, weddings and bar mitzvahs. Table 16-B of the Zoning Ordinance prescribes the minimum off-street parking requirement for a Religious Institution as one parking space for each ten seats. Similarly, Table 16-B prescribes the minimum off-street parking requirement for Cultural Facilities, in relevant part, as one parking space for every ten fixed seats.\(^2\) In addition, Table 16-B prescribes the parking requirement for both a Gymnasium/Sports Area and an Exhibit Hall as parking spaces equivalent to 10% of the designated seating capacity and the

\(^1\) Notably, Beacon Academy, Evanston School District 65 and New Trier High School have previously utilized the Subject Property in isolated instances for successful events.

\(^2\) Table 16-B also prescribes the minimum parking requirement for Cultural Facilities as one space for every two employees and one parking space for every 500 square feet devoted to non-seating assembly. However, any employees necessary to produce or cater an event at the Subject Property will not be employees of Hackstudio, and Hackstudio will contractually require that any party who produces or caters an event with employees must encourage such employees to either carpool, use mass transit or otherwise not park a vehicle at the Subject Property or within 500 feet of the Subject Property. Additionally, Hackstudio does not anticipate that events such as those described herein will devote areas to non-seating. If such events do include areas devoted to non-seating (e.g., a dance floor), the attendees of such an event will already be accounted for by the designated table seating at that event.
designated capacity of the main assembly area, respectively. Applying each of those parking ratios to the ten parking spaces at the Subject Property, there is currently sufficient parking at the Subject Property to accommodate a maximum of 100 persons for an event held at the Subject Property.

Although Table 16-B establishes a parking requirement of four spaces per 1,000 square feet for restaurants, that parking standard is not appropriate for the proposed Banquet Hall use because the density at which a restaurant provides seating is typically much greater than that of a banquet facility. That is because restaurants typically include a variety of seating programs that utilize small tables and booths with two to six seats, as well as individual bar seating and standing area behind in a highly-compressed fashion. By contrast, banquet facilities typically provide “family-style” tables with ten seats and no bar area seating. As a result, the density of tables and seats that can be accommodated in a banquet facility is much lower than that of a restaurant.

It is also important to note that the Subject Property enjoys close proximity to multiple forms of mass transit: the Central Street Metra station, the Central Street Purple Line “L” station and Pace Route 213 stops to both the north and south of the Subject Property. Various authorities such as the American Planning Association and governmental jurisdictions through the United States, including the City of Chicago and the City of Evanston, have found the otherwise applicable parking demand for uses to be greatly reduced or entirely mitigated by close proximity to mass transit. In fact, Section 6-16-3-5 the Zoning Ordinance allows a 20% reduction in the otherwise applicable parking requirement for uses in certain zoning districts.

In consideration of the above, Hackstudio proposes to establish and operate a Banquet Hall at the Subject Property without need to secure use of any off-site and off-street parking spaces for any event to be held at the Subject Property not exceeding 100 attendees. In the event Hackstudio or the lessee to whom it leases the Subject Property for a given event projects the number of attendees for that event to exceed 100 attendees, Hackstudio or such lessee will secure off-site and off-street parking for such event at a ratio of one space per ten attendees above the first 100 attendees.

Available off-site and off-street parking in close proximity to the Subject Property, which may be available to provide parking for events held at the Subject Property with in excess of 100 attendees, include:

- 43 stalls at the office property parking facility located at 2528 Green Bay Road, which facility is approximately 100 feet from the Subject Property;
- 79 stalls at the Haven Middle School parking facility located at 2417 Prairie Avenue, which facility is approximately 600 feet from the Subject Property;
- 47 stalls at the Kingsley Elementary School parking facility located at 2300 Green Bay Road, which facility is approximately 950 feet from the Subject Property; and
- 144 stalls at the Central Street Metra station parking facility located along the east side of the Union Pacific Railroad.³

³ Hackstudio has previously been authorized to utilize the parking facilities at 2528 Green Bay Road and Haven Middle School.
Valet Parking, Waste Management and Noise Mitigation Plan for
Proposed Banquet Hall Special Use to be Located at 2510 Green Bay Road
(Hackstudio)

As tenant of the property located at 2510 Green Bay Road (“Subject Property”), Hackstudio LLC proposes to establish a banquet hall at the Subject Property to serve a longstanding need for a medium-sized venue in the City of Evanston by making approximately 11,541 square feet or 69% of the approximately 16,550 square-foot building on the Subject Property available to the public as event space for corporate retreats, reunions, fundraisers, community workshops, school district meetings, weddings and bar mitzvahs, among other events. This Valet Parking, Waste Management and Noise Mitigation Plan is presented for the purpose of identifying existing conditions at the Subject Property and establishing parameters under which the proposed banquet hall use will be operated in a manner that is harmonious and compatible with the surrounding area and without causing undue traffic congestion on Green Bay Road.

Banquet Hall Transportation

When Hackstudio or the lessee to whom Hackstudio leases the Subject Property for a given banquet hall event projects that the number of attendees for such event will exceed the number of attendees established by the ordinance authorizing the operation of a banquet hall at the Subject Property, Hackstudio or such lessee will secure use of designated off-site and off-street parking spaces sufficient to accommodate the parking needs of those attendees and either (a) provide shuttle service between such designated off-site and off-street parking spaces and the Subject Property for use by those attendees, (b) ensure that such designated off-site and off-street parking spaces are in reasonably close proximity to the Subject Property (e.g., the office property parking facility located at 2528 Green Bay Road, which is approximately 100 feet from the Subject Property) for those attendees to then comfortably walk between such designated spaces and the Subject Property or (c) utilize valet parking service to transport those attendees’ vehicles between the Subject Property and the designated off-site and off-street parking spaces.

Valet Parking Service

As noted above, valet parking service in combination with a designated off-site and off-street parking location(s) is one means by which automotive transportation to banquet events at the Subject Property may be accommodated when the projected number of attendees for such events will exceed the number of attendees established by the ordinance authorizing the operation of a banquet hall at the Subject Property.

The Subject Property is currently improved with ten off-street parking stalls and an approximately 14-foot wide drive aisle to the rear thereof to support the parking needs of the proposed banquet hall use. Additionally, two curb cuts to and from the Subject Property from and to Green Bay Road currently provide vehicular ingress and egress for the Subject Property.

1 For Further information regarding the composition of proposed event space at the Subject Property, please see the Parking Evaluation submitted on January 31, 2019 in connection with Hackstudio’s Special Use Application to establish a banquet hall.
2 Hackstudio has previously been authorized to utilize the parking facility at 2528 Green Bay Road.
In totality, those conditions lend themselves well to valet parking service for banquet events as further described below.

When a valet parking service program is utilized for a banquet event, Hackstudio proposes to devote a minimum of three individuals to the operation of that program for such event. Those individuals will consist of (i) two or more attendants from a valet service provider retained to transport event attendees’ vehicles between the Subject Property and a designated off-site and off-street parking location(s) secured for such vehicles and (ii) a “traffic circulation captain.” The traffic circulation captain’s role will be to ensure proper vehicle staging at the Subject Property for (i) optimal valet service between the Subject Property and the off-site and off-street parking location(s) used for a given banquet event held at the Subject Property, (ii) fluid on-site vehicular circulation through separate points of ingress and egress with a designated stacking lane and temporary parking spaces for vehicles in queue and (iii) significantly reduced opportunities for traffic conflicts on Green Bay Road through restricted right-in/right-out only vehicular turning movements to and from the Subject Property.

As illustrated on the Valet Parking Traffic Circulation Plan dated February 14, 2019 and submitted herewith (“Traffic Circulation Plan”), the traffic circulation captain will direct all vehicles entering the Subject Property, whether driven by a private motorist or a valet attendant, to only turn into the Subject Property when traveling southbound on Green Bay Road. Similarly, the traffic circulation captain will direct all vehicles exiting the Subject Property to only turn southbound on to Green Bay Road. These measures will greatly eliminate potential conflicts between through traffic on Green Bay Road and vehicles arriving at or departing from a banquet event at the Subject Property for which valet service is provided.

Once a vehicle enters the Subject Property for such an event, the traffic circulation captain will direct that vehicle’s driver to either park in one of the ten parking stalls on the Subject Property or to instead proceed southerly in the drive aisle on the Subject Property so the valet service attendants may then bring that vehicle to the designated off-site and off-street parking location(s) for that event. As the Traffic Circulation Plan reflects, those onsite stalls and the onsite drive aisle provide temporary parking for up to 15 vehicles in queue for valet parking. Similarly, that aisle and those stalls will be used by the valet attendants to place vehicles in queue from the designated off-site and off-street parking location(s) as attendees desire to leave a banquet event and present a valet ticket for their vehicles.

In addition to the turn restriction instructions to be provided by the traffic circulation captain at each banquet event held at the Subject Property with valet service, Hackstudio contemplates that invitations for such events will include similar arrival and departure instructions, and that Hackstudio will erect clearly legible temporary signage at the Subject Property for each banquet event at which valet service is provided to direct “right turn only” traffic movements to and from the Subject Property.

Waste Management Service

Waste management and refuse removal service for the Subject Property is currently provided by Groot Industries, a popular solid waste management and refuse provider throughout the City of Evanston. Hackstudio currently maintains two commercial dumpsters at the Subject Property,
which are accessed by Groot’s refuse removal trucks via the alley immediately west of the Subject Property. Consistent with Hackstudio’s previous operations at the Subject Property, which generated more recyclable waste, Hackstudio anticipates that it will employ use of one dumpster devoted to garbage and one dumpster devoted to recyclable material with the operation of a banquet hall at the Subject Property. Ultimately, Hackstudio will ensure that the number of dumpsters used in connection with the operation of a banquet hall at the Subject Property will be sufficient to accommodate the amount of garbage and recyclable materials produced by the operation of the proposed banquet hall use. In no event will refuse of any kind be placed outside the building on the Subject Property or in the alley unless placed in a dumpster.

Refuse removal service from the dumpsters at the Subject Property is now and is anticipated to continue to be conducted once per week. Additional refuse removal service will be provided if needed to ensure sufficient waste management for the proposed banquet hall use.

Noise Mitigation

Banquet Event Music

No music associated with a banquet event at the Subject Property will be played outside the building thereon. In an effort to confirm that music played inside that building during a banquet event will not be disruptive to neighboring property owners or residents, on December 19, 2018 and February 13, 2019 Hackstudio performed closed-door noise meter readings inside and outside the building and with and without music playing “loudly” in the building at approximately 92 decibels. The December 19th readings were conducted at approximately 4:15 p.m. The February 13th readings were conducted at approximately 10:35 p.m. The results of those readings are as follows:

- Dec. 19, 2018 Reading Inside the Bldg. with Music Playing: 92.3 decibels max.
- Dec. 19, 2018 Reading from the Middle of the Alley Immed. West of the Bldg. with Music Playing: 47-51.7 decibels
- Dec. 19, 2018 Reading from the Middle of the Alley Immed. West of the Bldg. with No Music Playing: 46-49.2 decibels
- Feb. 13, 2019 Reading Inside the Bldg. with Music Playing: 92.3 decibels max.
- Feb. 13, 2019 Reading from the Middle of the Alley Immed. West of the Bldg. with Music Playing: 47.9 decibels max.
- Feb. 13, 2019 Reading Inside the Bldg. with No Music Playing: 44.9-46.1 decibels
- Feb. 13, 2019 Reading from the Middle of the Alley Immed. West of the Bldg. with No Music Playing: 44.8-47.6 decibels

The Center for Hearing and Communication cites that, for example, the noise level of an operating tractor or subway is 90 decibels.
As demonstrated by the above readings, the noise level recorded from outside the building while standing in the middle of the alley immediately west of that building with loud music playing therein was approximately the same during the day on December 19\textsuperscript{th} as it was during the night on February 13\textsuperscript{th}. Additionally, there was a negligible difference in the noise level recorded on those dates and under those same conditions (i.e., \textit{with music} playing inside the building) from the noise level recorded on February 13\textsuperscript{th} inside the building \textit{with no music} playing inside the building. As a point of comparison, we note that, for example, the Center for Hearing and Communication cites the noise level of a refrigerator as 50 decibels.

To best ensure that the operation of the proposed banquet hall at the Subject Property with music playing therein will not result in a greater noise reading outside the building and especially west thereof, Hackstudio proposes to establish a requirement that the building doorways facing that alley will be closed at all times during an event at the Subject Property. Appropriate signage will be placed on the interior of those alley-facing doorways providing notice of this requirement.

\textbf{Deliveries and Removals}

Except in the unusual event that banquet event related items exceed a size of either six feet wide or seven feet tall, all banquet event deliveries and removals to and from the Subject Property will be handled via the parking lot on the Subject Property and through the building doorway that faces Green Bay Road. As a result, no banquet event deliveries or removals will be handled by way of the alley to the immediate west of the Subject Property unless they exceed the aforesaid dimensions. Appropriate signage will be placed on the interior of the alley-facing doorways providing notice of this requirement.

\textbf{Banquet Event Cleanup}

No refuse collected from an event cleanup will be removed from the building or placed in the exterior dumpsters at the Subject Property between 10 p.m. and 8 a.m. All refuse collected from such cleanup during those hours will be staged inside the building until after 8 a.m. and before 10 p.m. For the same purpose, Hackstudio contemplates establishing an express prohibition against any event employee or vendor from using the building doorways facing that alley between the hours of 10 p.m. and 8 a.m.
Valet Parking Traffic Circulation Plan for
Proposed Banquet Hall Special Use at 2510 Green Bay Road
(Hackstudio)

Note: Stacking shown in queue reflects large, mid-size, compact and van-size vehicles.
Case # 18ZMJV-0107 : 2510 Green Bay Rd : Special Use
1 message

Octavio Vargas <ovargas1715@gmail.com>
To: mklotz@cityofevanston.org

Good evening Ms. Melissa Klotz,

I write to you in regards to the aforementioned case #. As a property owner within 500 feet of the subject property I vote against the use of a Banquet Hall. As you may be aware, there is Haven Middle School only a block from the subject property. At times they have after school programs or events where many parents use street parking. The addition of the banquet hall would add an element of risk with banquet hall patrons potentially drinking and driving where children will be present.

I can only assume that the banquet hall will have patrons park in our neighborhood as the building on 2510 Green Bay Rd only has about 5 parking spaces. Finding parking in our neighborhood is already a burden and adding these vehicles will cause a lot more congestion. It is very difficult to find parking during times of street cleaning and this addition will make it impossible.

The added noise and ruckus is also a cause for concern. We have an excellent neighborhood and this banquet hall would disrupt our way of living. I urge you to consider the above reasons to not permit this building to be turned into a banquet hall.

Thank you for taking the time to read my e-mail as I appreciate it.

All the best,
Octavio Vargas
2503 Prairie Ave
#1J
Evanston, IL 60201
DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES EXCERPT
February 6, 2019

Voting Members Present: J. Hyink, I. Eckersberg, D. Cueva, M. Tristan, S. Mangum, L. Biggs, M. Klotz, M. Jones

Staff Present: J. Velan, E. Golden

Others Present: Ald. Revelle

Presiding Member: S. Mangum

A quorum being present, S. Mangum called the meeting to order at 2:31 pm.

Approval of Minutes

January 23, 2019, DAPR Committee meeting minutes.

M. Tristan made a motion to approve the January 23, 2019, meeting minutes, seconded by M. Jones.

The Committee voted, 6-0, to approve the January 23, 2019, meeting minutes, there were 2 abstentions.

New Business

2. 2510 Green Bay Road Recommendation to ZBA
Michael Meiners, owner, submits a Special Use application for a Banquet Hall in the B1a Business District and the oCSC Central Street Overlay District.

APPLICATION PRESENTED BY: Michael Meiners, owner
Steve Bauer, Attorney

DISCUSSION:
● The building is 16,000 sf, there are 10 parking spaces on the property.
● Hackstudio, current tenant, has rented space for events previously.
● Concerned with noise, refuse removal, and parking.
● Noise reading taken last year indicated marginally higher than ambient noise level during the day. Garbage removal does not occur after 10:00 pm. Parking evaluation done, proposed maximum of 100 attendees for any event without use of off-site parking. In the event of attendance greater than 100, off-street parking will be obtained at adjacent office and school parking lots.
• J. Velan asked if recent events had more than 100 attendees.
• M. Meiners stated a recent event had approximately 200 people, used nearby Haven School parking lot. He stated other events have been around 20 attendees.
• J. Velan asked how will smaller event parking be addressed.
• M. Meiners stated employee policy is for them not to park on the street or in spaces. He stated the site is located near public transit. He stated employees will be asked to park at least 500’ away from the site.
• J. Velan stated parking evaluation could be done after a certain amount of time.
• L. Biggs stated the site is located along Green Bay Road, how will valet circulation occur.
• M. Meiners stated there is more than a car length behind parking spaces.
• I. Eckersberg stated nothing prevents people turning in from different points because there is one continuous curb cut.
• M. Meiners stated cones and/or horses could be put out, will have a person directing traffic.
• L. Biggs stated she would like to see a narrative and diagram describing how event parking and valet parking will operate and for what size of event. She would like to see a more stable parking agreement with off-site entities.
• Hours of operation discussed, hours not confirmed, would depend on the event.
• Ten maximum larger events to start, likely to increase over time.
• Waste management plan needed.
• Walls have sound insulation as do the doors and the roof.

Public Comment:
• Claire Regan asked if windows will be open in Summer, concerned with noise when people leave events, concerned with deliveries and traffic, asked if the noise ordinance applies.
• M. Meiners stated windows are not operable.

• S. Mangum asked if Chase Bank had been contacted for off-site parking.
• M. Tristan stated catering deliveries occur off Green Bay Road, where will caterers park? He asked how food will be heated, the Fire Department needs to know how prep will occur and to determine if ventilation is needed.
• Ald. Revelle questioned whether the Central Street Overlay District allows a banquet hall, whether a text amendment is needed. She asked if the special use will address valet parking.
• A text amendment addressing this use has been noticed for the February 13, 2019, Plan Commission meeting.
• S. Mangum stated conditions can be added to the special use.
• E. Golden license will change to Food Establishment and will be required to meet those standards.
L. Biggs made a motion to recommend approval to ZBA, seconded by S. Mangum, subject to the following conditions:

1. Requiring off-site parking agreement/valet for events with greater than 75 attendees,
2. Submittal of a report with event attendance required after 12 months,
3. Garbage management plan, and

The Committee voted, 8-0, to recommend approval to ZBA subject to the conditions noted above.
821-823 Chicago Ave.
19ZMJV-0006

ZBA Recommending Body
MEMORANDUM

To: Members of the Zoning Board of Appeals

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

Subject: 821-823 Chicago Avenue - ZBA 19ZMJV-0006
ZBA Recommending Body
City Council Determining Body

Date: February 14, 2019

Notice- Published in the January 31, 2019 Evanston Review:
Shawn Decker & Cesar Marron, lessees, apply for a special use to expand a Craft Alcohol Production Facility, Sketchbook Brewing Co., in the C1a Commercial Mixed-Use District (Zoning Code Section 6-10-3-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Recommendation
City staff and DAPR recommend the Zoning Board of Appeals provide a favorable recommendation with conditions to City Council for approval of the special use for the expansion of a Craft Alcohol Production Facility, Sketchbook Brewing Co. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district.

Site Background
821-823 Chicago Avenue is located on the east side of Chicago Avenue, midblock between Main St. and Kedzie St. in the C1a Commercial District and is surrounded by the following:

North: C1a Commercial Mixed Use District
East: R6 General Residential District
South: C1a Commercial Mixed Use District
West: OS Open Space District

The property features a 2-story commercial building with office space on the second floor. The property in question is surrounded by commercial uses. Sketchbook Brewing Co. currently occupies 821a-821b Chicago Ave.
Proposal
The applicant proposes to expand the tasting room of Sketchbook Brewing Co, a Craft Alcohol Production Facility, from the current space at 821a-821b Chicago Ave. to include 823 Chicago Ave. The Zoning Ordinance defines a Craft Alcohol Production Facility as:

A commercial facility that: (1) produces beer, wine, or other alcoholic liquor in quantities compliant with all applicable local, state, and federal regulations; and (2) includes an accessory tasting room in zoning districts where the facility is a Special Use. A tasting room is only permitted to allow customers to taste samples of products manufactured on-site and purchase related sales items. Sale of alcohols manufactured off-site are prohibited. A Craft Alcohol Production Facility may have a Type 1 Restaurant as an accessory use.

Sketchbook Brewing Co. currently operates under special use Ord. 84-O-15, approved July 29, 2015, as a Craft Brewery. A text amendment was approved on October 26, 2018 to modify the zoning uses of alcohol producing establishments. The text amendment removed the zoning use categories of Craft Brewery and Craft Distillery and replaced them with Brew Pub and Craft Alcohol Production Facility. By zoning definition, a Brew Pub includes a full service restaurant whereas a Craft Alcohol Production Facility includes a tap room. Sketchbook Brewing Co. currently requests a special use for a Craft Alcohol Production Facility.

Current Property Layout (including other commercial spaces; proposed expansion will take over the previous Dentist space):

![Site Plan]

Sketchbook Brewing Co. currently brews beer in the back portion of the building. No changes are proposed to the brewing facility. The business also operates a tap room in the storefront space at 821a-821b Chicago Ave. The current tap room features a bar with seating for 8 customers, and 4 two-person tables for a total seating capacity of 16 customers. The expansion increases the seating area by 71 seats for a total seating capacity of 87 customers. The site plan notes that when calculated as an assembly use
at 15 sq. ft. of space per customer, the business increases from 23 occupants to 78 occupants.

Current special use Ord. 84-O-15 includes the following conditions that should be considered for the new special use request:

1. Hours of operation for the retail business shall not exceed 10am – 10pm Monday – Thursday, and 10am-11pm on Friday – Saturday, and 12pm-10pm on Sunday. The aforementioned retail hours of operation in no way limit the hours in which the establishment may brew its products.
2. The applicants shall take measures to ensure odors are objectively reasonable to a majority of the neighbors and do not constitute a nuisance.
3. Retail customer access is limited to the street-side business frontage on Chicago Ave.
4. Employees shall not park on the street during hours of operation.

Floor Plan (blue is existing; orange is proposed expansion):

All other operations will remain the same at the facility, including brewery tours, occasional tours and special events. Deliveries and keg pickups occur at the alley. Outgoing deliveries occur 1-3 times per day maximum. Proposed modifications to the building include a partial removal of the partition wall between the existing tap room space and the proposed seating expansion, remodeling of the two front doors to create recessed entry that is ADA compliant if possible, and replacement of storefront windows with operable windows. Staff is not aware of any objections to the proposal.
Ordinances Identified for Requested Relief
6-10-3. C1a Commercial Mixed Use District.

6-10-3-3: SPECIAL USES: The following uses may be allowed in the C1a district, subject to the provisions set forth in Section 6-3-5 of this Title:
Craft Alcohol Production Facility (among others listed)

Comprehensive Plan
The Evanston Comprehensive General Plan encourages the utilization of storefronts along existing commercial corridors that 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.

The proposed Craft Brewery will utilize a vacant storefront and support a locally owned and operated business in its expansion.

Design and Project Review (DAPR) Discussion and Recommendation:
DAPR Committee members found the proposed expansion of Sketchbook Brewing Co. to be a compatible use, with proper conditions, that will allow a locally owned business to expand and continue to contribute to an economically vibrant commercial corridor. Recommendation: Unanimous approval subject to the conditions of the existing special use approval.

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

1. Is one of the listed special uses for the zoning district in which the property lies: Yes, per Section 6-10-3-3.
2. Complies with the purposes and the policies of the Comprehensive General Plan and the Zoning ordinance: Yes, the Comprehensive General Plan encourages supporting the expansion of existing and locally owned businesses.
3. Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use: There are no other Craft Alcohol Production Facilities in the area, and other existing special uses, which include a ground floor bank and medical office (urgent care), are not similar in nature and therefore will not cause a negative cumulative effect.
4. Does not interfere with or diminish the value of property in the neighborhood: Yes, the expansion will allow a successful existing business to expand and occupy a commercial space that would otherwise remain vacant.
5. Is adequately served by public facilities and services: Yes, public facilities and services are existing.
6. Does not cause undue traffic congestion: Yes, many customers live in the nearby area and frequent the business without utilizing vehicles. Employees do not park on the street.
7. Preserves significant historical and architectural resources: NA
8. Preserves significant natural and environmental resources: NA
9. Complies with all other applicable regulations: Yes.

Attachments
Special Use Application - submitted January 18, 2019
Plat of Survey
Floor Plans
Existing Special Use Ord. 84-O-15
Letter of Support
Image of Property
Aerial View of Property
Zoning Map of property
DAPR Draft Meeting Minutes Excerpt – February 6, 2019
SPECIAL USE
APPLICATION
CASE #_19ZMV-0000

1. PROPERTY

821-823 Chicago
Address Avenue

Permanent Identification Number(s):
PIN 1: 11-19-401-019-0000 PIN 2: 11-19-401-026-0000
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.)

2. APPLICANT

Name: Shawn Decker and Cesar Marron
Organization: Sketchbook Brewing Co.
Address: 821 Chicago Ave.
City, State, Zip: Evanston, IL 60202
Phone: Work: 647-584-2337 Home: 647-969-3966 Cell/Other:
Fax: Work: Home: 516-969-6969
E-mail: shawn@sketchbookbrewing.com, cesar@sketchbookbrewing.com

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

☐ same ☐ architect ☐ builder/contractor ☐ contract purchaser
☐ officer of board of directors ☐ attorney ☐ lessee ☐ 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: Charles Happ
Address: 820 Davis St.
City, State, Zip: Evanston, IL 60201
Phone: Work: 847-727-5346 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 may change the Applicant for this application at any time by contacting the Zoning Office in writing."

G. Happ
As Agent for Charles C. Happ 1/17/19

Property Owners’ 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

1/17/2019
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: _________________________
- [ ] 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 or 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:

Expansion of our existing Brewery Taproom at 821 Chicago Ave. to add seating space by expanding into 823 Chicago Ave.

This property is part of the same building, and would involve opening an existing inner partition within the building.


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)

Craft Breweries are allowed as a special use.

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?

Our Brewery has been in operation for 4 years, the existing taproom for two years. Both have had a positive effect on retail traffic in surrounding businesses, property values, etc. Expanding the seating area in the existing taproom will enhance this.

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

YES. Existing Water and other utilities are adequate for the Craft Brewery Special Use.
d) Will the requested special use cause undue traffic congestion?

No. This location is well serviced by public transportation with a Divvy station nearby, a CTA stop across the street, and a Metra stop also across the street. A majority of our current customers live in the area and walk, or use public transportation or ride share services.

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

Yes. No changes will be made to existing external architectural features.

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

Yes. No changes will be made to any natural or environmental features.

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 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.)

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.

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.

Cesar Marron, President, Treasurer
1630 Madison St., Evanston IL 60202

Shawn Decker, Vice-President, Secretary
1324 Ashland Ave., Evanston IL 60201

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.

Shawn Decker: 1324 Ashland, Evanston IL 60201 - 43.875%

Cesar Marron, 1630 Madison St., Evanston IL 60202 - 43.875%

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.

________________________________________

________________________________________
84-0-15

AN ORDINANCE

Granting a Special Use Permit for a Craft-Brewery Establishment
Located at 821a-821b Chicago Avenue in the C1a Commercial Mixed Use District ("Sketchbook Brewing Co.")

WHEREAS, the Zoning Board of Appeals ("ZBA") met on June 16, 2015, pursuant to proper notice, to consider case no. 15ZMJV-0035, an application by Cesar Augusto Marron and Shawn Decker (the "Applicants"), lessees of the property legally described in Exhibit A, attached hereto and incorporated herein by reference, commonly known as 821a-821b Chicago Avenue (the "Subject Property") and located in the C1a Commercial Mixed Use District, for a Special Use Permit to establish, pursuant to Subsection 6-10-3-3 of Title 6 of the Evanston City Code, 2012, as amended (the "Zoning Ordinance"), a Craft-Brewery Establishment on the Subject Property; and

WHEREAS, the ZBA, after hearing testimony and receiving other evidence, made a written record and findings that the application for a Craft-Brewery Establishment met the standards for Special Uses in Section 6-3-5 of the Zoning Ordinance and recommended City Council approval thereof; and

WHEREAS, at its meeting of July 13, 2015, the City Council’s Planning and Development Committee ("P&D Committee") considered and adopted the ZBA's record and findings, and recommended City Council approval thereof; and

WHEREAS, at its meetings of July 13, 2015 and July 27, 2015, the City Council considered and adopted the respective records, findings, and recommendations of the ZBA and P&D Committee,
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: The foregoing recitals are hereby found as fact and
incorporated herein by reference.

SECTION 2: The City Council hereby approves the Special Use Permit
for a Craft-Brewery Establishment applied for in case no. 15ZMJV-0035.

SECTION 3: Pursuant to Subsection 6-3-5-12 of the Zoning Ordinance,
the City Council hereby imposes the following conditions on the Applicants' Special Use
Permit, violation of any of which shall constitute grounds for penalties or revocation of
said Permit pursuant to Subsections 6-3-10-5 and 6-3-10-6 of the Zoning Ordinance:

A. **Compliance with Applicable Requirements:** The Applicants shall develop and
use the Subject Property in substantial compliance with: all applicable legislation;
the Applicants' testimony and representations to the ZBA, the P&D Committee,
and the City Council; and the approved plans and documents on file in this case.

B. **Hours of Retail Operation:** The Applicants shall operate the Craft-Brewery
Establishment for retail purposes, as authorized by this ordinance, only between
the hours of 10:00 a.m. to 10:00 p.m. on any given Monday through Thursday,
10:00 a.m. to 11:00 p.m. on any given Friday or Saturday, and noon to 10:00
p.m. on any given Sunday. The aforementioned retail hours of operation in no
way limit the hours in which the Craft-Brewery Establishment may brew its
products.

C. **Ventilation:** The Applicants shall extend ventilation equipment to ventilate to the
rooftop of the Subject Premises.

D. **Nuisance Odors:** The Applicants shall take measures to ensure odors are
objectively reasonable to a majority of the neighbors and do not constitute a
nuisance.

E. **Access to Subject Property:** The Applicants shall have the Subject Property's
retail access only via the street-side business frontage on Chicago Avenue.

F. **Employee Parking:** Employees shall not park on the street during hours of
operation.

~2~
G. **Recordation:** Before it may operate the Special Use authorized by the terms of this ordinance, the Applicant shall record, at its cost, a certified copy of this ordinance with the Cook County Recorder of Deeds.

**SECTION 4:** When necessary to effectuate the terms, conditions, and purposes of this ordinance, "Applicants" shall be read as "Applicants' agents, assigns, and successors in interest."

**SECTION 5:** If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 6:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 7:** This ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

**SECTION 8:** The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.
Introduced: July 13, 2015
Adopted: July 27, 2015

Approved: July 29, 2015

Elizabeth B. Tisdahl
Mayor

Approved as to form:

W. Grant Farrar, Corporation Counsel

Attest:

Rodney Greene, City Clerk
EXHIBIT A

Legal Description

Lot 6 and the Northerly 22 feet of Lot 7 in Block 11 in White's Addition to Evanston, in Section 19, Township 41 North, Range 14, East of the Third Principal Meridian, in Cook County, Illinois.

PINS: 11-19-401-019-0000
11-19-401-020-0000

COMMONLY KNOWN AS: 821a-821b Chicago Avenue, Evanston, IL
I got this notice in the mail because I live within 500 feet of the subject property. I am in favor of permitting the expansion of Sketchbook Brewing. It would add some character to the neighborhood and would draw more business to the district.

Joshua Decker
Design and Project Review Committee (DAPR) Minutes Excerpt
February 6, 2019

Voting Members Present:  J. Hyink, I. Eckersberg, D. Cueva, M. Tristan, S. Mangum, L. Biggs, M. Klotz, M. Jones

Staff Present:  J. Velan, E. Golden

Others Present:  Ald. Revelle

Presiding Member:  S. Mangum

A quorum being present, S. Mangum called the meeting to order at 2:31 pm.

Approval of Minutes

January 23, 2019, DAPR Committee meeting minutes.

M. Tristan made a motion to approve the January 23, 2019, meeting minutes, seconded by M. Jones.

The Committee voted, 6-0, to approve the January 23, 2019, meeting minutes, there were 2 abstentions.

New Business

3.  821-823 Chicago Avenue  Recommendation to ZBA
Shawn Decker and Cesar Marron, lessees, submit a Special Use application to expand Craft Alcohol Production Facility, Sketchbook Brewing Co., in the C1a Commercial Mixed-Use District.

APPLICATION PRESENTED BY:  Shawn Decker, lessee
                               Cesar Marron, lessee

DISCUSSION:

- Sketchbook Brewing Co. has been at their current location for 4 years, tap room has been there for 2 years.
- Current space is small. The adjacent business to the north is relocating, proposing to expand into that space.
- No change to brewing operations, no change to bar area.
- Two bathrooms will be added for a total of 4 bathrooms. One bathroom will comply with ADA requirements.
• Will create a vestibule for entryway and operable windows.
• M. Tristan asked if changing food service.
• C. Marron stated small bar snacks are provided; customers are able to have food delivered. No change to brewing capacity.
• L. Biggs stated ADA accessible entries are desirable, one entrance currently meets ADA requirements.

L. Biggs made a motion to recommend approval subject to the existing conditions in the current special use approval, seconded by M. Tristan.

The Committee voted, 8-0, to recommend approval subject to the condition noted above.
1118 Harvard Terr.
19ZMJV-0002

ZBA Determining Body
MEMORANDUM

To: Members of the Zoning Board of Appeals

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

Subject: 1118 Harvard Terr. - ZBA 19ZMJV-0002
          ZBA Determining Body

Date: February 14, 2019

Notice - Published in the January 31, 2019, Evanston Review
Stacey Christie, property owner, appeals the Zoning Administrator’s decision to deny minor zoning relief (case number 18ZMNV-0095) to construct a one-story addition with a 3.8’ west interior side yard setback where 5’ is required (Zoning Code Section 6-8-3-7) in the R2 Single Family Residential District. The Zoning Board of Appeals is the determining body for this case.

Recommendation
City staff affirms the Zoning Administrator’s decision to deny zoning relief to construct a one-story addition with a 3.8’ west interior side yard setback where 5’ is required. City staff affirms the determination that the requested zoning relief does not meet the Standards for Minor Variation. Specifically, the requested variation is not keeping with the Comprehensive General Plan and the Zoning Ordinance, and the requested variation is not the least deviation from the applicable regulation among feasible options identified before the Zoning Administrator. Staff determined the length and width dimensions of the addition could be switched to achieve the same size addition with a compliant west interior side yard setback.

Site Background
1118 Harvard Terr. is located on the south side of Harvard Terr. midblock between Barton Ave. and Ridge Ave. in the R2 Single Family Residential District and is surrounded by the following:

North: R2 Single-Family Residential District
East: R2 Single-Family Residential District
South: R2 Single-Family Residential District
West: R2 Single-Family Residential District

The subject property features a single-family residence with a detached garage.

Proposal
The appellant originally applied for a minor variation to construct a one-story, one room addition off the rear of the house with a 3.8’ west interior side yard setback where 5’ is required. The
Zoning Administrator found the Standards for Minor Variation were not met for this request, so the zoning relief was denied.

**Proposed Site Plan:**

The proposed zoning relief would allow the addition to align with the existing legally-nonconforming setback of the existing house. The addition cannot shift further east on the property due to the existing kitchen windows on the rear façade of the house.

**Staff Determination**

The Zoning Administrator denied the request because it is not keeping with the Comprehensive General Plan and the Zoning Ordinance. The Comprehensive Plan specifically states the “policies and programs, such as zoning…support a high quality of life in neighborhoods”. The required 5’ interior side yard setback is intended to provide an open space buffer between properties, which therefore reduces impacts such as noise on adjacent properties. If the side yard setback is reduced, the impact on the adjacent property increases, which may affect the quality of life in neighborhoods.

Additionally, the Zoning Administrator denied the request because is not the least deviation from the applicable regulation among feasible options identified. Staff determined the length and width dimensions of the addition could be switched to achieve the same size addition with a compliant west interior side yard setback, while maintaining the same overall room size and usability. Also, an addition that projected further into the rear yard would be compliant with requirements for rear yard setback, building lot coverage, and separation between the principal and accessory structures.

**Additional Information**

The appeal submittal includes additional information. The appellant explains the addition is meant to create a bedroom that can easily be converted for ADA accessibility in conjunction with the adjacent bathroom so that the homeowner can age in place in the future. The appellant believes it is not possible to modify the dimensions of the addition without compromising the interior space and necessary ADA clearance around a bed and typical bedroom furniture. In response staff suggested the bed could be located against the south wall of the addition so that ADA clearance is achieved. However, the appellant does not find that to be an acceptable
solution because the south wall of the addition will feature full-sized windows to capture the southern exposure and will then not accommodate a bed against that wall. The west wall of the addition is proposed with shorter windows so that a bed can fit under the windows.

*Proposed Floor Plan section:*

Additionally, the neighbor to the west submitted a letter of support for the proposed zoning relief, and states the relief is preferred to compliance with an addition that protrudes 2.25’ further into the rear yard since an addition that protrudes further into the rear yard would block more sunlight from entering the adjacent residence. The neighbor provided photographs from inside the adjacent house to display how the proposed addition will further impact the light into the house if the required 5’ side yard setback is maintained and the addition is rotated.

**Ordinances Identified for Requested Relief**

6-8-3-7 The minimum yard requirements for the R2 district are:

- 6-8-3-7-A-3 Side Yard – 5’

**Appeal Procedure**

Pursuant to Section 6-3-8-6-E of the Zoning Ordinance (Procedure for Minor Variations and Fence Variations), the applicant filed an appeal within 10 working days of the Zoning Administrator’s mailing of the notification. Section 6-3-11-B (Appeals) states that “the appeal procedure is provided as a safeguard against arbitrary, ill-considered, or erroneous administrative decisions. It is intended to avoid the need for legal action by establishing local procedures to review and correct administrative errors. It is not, however, intended as a means to subvert the clear purposes, meanings, or intent of this Ordinance or the rightful authority of the Zoning Administrator to enforce the requirements of this Ordinance. To these ends, the reviewing body should give all proper deference to the spirit and intent embodied in the language of this Ordinance and to the reasonable interpretations of that language by those charged with the administration of this Ordinance.” Further, Section 6-3-11-D states “The Zoning Board of Appeals may reverse or affirm, wholly or partly, or may modify the order or final decision as in its opinion ought to be made in the premises, and to that end has all the powers of the officer from whom the appeal is taken.”
Variance Standards
Since the appealed determination is for a proposal that is within the threshold of a Minor Variation, the Standards for Minor Variations should be utilized for determining the appeal. For the Zoning Administrator to grant approval of a minor variance, the Zoning Administrator must find that the proposed variance(s) meet the following standards:

a) The practical difficulty is not self-created: The property was platted and the house was constructed in its current location prior to current ownership. Standard Met.

b) The requested variation will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties: The adjacent property owner to the west who is closest to the requested zoning relief submitted a letter of support for the zoning relief. That owner specifically states the zoning relief is preferred to following the required setback. Standard Met.

c) The requested variation is in keeping with the comprehensive general plan and the zoning ordinance. The Comprehensive General Plan states policies and programs such as zoning are intended to preserve open space within neighborhoods to provide a high quality of life. Reduction of the open space within the required side yard setback when not necessary, as requested by the appellant, is not keeping with the Comprehensive General Plan and Zoning Ordinance. Standard Not Met.

d) The requested variation is consistent with the preservation policies set forth in the comprehensive general plan. NA

e) The requested variation requires the least deviation from the applicable regulation among the feasible options identified before the Zoning Administrator issues his/her decision regarding said variation. The same size addition could be constructed in primarily the same location with a compliant west interior side yard setback by rotating the addition. Standard Not Met.

Attachments
Appeal Application – January 14, 2019
Supplemental Appeal Information (from Appellant) - February 15, 2019
Minor Variance Application – November 7, 2018
Zoning Analysis
Plat of Survey
Site Plans
Image of Rear Yard/House
Letters of Support
Minor Variation Public Notice
Minor Variation Final Determination Notice
Images of Property
Aerial View of Property
Zoning Map of Property
1. PROPERTY

Address: 118 HARVARD TERRACE, EVANSTON, IL 60202
Permanent Identification Number(s):
PIN 1: 1113011160030000 PIN 2: ____________________________

2. APPELLANT

Name: STACEY CHRISTIE
Organization: ____________________________
Address: 118 HARVARD TERRACE
City, State, Zip: EVANSTON, IL 60202
Phone: Work: ____________________________ Home: 847/721-2143 Cell/Other: ____________________________
Fax: Work: ____________________________ Home: ____________________________
E-mail: STACEYCHRISTIE@SBCGLOBAL.NET

Please circle the primary means of contact.

3. 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: ____________________________
Date: Jan 14, 2019

4. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

✓ (This) Completed and Signed Application Form
✓ Application Fee Amount $275.00 Check # __________ (if applicable)

Notes:

- Incomplete applications will not be accepted. Applications lacking any required documents or materials will not be accepted. Incomplete applications cannot be "held" at the zoning office.
- Application Fees may be paid by cash, check, or credit card.
- Return this form and all required additional materials in person to:

  City of Evanston, Zoning Office
  2100 Ridge Avenue, Room 3202, Evanston, IL 60201

  Hours of Operation: Monday – Friday, 8:30am – 5:00 pm
5. Address (or location) of property to which pertains the decision you are appealing:

1119 Harvard Terrace, Evanston, IL 60202

6. Describe the Zoning Administrator’s decision that you are appealing:

C.F. Addendum

__________________________________________

7. Describe what you believe to be the correct zoning ordinance interpretation or what you believe to be the correct facts related to this particular zoning decision:

C.F. Addendum

__________________________________________

8. Describe in what manner you believe yourself aggrieved or harmed by this zoning interpretation and/or determination:

C.F. Addendum
6. "The variation application requests relief from Section 6-8-3-7...the requested variation is not in keeping with the comprehensive general plan and the zoning ordinance, nor is it the least deviation from the applicable regulation among feasible options identified before the Zoning Administrator."

7. According to 6-1-2 (A) of the Zoning Ordinance Purpose and Intent, the proposed variation promotes the "comfort, moral, convenience, general welfare" of the public. The proposed variation request is to maintain the existing site lines of the existing building in the rear of the building. There is a rear fence along the public alley on the South boundary of the property. From the street, there will be no visible change of the profile of the building. Therefore, the only "public" impacted by this proposed variation is the homeowner and the adjoining neighbor to the West.

The moral impact in this instance is the value of neighbor's exercising consideration of one another in order to promote the public good of cooperation, mutual consideration of the needs and preferences of one another, and the public peace and good will of neighbors towards one another and towards the government of the City of Evanston. Such intimate local experience has numerous public and social benefits which encourage broader civic confidence, engagement, and optimism. In other words, the general welfare of the public is enhanced by neighbors taking into account one another's needs and desires and accommodating their own plans accordingly.

The plan for the addition as proposed meets the goals of both neighbor's affected by optimizing the comfort, convenience, and respective values of their properties. For the appellant, this means adding enough space both for current uses and needs with the flexibility to age in place and adapt to future interior accommodations. For the neighbor, this means maintaining light and sight lines which enhance the enjoyment and continued utilization of their existing property. Both conditions are essential in maintaining and enhancing the property values of both properties.

The denial of the minor variation application does not give adequate weight to the overall intent of the zoning ordinance. This is especially true given the historic precedence in this neighborhood, on this block of granting the same minor variations. The only remedy to comply with the strict interpretation of the current zoning ordinance is the demolition of numerous residences constructed prior to the ownership of most, if not all, of the current owners and occupants. While no one is proposing this, the strict application of this side setback requirement cannot be viewed as promoting the general welfare of this neighborhood, given the preexisting construction of numerous, if not the majority of properties on this block. While the reasoning of a five foot setback makes sense in providing fire separation, light, and ventilation, the proposed addition meets these practical considerations given that there is 13' of space between the existing buildings. There is no practical or compelling benefit to the general public by the strict enforcement of this zoning requirement.

8. Adjusting the plan would create harm on a variety of issues. First, moving the addition to the East would require a major reworking of existing elements and reconfiguration of the existing floor plan of the residence. The design takes into account the physical and architectural existing conditions of the building. The addition as designed encroaches existing windows on
the house as far as possible on the East. Second, the window layout of the addition was designed specifically to grant maximum privacy to the occupants of both buildings. Third, re-positioning of the bed in the room to give more maneuverability would require reducing the total amount of light, ventilation, and enjoyment of the rear yard for the property owner. Fourth, the bedroom closet would be less accessible with the offset. Fifth, the offset roof planes and reconfiguration of existing windows and interior floor plans would require additional expense.

Additionally, harm is created by putting the adjoining neighbors interests in conflict. Prior to designing the addition, conversation and negotiation happened with the neighbors on both sides of the property. Their input was explicitly incorporated into the design from the outset in order to maintain their respective property values and to promote cooperation and harmonious mutual enjoyment of the respective homes. The implication of the suggestion by the City zoning staff that the appellant can simply rotate the design of the addition and, thereby, comply with the strict zoning code, is that the interests of the neighbors is irrelevant. While the appellant would then have every legal right to build the addition that way, the strict interpretation of the set back requirement creates conflict of interests between the neighbors immediately impacted. Finally, promotion of unnecessary conflict between neighbors inevitably harms the relationship between the general public and their government. This harm is created with no practical benefit to the general public at all.
Supplemental arguments in favor of granting an appeal for denial of Minor Variance

1118 Harvard Terrace
Owner: Stacey Christie

Submitted by John Cook, Contractor, Just Builders Inc.

Review of Standards to be met for a minor variation

A.. Is not self created, and relates to the characteristics of the property which prevents compliance with the regulation.

True – 1  The original house was built to 3.8 feet rather than 5 side yard setback. - not self created.
2  The existing kitchen windows limit the available width of the bedroom addition - same
3  The existing bedroom cannot be converted to a master bath suite because there is only one
bathroom serving the first floor.

B. If granted, will not have a substantial adverse impact on adjoining properties

True   -1  The addition is at the south west, not in the line of sight from the neighbor's home to the east.
2   By agreement with the neighbor to the west, the addition as applied for will not exceed the
rear projection of the west neighbor's home, and will thus preserve that neighbors line of
sight to the south east.
3 As an improvement will not have a negative effect on this or adjacent property values.
   - Owner is not primarily motivated by prospects of financial gain.

C.... The request conforms to the Comprehensive General Plan and the purposes of the Zoning
Ordinance.

True.  1.  It does not add any undue congestion due to its location, contributes to the well being and
enjoyment of the residents of the City of Evanston
2. As applied for, it enhances good will between neighbors, thus contributing to the general
welfare.
3.The ordinance provides for relief from setback requirements through the variance process

D.... The variation granted is the minimum change in the requirements of the Zoning Ordinance
necessary to alleviate the property's practical difficulty.

True.  1. The request does not exceed the existing building west wall line, so it represents the minimum
variation required to alleviate the practical difficulty in the east west direction.
2.The request limits the rearward (north south) projection of the addition to the minimum
necessary to achieve in the first instance a modestly sized bedroom, and in the second instance
a bedroom configured to allow for aging in place. ( further rationale to follow)
General information

We believe the responses above to the relevant standards are, in themselves, sufficient reason to grant relief from the side yard setback requirement of 5 feet. In our original application for a minor variance we did not set forth all the arguments we are now including for two reasons. First, based on our prior experience with minor variance applications in the past, we had no reason to expect this similar request would be denied, so a simple statement of the immediately relevant points was presented. Second, our conversations with Stacey Christie, homeowner, have developed over time. Her plans to live long term in her home through her senior years have become more focused, and thus her plans on Aging in Place have factored more into our ongoing plan. That goal, not previously known to the administrator, is compromised by denial of the relief we are seeking. We believe these are compelling reasons to reconsider the entirety of the arguments in favor of granting relief.

Why we believe the original interpretation was not correct: The original application did not have in view several relevant considerations. I.E. new information is the basis for a new determination.

1. Granting the variance relieves a hardship vis a vis creating a space conducive to Aging in Place

2. The denial was based on the assumption that a suitable bedroom could be built without relief from the 5 foot setback by rotating the drawn bedroom 90 degrees. (exchanging length for width) However, extending the addition further into the rear yard interferes with the west neighbor’s view to the southeast adversely impacting the neighbor’s property. The neighbor is in support of the variance request, but opposes the alternate solution which will erode her view and diminish her enjoyment of her property. Due to the particulars of this request, granting the request will result in two happy neighbors, consistent with a stated purpose of the Comprehensive General Plan of the zoning ordinance. Denying it will do the opposite, and in this case will not promote the general welfare.

Rationale Point 1. The hardship created for Aging in Place

Stacey has lived in her well maintained modest two bedroom home for many years, and would like to create a bathroom, bedroom suite suitable for her use and enjoyment for the foreseeable future. While she hopes for the best and plans to be ambulatory, she wishes to enhance her options to age in place in her home. Adding a bathroom with the possibility of a barrier free shower to a reasonably accessible bedroom will increase the likelihood that she will be able to continue living in her home as she ages.

Are there ways to achieve this without the addition in this location? The existing bathroom serves the first floor, and has a bathtub, precluding a barrier free shower. Given that the small second bedroom is located at the SW rear of the house, that the living room/dining room occupies the front areas of the house while the kitchen, breakfast nook takes up the SE, the only viable alternative for a second bathroom connected to a bedroom is to build the new bathroom in the existing SW bedroom space and then recreate the second bedroom as an addition, configured as a bedroom suite.

The plan envisions a bathroom which can accommodate a barrier free shower. This bathroom is not
strictly ADA compliant, but can be configured to permit a compliant turning tee in for a wheelchair in and out of a barrier free shower. The bedroom as planned has the width to permit a 5 foot turning radius without being obstructed by furniture as depicted on the sheet marked A.

The head of the bed is on the west wall, with typical high west facing awning windows, which will provide light and cross ventilation, while providing privacy from the neighbor to the west. On the south wall are low windows giving a good southern view of Stacy's yard, and one window faces east, providing ventilation, and egress while providing some visual screening from the adjacent kitchen windows. This is the room configuration which best meets Stacy’s present and future needs both now and in the future with wheelchair access in mind.

As was argued in the original application, the kitchen windows define the eastward limit of the east bedroom wall, so the room can't expand in that direction. If the west wall is inset to 5 feet from the side yard line, narrowing the room, the primary hardship created is the loss of ample wheelchair navigation unless furniture is removed from the east wall.

If the bedroom is extended to the south, but remains narrowed by maintaining a 5 foot west setback, it still does not provide a 5 foot turning radius for a wheelchair without sacrificing the desired space for furniture along the east. The room remains too narrow and thus creates a hardship as opposed to a mere inconvenience. (We point out that for a minor variance, the language is is less restrictive. The application asks to identify the characteristics of the property which prevent compliance with the Zoning Ordinance, without requiring a distinction between a hardship and a “mere inconvenience” as required in a Major Variance. Nevertheless, a hardship exists. We argue that the characteristics of the property do prevent compliance if the room is to function for the purpose of Aging in Place. The combination of the of the existing kitchen window location which limits widening the room to the east, and the imposition of a 5 foot setback to the west results in a narrow room poorly suited for the goal of aging in place, because it barely affords a wheelchair turning radius. Since this desire and reasoning was not known to the Zoning Administrator, we argue that the administrator and support staff were unable to factor this into consideration, and therefore did not make the correct determination)

Rationale Point 2 Adverse impact on adjoining properties and Contradicting intent of the General Plan

Stacey has been a long standing friend with her neighbor to the west. As the plan has developed, they have talked about their respective needs and wishes. Stacey was careful to ask us not to design a bedroom which extended further than necessary into the rear yard. One important consideration for Stacey was to continue to afford her neighbor the line of sight she enjoys to the southwest from the rearmost room of her house. Stacey was certain that she did not want the addition to extend further south than her neighbor’s house, again, to allow her neighbor a reasonably unobstructed eastward and southeast view. Both agree that extending the addition further southward in compliance with the setback of 5 feet will adversely impact the neighbor’s property. Granting the variance will allow the southward extent of the addition to be preserved as drawn, avoiding that adverse impact.

The General Plan of the Zoning Ordinance states, in part a PURPOSE AND INTENT of promoting the public health, safety, comfort, morals, convenience, general welfare…. [of the residents.] (6-1-2A)

We have two neighbors who believe denying this variance will contradict their comfort, convenience and general welfare, in contradiction of this PURPOSE, while granting it will satisfy the intent of the ordinance in this regard.
The granting of this addition also aligns with the General Plan by

Conserving and enhancing the taxable value of land and buildings throughout the City  

Other considerations.

While there is ample reason to make a case for fairness and consistency, and while we note that three years ago, one of our projects was granted a variance for similar issues on this very street, and also note the granting of a variance to allow the rear walls to align on a property several doors to the east, we are not making the argument that this denial was arbitrary, historically inconsistent with many similar administrative determinations throughout the long history of the Ordinance, and thus unfair to this applicant and her neighbor. Rather, we simply wish to point out that in granting this request, no new precedent is being set. Prior zoning administrations have granted similar requests for minor variances and this body has granted major variances with similar property characteristics.

This property backs up against the Skokie swift train line, so is not in the public view from the south, not counting the alley. The addition is on the rear, so will not be visible from the street.

6-1-2 (B)  The Ordinance states a purpose of Securing adequate light, pure air, and safety from fire and other dangers.

The portion of the neighbor’s house to the west which will align with the proposed addition is almost 13 feet from the current non compliant house wall. No restrictions to light and vent will ensue nor will any if the neighbor builds to within 5 feet of the side yard in the future. Even in that event, 8.8 feet will remain along the length of the addition.

From the standpoint of fire, we presume that a 5 foot setback, resulting in a 10 foot separation between residential properties is an intent of the Zoning Ordinance worthy to maintain. Given that the distance between the structures will exceed 10 feet along the length of the proposed addition that presumed intent will be preserved at present.

It can be argued that the neighbor could in the future build to within 5 feet of their side yard, and in so doing reduce the total separation to less than 10 feet. We point out that Stacey has taken care to specify brick for her addition, at greater expense to her, which is both a compliant fire proof material, and maintains consistency with the original construction. In addition, the small awning windows in the proposed west wall take up less than 10% of the west wall face, making that wall compliant for fire separation to a higher building code standard than would be imposed for residential properties, no matter what the neighbor is permitted to build in the future. In this way, this intent of the Zoning ordinance is satisfied as relates to fire.
Ord. 14-0-98) Minor Variations: Minor variations may be authorized by the Zoning Administrator upon making written findings that the proposed variation satisfies the following standards: The practical difficulty is not self-created. The requested variation will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties. The requested variation is in keeping with the comprehensive general plan and the zoning ordinance. The requested variation is consistent with the preservation policies set forth in the comprehensive general plan. The requested variation requires the least deviation from the applicable regulation among the feasible options identified before the Zoning Administrator issues his/her decision regarding said variation.

Requirements for Major variations (Ord. 95-0-09)
The requested variation will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties. The requested variation is in keeping with the intent of the zoning ordinance. The alleged hardship or practical difficulty is peculiar to the property. 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 purpose of the variation is not based exclusively upon a desire to extract additional income from the property, or 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 on final jurisdiction under Section 6-3-8-2 of this Chapter, 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 Section 6-3-6-3 of this Chapter. The alleged difficulty or hardship has not been created by any person having an interest in the property. The requested variation requires the least deviation from the applicable regulation among the feasible options identified before the Zoning Board of Appeals issues its decision or recommendation to the City Council regarding said variation.

Appeal: Any person adversely affected by decision of the Zoning Board of Appeals or the City Council may appeal the decision to the circuit court. (Ord. 43-0-93)
MINOR VARIATION
APPLICATION
CASE #: 18ZMN-2095

1. PROPERTY

Address: 1118 HARVARD TERRACE
Permanent Identification Number(s):
PIN 1: 1 1 3 0 1 1 6 0 0 3 0 0 0 0 0
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: STACEY CHRISTIE
Organization: ____________________________
Address: 1118 HARVARD TERRACE
City, State, Zip: EVANSTON, IL 60202
Phone: Work: ____________ Home: 347/721-3143 Cell/Other: ____________________________
Fax: Work: ____________________________ Home: ____________________________ E-mail: STACEYCHRISTIE@sbcglobal.net

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

☐ same ☐ builder/contractor ☐ contract 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: ____________________________
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: Nov 7, 2018

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: Nov 7, 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: **Nov. 1, 2018**

- **Project Site Plan**
  Date of Drawings: **Nov. 7, 2018**

- **Project Zoning Analysis**
  Date: **10-17-2018**
  ID#: **18ZONA-0164**

- **Proof of Ownership**
  Document Submitted: **QUIT CLAIM DEED**

- **Application Fee**
  Amount $__________ Check #__________
  (if applicable)

Notes:

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted. Incomplete applications cannot be "held" at the zoning office.

- **Documents, drawings, or other materials submitted as part of other applications** (for example, building permit applications, or applications for Certificates of Appropriateness [Preservation Commission]) cannot be copied by the Zoning Office for submission with this application. You must provide separate copies.

- **Plats of survey** must accurately and completely reflect the current conditions of the property, must be dated and legible, and must be stamped by a licensed surveyor. Surveys must include dimensions of the property boundaries, the exteriors of all extant improvements, dimensions between structures and from structures to property boundaries.

- **Site Plans** must be legible when reproduced on letter-size paper, must be dated, and must include dimensions of all proposed improvements, dimensions between structures and from structures to property boundaries.

- **Project Zoning Analysis** - Prior to filing for a variance, you must have first applied for zoning certification (zoning analysis or by way of a building permit application), and received a "non-compliant" zoning analysis result that identified all non-complying elements of the proposed plan. You will need information from that document in order to fill out this application.

- **Proof of Ownership** - Accepted documents for proof of ownership include: deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents). **A tax bill cannot be accepted as proof of ownership.**

- **Application Fees** may be paid by cash, check, or credit card.

- **Return this form and all required additional materials in person to:**
  
  City of Evanston, Zoning Office  
  2100 Ridge Avenue, Room 3202  
  Evanston, IL  60201

  Hours of Operation:  
  Monday – Friday, 8:30am – 5:00 pm  
  Excluding holidays
### 6. PROPOSED PROJECT

A. Briefly describe the proposed project:

BUILD A ONE BEDROOM ADDITION AT THE REAR OF THE EXISTING BUILDING.

B. Have you applied for a Building Permit for this project?

☐ NO  ☑ YES (Date: 9/28/2018  Building Permit Application ID: 18 ADDR-0044)

### 8. 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.

<table>
<thead>
<tr>
<th>(A) Section (e.g. 6-8-3-4, see Zoning Analysis)</th>
<th>(B) Requirement to be Varied (e.g., &quot;requires a minimum front yard setback of 27 feet&quot;)</th>
<th>(C) Requested Variation (e.g., &quot;a front yard setback of 25.25 feet&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8-3-7</td>
<td>MINIMUM REQUIRED INTERIOR YARD SETBACK IN THE R2 DISTRICT IS 5.0'</td>
<td>PROPOSED WEST INTERIOR SIDE YARD SETBACK IS 3.7'</td>
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</tbody>
</table>

Page 3 of 4
9. PRACTICAL DIFFICULTY

What characteristic(s) of the property prevent compliance with the requirements of the Zoning Ordinance?

THE VARIATION REQUEST IS INTENDED TO ALTER THE WEST WALL OF THE ADDITION WITH THE WEST WALL OF THE EXISTING BUILDING. WITHOUT THE ADDED WIDTH, THE PROPOSED BEDROOM WILL NOT BE SUFFICIENTLY WIDE TO SERVE ITS INTENDED USE.

10. ALTERNATIVES

A. Have you considered revising the proposed project so that a variation is not necessary?

THE EASTERN DIMENSION OF THE ADDITION IS LIMITED BY EXISTING WINDOWS IN THE KITCHEN. THE ONLY WAY TO GET THE SUFFICIENT SPACE IS TO KEEP THE WEST HOUSE WALL LINE INTACT.

B. Have you considered revising the proposed project so that a smaller variation can be requested?

THERE IS NO PRACTICAL BENEFIT TO CREATING A JOE IN THE EXTERIOR WESTERN WALL IN ORDER TO REDUCE THE VARIANCE. MAINTAINING A STRAIGHT AND CONTINUOUS SIGHT LINE ALONG THE WESTERN WALL WILL CALL LESS ATTENTION TO ITSELF THAN A JOE IN THE WALL.

C. How have you minimized the impact that the variance will have on adjoining property owners?

FIRST, THE PROPOSED ADDITION DOES NOT EXTEND AS FAR INTO THE REAR LOT AS THE HOUSE TO THE WEST DOES. THEREFORE, WE HAVE NOT ENCROACHED THE NEIGHBOR'S LINE OF SIGHT FROM THEIR BACK YARD. SECOND, WE HAVE LIMITED THE WINDOWS FACING THE NEIGHBOR TO THE WEST TO HIGH AWNINGS IN ORDER TO MAINTAIN THE NEIGHBOR'S PRIVACY.
Case Number: 18ZONA-0164
Case Status/Determination: Non-Compliant

Proposal:
1-STORY ADDITION TO SFR

Site Information:

<table>
<thead>
<tr>
<th>Property Address:</th>
<th>1118 HARVARD TER</th>
<th>Zoning District:</th>
<th>R2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overlay District:</td>
<td>None</td>
<td>Preservation District:</td>
<td></td>
</tr>
</tbody>
</table>

Applicant: 

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Signature]</td>
<td>10-17-18</td>
</tr>
</tbody>
</table>

Zoning Section Comments

SEE FOLLOWING SHEET FOR SUMMARY COMMENTS.

Recommendation(s): Click on the link(s) below to access online application(s)
**Zoning Analysis**
**Summary**

<table>
<thead>
<tr>
<th>Case Number:</th>
<th>Case Status/Determination:</th>
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</thead>
<tbody>
<tr>
<td>18ZONA-0164 - 1118 HARVARD TR</td>
<td>NON-COMPLAINT</td>
</tr>
</tbody>
</table>

**Proposal:**

1-STORY ADDITION TO SFR

<table>
<thead>
<tr>
<th>Zoning Section:</th>
<th>Comments:</th>
<th>Plan dated 09-27-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plat of survey submitted is not current, there is a front walk not shown on the plat. Construction drawing indicates an existing patio not shown on the plat of survey, this impacts impervious surface calculation.</td>
<td></td>
</tr>
<tr>
<td>6-8-3-7</td>
<td>Non-compliant: Minimum required interior side yard setback in the R2 district is 5.0'; proposed west interior side yard setback is 3.7'.</td>
<td></td>
</tr>
<tr>
<td>6-6-52</td>
<td>Additions, whether horizontal or vertical, are required to meet current zoning regulations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommend revising plan so that addition is at least 5' from the west side property line.</td>
<td></td>
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<tr>
<td></td>
<td>May apply for a minor variation. Minor variations are an administrative decision by the Zoning Administrator, after submittal of an application, public notice and comment period.</td>
<td></td>
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<tr>
<td></td>
<td>An updated plat of survey is required if applying for a minor variation.</td>
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<tr>
<td></td>
<td>Variations may or may not be approved.</td>
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</tbody>
</table>
Zoning Analysis Review Sheet

Application Status: October 16, 2018
Results of Analysis: Non-Compliant

Z.A. Number: 18ZONA-8164
Purpose: Zoning Analysis with Bid Permit App
Address: 1116 Harvard Ter
District: R2
Overlay: None
Preservation
Reviewer: Michael Griffith
District:

This Application Proposes (select all that apply):
- New Principal Structure
- Change of Use
- New Accessory Structure
- Retail of Use
- Addition to Structure
- Plat of Rezoned/Consul
- Alteration to Structure
- Business License
- Retention of Structure
- Home Occupation

Analysis Based On:
- Plans Dated: 09-27-18
- Prepared By: JUST BUILDERS INC.
- Survey Dated: 11-29-76
- Existing Improvements: SFR AND DET-GARAGE

Proposal Description:
1-story Addition to SFR

Zoning Analysis

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

<table>
<thead>
<tr>
<th>Front Porch Exception (Subtract 5%)</th>
<th>Paver/Pervious Paver Exception (Subtract 20%)</th>
<th>Open Parking (Add 200 sqft/open space)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Eligible Front Porch</td>
<td>Total Paver Area</td>
<td># Open Required Spaces</td>
</tr>
<tr>
<td>Porch Perimeter</td>
<td>Paver Regulatory Area</td>
<td>Addtn to Bldg Lot Cov.</td>
</tr>
</tbody>
</table>

Principal Use and Structure

<table>
<thead>
<tr>
<th>Use</th>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
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</thead>
<tbody>
<tr>
<td>Dwelling - SF Detached</td>
<td></td>
<td></td>
<td></td>
<td>Compliant</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
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</tr>
</tbody>
</table>

Minimum Lot Width (LF)

| USE: Single Family Detached       |          |          |          |               |

Minimum Lot Area (SF)

| USE: Single Family Detached       |          |          |          |               |

Dwelling Units:

|          | 1       | 1       |          | Compliant     |

Rooming Units:

|          |          |          |          |               |

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

| 2267     | 1860     | 3.8%    | Compliant |

Comments:

| Dwelling Units:          |          |          |          | Compliant     |
| Rooming Units:           |          |          |          |               |

Page 1
<table>
<thead>
<tr>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage (SF, %)</td>
<td>3117</td>
<td>2730</td>
<td>49.2%</td>
</tr>
</tbody>
</table>

Comments: BASED ON SUBMITTED PLAT, PLAT NOT CURRENT

Accessory Structure
Rear Yard Coverage:
Comments:

Gross Floor Area (SF)
Use:
Comments:

Height (FT) 35 OR 2.5 STORIES
Comments:

Front Yard(1) (FT)
Direction: N
Street:
Comments:

Front Yard(2) (FT)
Direction:
Street:
Comments:

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

Interior Side Yard(1) (FT)
Direction: W
Comments:

Interior Side Yard(2) (FT)
Direction: E
Comments:

Rear Yard (FT)
Direction: S
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.

Signature: [Signature]
Date: 10-17-18

Page 2
PLAT OF SURVEY
SAMBORSKI, MATTIS, INC.
LAND SURVEYORS
4332 OAKTON STREET SKOKIE, IL 60076
PH: (847) 674-7373 FAX: (847) 674-7385

SCALE 1 INCH = 15 FEET

HARVARD TERRACE
ASPHALT PAVEMENT
CONCRETE CURB & GUTTER

PARCEL 1: THE EAST 1/2 OF LOT 3 (EXCEPT THE EAST 6 FEET THEREOF) IN BLOCK 4 IN EVANSTON HEIGHTS; A SUBDIVISION OF THE NORTH WEST 1/4 OF SECTION 30, TOWNSHIP 41 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN. ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 9, 1893 IN BOOK 59 OF PLATS PAGE 29, AS DOCUMENT NUMBER 1913921, IN COOK COUNTY ILLINOIS.

ALSO
PARCEL 2: LOT 1 IN BLOCK 4 IN R SUBDIVISION OF LOTS 1 TO 19 INCLUSIVE AND THE WEST 1/2 OF LOT 20 IN BLOCK 1 AND OF LOTS 1 AND 2 AND THE WEST 1/2 OF LOT 3 IN BLOCK 4 AND VAUGED ALLEY IN BLOCK 4 IN EVANSTON HEIGHTS IN THE NORTH WEST 1/4 OF SECTION 30 OF RESAID. ALL IN COOK COUNTY ILLINOIS.

Measurements are shown in feet and decimals and are (nor) of all townships thereunder.

Order No.: 66-18
Ordered By: JUST BUILDERS
P.L.N: 11-30-116-003-0000
Property Address: 1118 HARVARD TERRACE, EVANSTON

STATE OF ILLINOIS
COUNTY OF COOK

PARK RIDGE
1705 PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS
Bedroom East Elevation
scale 1/4" = 1'

Bedroom South Elevation
scale 1/4" = 1'

Bedroom West Elevation
scale 1/4" = 1'

Bedroom North Elevation
scale 1/4" = 1'
The proposed addition will extend from the West wall of the house (left side) to the kitchen window, approximately marked by the purple vertical line. The new addition wall will be constructed so that there is an equal amount of brick exposure on both sides of the triple kitchen window unit.
1118 Harvard Ter zoning variance
1 message

Donald Soule <donaldsoule1@gmail.com>  
To: mgriffith@cityofevanston.org, Stacey Christie <staceychristie@sbcglobal.net>

Mon, Dec 3, 2018 at 12:14 PM

Mr. Griffith,

I am writing in support of Ms. Christie’s request for variance in her plan for a small addition to her home. I live at 1114 Harvard Ter, immediately east of Ms. Christie.

Her request for a small addition to the south end of her house shows a plan with western edge in line with the existing west wall of the house. Will cause no difficulties for neighbors on either side and will not be visible from the street.

Thanks for considering my comment,

Donald Soule
re-consider building permit 1118 Harvard Terrace
1 message

Susan Johnson <sj1122@comcast.net> Thu, Jan 3, 2019 at 9:17 AM
To: mgriffith@cityofevanston.org

Mr. Griffith,
I am attaching a letter asking you to approve Ms. Christie’s ability to build directly out from her western wall, taking into consideration how deeply her addition will extend to the south.

I am also including a few photos showing the corner of her house from my sun room/kitchen and diningroom windows. This will allow you to better see that inserting 16” to meet zoning is not an improvement on her plan.

Please reconsider her permit request submitted by Just Builders once you have reviewed my information.

> facing directly east, inserting her addition is not a better idea than building directly out from her current wall.

>a slightly different angle, my same eastern facing windows. A smooth roofline will be much more attractive.

>The corner of 1118 Harvard Terrace from my diningroom. A continuous wall will look like it was always there maintaining the historical nature of her bungalow. Please do not insist she inset her addition.

Lastly, my overall view, you can see why I would like to retain one window facing east unblocked by wall and roof. My view east from the kitchen and sunporch will look like the diningroom currently does once her addition is built (shown above at an angle facing southeast). If her building extends past my all windows in the sunroom I will see nothing but building to my east.

Thank you,
Susan Johnson
1122 Harvard Terrace
847-274-4898

5 attachments

IMG_2536.jpg
2385K

IMG_2531.jpg
PUBLIC NOTICE OF AN ADMINISTRATIVE VARIATION

You are receiving this notice because, according to our records, you own property within 250 feet of the subject property:

1118 Harvard Ter.,
Case #18ZMNV-0095, Minor Variation
Zoning District: R2, Preservation/Landmark: NA
Applicant: Stacey Christie

Requested variation is: From Section 6-8-3-7, that states the minimum required interior side yard setback is 5.0’.
For the purpose of: Constructing a 1-story addition with a proposed west interior side yard setback of 3.8’.

Notice Date: November 29, 2018
Comments Accepted Through: December 13, 2018

The full application is available at the Zoning Office during regular business hours Monday thru Friday (8:30am-5:00pm) for review and comment. For consideration, the Zoning Office must receive written comments by the date indicated above. Send your comments/questions to Michael Griffith, Zoning Office, via e-mail at mgriffith@cityofevanston.org or by mail to Zoning Office, 2100 Ridge Avenue, Evanston, IL 60201, (847) 448-4311.
PUBLIC NOTICE OF AN ADMINISTRATIVE VARIATION DENIAL

You are receiving this notice because, according to our records, you own property within 250 feet of the subject property:

1118 Harvard Ter., Case #18ZMNV-0095 Notice Date: December 31, 2018

Minor Variation
Zoning District: R2
Preservation/Landmark: NA
Applicant: Stacey Christie

The minor variation from the zoning ordinance requirement has been DENIED. The variation application requests relief from Section 6-8-3-7, that states the minimum required interior side yard setback is 5.0’.

The applicant has been DENIED zoning relief to construct a 1-story addition with a proposed west interior side yard setback of 3.8’, finding that the standards for minor variation from the zoning ordinance have not been met, specifically, the requested variation is not in keeping with the comprehensive general plan and the zoning ordinance, nor is it the least deviation from the applicable regulation among feasible options identified before the Zoning Administrator.

The applicant or an adjacent property owner may appeal a decision of the Zoning Administrator to the Zoning Board of Appeals within 10 working days of the date of this notification.

The full application is available at the Zoning Office during regular business hours Monday thru Friday (8:30am-5:00pm) for review and comment. For consideration, the Zoning Office must receive written comments by the date indicated above. Send your comments/questions to Michael Griffith, Zoning Office, via e-mail at mgriffith@cityofevanston.org or by mail to Zoning Office, 2100 Ridge Avenue, Evanston, IL 60201, (847) 448-4311.
1118 Harvard Terr.