Zoning Board of Appeals  
Tuesday, April 16, 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 March 19, 2019.

3. NEW BUSINESS
   
   A. 619 Howard St. 19ZMJV-0021  
   Thomas Ahleman, architect, applies for a Special Use permit for a Banquet Hall Facility in the B3 Business District (Zoning Code Section 6-9-4-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

4. OTHER BUSINESS

5. DISCUSSION

6. ADJOURNMENT

The next Zoning Board of Appeals meeting is scheduled for Tuesday, May 21, 2019 at 7:00pm in James C. Lytle City Council Chambers of the Lorraine H. Morton Civic Center.
Members Present: Mary Beth Berns, Myrna Arevalo, Scott Gingold, Kiril Mirintchev, Violetta Cullen

Members Absent: Mary McAuley, Lisa Dziekan

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. Cullen motioned to approve the meeting minutes of February 19, 2019, which were seconded by Ms. Arevalo and approved 4-0 with one abstention.

Old Business

New Business
140 Chicago Ave. 19ZMJV-0014
Eric Eriksson, architect, applies for Special Use permit for an Automobile Service Station, Mobile, and a Special Use permit for a Convenience Store at 140 Chicago Avenue in the C1 Commercial District (Zoning Code Section 6-10-2-3), and applies for major zoning relief to reduce the required driveway aisle width adjacent for 90-degree parking stalls from 24’ to 21’ (Zoning Code Section 6-16-2-7, Table 16-A). 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.

Eric Eriksson, architect, explained the proposal:
- The property has been a gas station for over 50 years and has a very small 450 square foot convenience store.
- The property is long and skinny, which makes it difficult to design a smooth traffic flow.
- The proposal reduces from 6 gas pumps to 5 (to serve 10 vehicles).
- The south curb cut is one way out only and is being reduced in size.
- The public sidewalk will remain and connect to the adjacent development..

Mr. Gingold asked where vehicles will queue if they need to wait for a gas pump to become available, and noted the new site layout removes any queueing area so that vehicles will back up onto Chicago Ave. Chair Berns stated vehicles could queue in the easternmost drive aisle within the property and then vehicles at the gas pumps could still pull forward to exit.
Mr. Gingold expressed concern that fewer gas pumps will be on the property and vehicles will end up backing up. The applicant explained that although there are 6 pumps to serve 12 vehicles currently, only 6 cars can actually fit at the pumps at one time. So, the new layout with fewer pumps will serve more vehicles than the current setup. Vehicle backup is not anticipated.

Chair Berns asked if a lighting plan was submitted, and the applicant stated one will be submitted with the building permit, and special care will be given to keep the lighting low at the south end of the property that adjoins the new mixed use development.

Mr. Erikkson continued:
- Trucks will make gas deliveries every other day, and convenience store deliveries will occur once per week.
- 1-2 employees will work per shift.
- There are 2 parallel employee parking spaces at the southwest end of the property.
- 24 hour operations will continue.
- Delivery trucks will park on the south end of the property.
- The owner purchased the property 6 years ago.

Mr. Mirintchev asked if there is a different location for the air and vacuum, and the applicant explained it is best where shown because there is some noise from the equipment that may not be compatible with the residential development to the south. Chair Berns suggested that is a minor detail that can be addressed by staff at the final DAPR meeting if needed. Mr. Gingold noted the drive aisle zoning relief will be less of an issue if the air and vacuum are moved and the parking can move over so that some of it has the larger drive aisle.

Matt Rodgers, 133 Clyde Ave., stated the existing gas station is not visually appealing so the redevelopment is exciting. He also noted the north curb cut should remain two way so that vehicles can more easily exit to head north instead of driving around the block and adding to traffic volumes.

Deliberation:
Mr. Gingold commended the applicant for angling the gas pumps for better circulation, but does have some concern about vehicles queueing onto Chicago Ave. However, since street parking is being added on the west side of Chicago Ave. in front of the residential development, it would not be detrimental if a backup occurred.

Chair Berns agreed that it would be ideal if the air and vacuum are moved elsewhere so that the parking spaces can move over slightly so that more of the parking spaces (but not all) would then have a compliant drive-aisle, but that is a minor detail that can be addressed at DAPR.

Mr. Gingold suggested the proposal should include a condition to require the business owner to carry insurance to cover vehicular accidents on the property that are caused by the reduced drive aisle. Chair Berns stated insurance is not within the purview of the ZBA. Ms. Klotz confirmed staff was comfortable with the reduced drive aisle and unanimously recommended approval at DAPR.

The Standards for Variation were addressed:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes; No - Mr. Gingold noted the Standard could be met by minor adjustments to the site plan that will be addressed by DAPR in the permitting process.

The Standards for Special Use were addressed:
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 uses and variation with the following conditions:

1. All conditions recommended by the DAPR Committee that are not yet fulfilled.
2. 24 hour operation, 7 days a week permitted.
3. Employees shall not utilize street parking.
4. Delivery vehicles shall not park or stage on the street.
5. Substantial compliance with the documents and testimony on record.

Mr. Gingold added that within the permit process, the DAPR Committee shall discuss the location of the air and vacuum machines to reduce the impact of the shortened drive aisle. The motion was seconded by Ms. Cullen and unanimously recommended for approval with conditions.

Adjourned 8:05pm
619 Howard St.
19ZMJV-0021

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: 619 Howard St. – ZBA 19ZMJV-0021
ZBA Recommending Body
City Council Determining Body

Date: April 11, 2019

Notice – Published in the March 21, 2019 Evanston Review:
Thomas Ahleman, architect, applies for a Special Use permit for a Banquet Hall Facility in the B3 Business District (Zoning Code Section 6-9-4-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Recommendation
City Staff and DAPR recommend approval for a special use permit for a Banquet Hall in the B3 Business District. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district.

Site Background
619 Howard St. is located on the northeast corner of Howard St. and Callan Ave. It is immediately surrounded by the following zoning districts:

North: R5 General Residential District
South: Chicago Mixed Use
East: B3 Business District
West: B3 Business District

The property is surrounded by commercial uses to the east and west, mixed-use to the south in Chicago, and multiple family residences to the north separated by an alley.

Proposal
The property owner seeks to operate a Banquet Hall, Palmhouse Productions, at 619 Howard St., previously the Sherwin Williams paint store, in conjunction with the operators of Peckish Pig restaurant across the street. 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 approximately 10,000 sq. ft. of space and is proposed with a configuration for a “small room” that accommodates 151 occupants (per the building code requirement for a banquet hall facility with table seating) and a “big room” that accommodates 312 occupants. The building will also feature bathrooms and a commercial kitchen space for catering. The total occupancy of the building is 470.

The building will be used as a venue space for larger sized weddings, fundraisers, bar/bat mitzvahs, and gala dinners. Peckish Pig currently hosts similar events at 623 Howard St. and has hosted over 70 events in the last 5 years but prefers to host such events at 619 Howard so that the restaurant can remain open for public use during those times. The facility will operate from 8am – 11pm Sunday through Thursday, and from 9am – midnight Friday and Saturday. The facility will not be occupied or utilized during all of these hours. 10-15 events per month are anticipated for the first year of operation. Larger events will likely occur on weekend evenings.

Catering will be provided by Peckish Pig or in-house via the commercial kitchen. Caterers will shuttle their staff in for drop off during scheduled delivery hours to ensure the parking lot remains available for patron use. Palmhouse plans to obtain a liquor license. The Banquet Hall will employ 2-3 full time employees and 4 part-time employees, half of which are current Peckish Pig employees. Employees will receive a public transportation allowance to encourage public transit instead of vehicular traffic and parking.

The property features 21 parking spaces (including one ADA space) and one delivery space. The applicant is currently in negotiation to secure 20 off-site parking spaces leased from 525 Howard St. to be utilized by shuttles or valet service when needed. 525 Howard St. is occupied by an optometry business that is closed during evening hours. Additionally, the applicant has reached an agreement to use up to 400 parking spaces in the Gateway Parking Garage at 7474 N Rogers Ave., which is the large parking garage that serves the Howard St. CTA station and L.A. Fitness development. There is a pedestrian exit from the parking garage to Howard St. The applicant believes it is a 6-10 minute walk from the pedestrian exit to the Banquet Hall space, which is approximately a quarter mile to the west. A shuttle will also be provided by Palmhouse if necessary. The parking garage will provide written documentation of the agreement upon approval of the special use. The special use should be conditioned to require this parking agreement. The applicant believes valet service is not needed for events with less than 40 patrons since the onsite parking lot features 21 parking spaces. Valet service and utilization of the parking lot at 525 Howard St. will be required for events with 41-100 patrons, and shuttle service to the parking garage will be required for events over 100 patrons.

The building will be renovated into a “modern industrial” event space. The existing storefront windows will be replaced with a combination of double paneled windows and
panels to reduce sound pollution and provide privacy for events. The bowstring trusses in the ceiling will be exposed and the roof will be replaced with additional insulation and sound attenuation. The applicant will consult with acoustical professionals to ensure noise does not exceed 60 decibels at the residential property lines across the alley. The facility will operate within the guidelines of the noise ordinance, which states no amplified sound will be played before 7am, after 10pm Sunday – Thursday, and after 11pm Friday – Saturday. Events that have occurred at Peckish Pig operate within these parameters with no known noise complaints from the nearby residential neighborhood. Deliveries and garbage pickup will occur via the alley.

Proposed Floor Plan:

The Banquet Hall will also be used for live music events without table seating and with a building occupancy of up to 1,342. This is new information since the DAPR review of the project. Similar events that may not fit the zoning definition of Banquet Hall are allowed as accessory uses since they will not occur on a daily or weekly basis, or as often as the principal Banquet Hall use. If the business operations change to where these other events occur regularly, or if verified complaints are received by staff, then the business may be required to apply for a text amendment and special use permit to allow for the operation of a Performance Entertainment Venue within the B3 District.

City staff is not aware of any objections to the proposal, and has not received any complaints about similar events held at Peckish Pig in the last five years.
Ordinances Identified for Requested Relief:
6-9-4-3 Special Uses: The following uses may be allowed in the B3 Business District, subject to the provisions set forth in Section 6-3-5, “Special Uses,” of this Title: Banquet Hall (among other listed uses)

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 619 Howard St. will utilize a vacant building and provide a needed service, a large event space, in Evanston that features ample parking and other measures to ensure there is no negative effect on the nearby residential neighborhood.

Design and Project Review (DAPR) Discussion and Recommendation:
On April 3, 2019, the Design and Project Review Committee reviewed the proposal and determined additional information was needed regarding occupancy of the building, parking, and valet/shuttle service. The case was held to allow the applicant time to produce the information requested.

On April 10, 2019, the Design and Project Review Committee reviewed additional information including a parking plan for off-site valet/shuttle service and unanimously recommended approval with the condition that DAPR approval is required for any event that will occur outdoors on the property.

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 B3 Business District.

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 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 area.

d) Does not interfere with or diminish the value of property in the neighborhood: The proposed business would occupy an existing vacant commercial space and the façade will be improved with new windows that will improve the aesthetics of the building.

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 approximately ¼ mile away from a large parking garage and the Howard St. CTA train and bus station, and other bus stops are located within a block of the site. The applicant agrees to use off-site parking at 525 Howard St. and valet/shuttle service to the Gateway parking garage for larger events.

g) Preserves significant historical and architectural resources: The building and property are not identified as a local historic landmark. The applicant proposes to modify the façade and replace windows to update the building.

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 March 14, 2019
Business Summary
Parking Statement
Plat of Survey
Site Plan
Elevations
Image of Property
Aerial View of Property
Zoning Map of Property
DAPR Meeting Minutes Excerpt – April 3, 2019
DAPR Draft Meeting Minutes Excerpt – April 10, 2019
SPECIAL USE APPLICATION

192 MJV-0021

1. PROPERTY

Address: 609 Howard Street, Evanston 60202
Permanent Identification Number(s):
PIN 1: 1-30-210-014-000-0 PIN 2: 1-30-210-017-000-0
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.)

2. APPLICANT

Name: Thomas Aheleman
Organization: Studio Talo Architecture, Inc.
Address: 1234 Sherman Ave. #202
City, State, Zip: Evanston, IL 60202
Phone: Work: 847.733.7300 Home: —
Fax: —
E-mail: thomas@studiotalo.com

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

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

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

Name(s) or Organization: Mohamed Eldibany
Address: 2819 Coldward Ave.
City, State, Zip: Evanston, IL 60201
Phone: Work: 847.570.2499 Home: —
Fax: —
E-mail: mmeldibany@yahoo.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."

Property Owner(s) Signature(s) — REQUIRED

Date

3.14.19

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

3.14.19
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: 5/13/18
☐ Project Site Plan Date of Drawings: Forthcoming
☐ Plan or Graphic Drawings of Proposal (If needed, see notes)
☐ Non-Compliant Zoning Analysis
☐ Proof of Ownership Document Submitted: "Owner Authorization"
☐ Application Fee Amount $_______

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

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

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

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

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

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

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

A. Briefly describe the proposed Special Use:
The proposed special use is a Banquet Hall that may be used for gatherings such as wedding receptions, that may include the provision of food, drink and/or entertainment.

APPLICANT QUESTIONS

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

Yes. 6-9-4-3 Special Uses

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?

Note both questions

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

Yes. The location is on major bus routes and is near a CTA E1 station. There is also additional parking available nearby at the CTA Howard Street parking garage.
d) Will the requested special use cause undue traffic congestion?

No.

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

Yes. By reusing a large historical structure on a main street, and making facade improvements that highlight the historical character of the building we are preserving part of Evanston's historical architectural character.

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

The requested special use will have no impact on natural or environmental features.

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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.
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.

   [Name of user of land is listed on page 1.]

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.)

   [NA]

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. On page 1.

   [Additional information]

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.

   [Additional information]
If Applicant or Proposed Land User is a Corporation

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

a. Names and addresses of all officers and directors.

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

If Applicant or Proposed Land User is not a Corporation

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

PROPERTY OWNER LISTED ON #3/PAGE 7.
Tuesday, April 2nd, 2019

City of Evanston
C/o Melissa Klotz
Planning & Zoning Division
Community Development Department
Morton Civic Center

To whom it may concern:

Palmhouse Productions LLC is seeking an approval of an allowed special use for the space at 619 Howard Street. Our intent is to open up a Venue Space for public and private events utilizing the 9929 sq. ft, including a full catering kitchen, green room, bathrooms, and divisible event space. Please see our proposed summary of operations below:

Overview:
In a collaboration between Peckish Pig & Mohamed Eldibany, “Palmhouse Productions” hopes to fill a need in the Evanston community for access to venue space that rivals the best of Chicago event spaces. Operating events such as private events ranging from weddings to fundraisers, bar/bat mitzvahs to gala dinners. As the owners of Peckish Pig, an existing business across the street on Howard street, we have seen the need for large scale event space and have hosted over 70 weddings in the 5 years, as well as events for Piven Theater, Beacon Academy, Howard Area Community Center, Nichols Middle School, Y.O.U, Theo Ubique Theater, and more. As it stands, many Evanston events travel to Chicago to host events without a variety options for the larger headcounts. All of the larger event spaces in Evanston are currently more traditional hotel banquet style spaces, and we hope to provide a modern industrial alternative.

Operations:
Palmhouse will operate from the hours of 8am to 11pm, Sunday – Thursday and 9am – 12am Friday - Saturday. While these will be the maximum operation hours, the space may not actually be occupied during every hour listed, as events vary in time frame.

We anticipate this new space will host an average somewhere between 10-15 events per month in the first year. Events may be scheduled during the day time and/or evening, with the earliest start at 8am and the latest end event concluding by 12am. The larger - scale events
would be centralized to Friday / Saturday evening bookings, while smaller scale events will fill the weekday and weekend daytime events.

Catering for Palmhouse will be provided either in house within the catering kitchen, or with outside caterers who will be limited to drop off during scheduled hours, and then prepare menu on site. Peckish Pig will serve as the primary caterer, and as so should not add any parking or traffic requirements for additional staffing. Any additional outside caterers will be required to shuttle their staff in and drop off during scheduled delivery hours.

Palmhouse will seek a liquor license from the City of Evanston and be the sole liquor provider for any and all events on site and hold the liquor liability insurance for the building. Palmhouse expects to employ 2-3 full time employees and 4 part-time employees between office & event bar staff. 50% of these employees are current Peckish Pig staff who will move into new roles Palmhouse, the remainder will be highly encouraged to use public transit and will be provided with public transportation allowance.

The current building at 619 Howard street includes 21 parking spaces, with one loading and one ADA space. In addition to our current parking lot, we are in negotiations securing 20 off site spaces as a monthly lease for evening events at the parking lot at 525 Howard, to be utilized by shuttles and/or valet service. Palmhouse is less than .5 miles from the red/purple/yellow line station at Howard, and also directly on the 201/206 CTA bus lines which stop at Howard & Custer and also at Howard & Clyde. We will encourage public transit and rideshare, utilize valet parking (free to guests of events to encourage use) and shuttle services to and from the Howard street train station/Gateway Parking Structure. Nearby Gateway Parking structure at 7474 N. Rogers has 592 spaces in their structure and have assured us they would have no problem securing 100 or more spaces or more on a Friday or Saturday evening to provide supplemental parking options as their heaviest traffic is for park & ride commuters to the Howard street train station. We have additionally contacted the owner of the parking lot at Howard and Clyde to negotiate use of the parking lot in the evenings for events.

With the current adjacent lot, any party under 40 would be able to use the parking lot without valet. Any event over 40 people would be required to utilize the valet service. With the additional 20 spaces for the total of 41 secured spaces, we would be able provide parking for 80-100 guests utilizing a valet service to ensure traffic flow between spaces. For events over 100, we will require hosts to shuttle guests from either the hotels, ceremony site or from the gateway parking structure. We have reached out to several local shuttle services to provide information and quotes on wedding shuttles which we will retain, and also provide to event hosts.

In order to ensure smooth traffic flow upon guest arrival, event guests would pull into the parking lot off street to give their cars to valet, who would then continue north in the parking lot to the alley and exit to fill the secondary lot before filling the lot adjacent to the building.
Building changes:
Our plan is to renovate the property into a beautiful addition to the Howard street scape. As far as changes to the building, we will be doing a full renovation of the interior and while we plan to expose the bowstring trusses, we will be looking to install a new roof with additional insulation for both energy and sound purposes. We will consult with acoustical professionals to ensure sound travel does not disturb surrounding buildings, and plan to conduct decibel testing to ensure any sound travel through the alley to residential lines does not exceed 60 decibels. Will submit decibel testing report to city once project is completed but prior to opening for business.

We will be replacing the large storefront with new double paneled windows to help reduce sound and provide privacy for events within the space. 619 Howard will receive new HVAC, plumbing, and electrical, as well as a new fence and gate to the parking lot on both the street and alley facing sides. Palmhouse will adhere to all Evanston noise ordinances for amplified sound as outlined in ordinance 9-5-20, which states no amplified sound will be played from Sunday – Thursday After 10pm, and before 7am, and Friday – Saturday after 11pm, and before 7am. We operate weddings at Peckish Pig currently, including on our patio, and hosts understand these parameters, and have no complaints to complying with the noise ordinance when planning their DJ/Band/Amplified sound.

Loading & Waste Management:
Deliveries to and from the building will only be allowed occur between the 9am-4pm hours, and delivery vehicles will load into the building from the alley behind the building, or the parking lot in the same drop off as the shuttles. To enter the alley without disturbing or entering the surrounding neighborhood we will have trucks head north on Custer and turn east into the alley behind Bumper to Bumper Auto Parts.

Waste Management: Palmhouse will contract with Groot for Waste Management services for all waste management. We will contract that any and all garbage disposal or pickup is not allowed after 10pm, or before 7am. We will employ 2 commercial dumpsters, one dedicated to recycling and one dedicated to garbage/refuse. Any and all garbage or recycling collected at the end of the event will be stored within the building until the following day to ensure noise protection for the buildings behind 619 Howard Street. Employees will be restricted to using the north doors facing the alley after 10pm to minimize any disturbance to surrounding areas.

Deborah Evans:

India McKay:

Mohamed Eldibany:
Re: Proposed Event Space project on 611-621 Howard Street, Evanston and Parking

Mohamed Eldibany <mmeldibany@yahoo.com>
Reply-To: Mohamed Eldibany <mmeldibany@yahoo.com>
To: mklotz@cityofevanston.org, Ann Rainey <arainey@cityofevanston.org>, Johanna Leonard <jleonard@cityofevanston.org>

Tue, Apr 9, 2019 at 4:06 PM

Dear Ann, Melissa and Johanna, I am writing to update you regarding "parking" for the proposed project.

I met today with Mr. Kamran Jeffery, senior Manager at SP Plus Corporation, and Mr. Abbey Osinowo, Facility manager, Gateway Parking Garage at 7474 N Rogers, Chicago 60626 (owned by SP Plus Corporation).

SP Plus corporation, a publicly traded company, owns and manages several parking garages in Evanston: Sherman Plaza Parking Garage, 1800 Maple self park, SP+ Parking on 600 Main, Church Street Self park,...etc.

I presented the project to Mr. Jeffery and Mr. Osinowo.

We drove to the property to determine the distance and feasibility of using Gateway Parking Garage for our guests parking. Then we drove back to the Garage and inspected the entire facility.

At the conclusion of the meeting, Mr. Jeffery informed me that they are offering us 400 spaces at any time, and many more during the evening hours and weekends.

Further, they are open to offering discounts to our customers.

I requested a written document with this information. Mr Jeffer indicated that once we have an approval letter from the city of Evanston, we can request such a document. That they would be happy to cooperate with us.

Mr Jeffery and Mr Osinowo, pointed out a walkway from the second level of the garage that bypasses the plaza to Howard street, making a short walk to the property. The walking time should not be more than 6-10 minutes or so. However, we plan to have shuttle available for our guests.

Mr Kamran contact information is:

Kamran Jeffery, Senior Manager
SP Plus Corporation, 680 North Lake Shore Drive
Chicago, IL 60611
p: 312-943-0568
e: Kjeffery@spplus.com
spplus.com/aboutUs

Based on this new information, I, respectfully, request that parking would not be a limiting factor in the project occupancy.

Sincerely,

Mohamed Eldibany
224.420.6195
EXISTING ASPHALT PARKING (22 SPACES)

#619-621 HIGH 1 STORY BRICK BUILDING
"NO CHANGE TO EXISTING FOOTPRINT"

NEW 6'-0" TALL WOOD SLAT FENCE AT FRONT AND REAR WITH SLIDING GATES
CLEAN AND PAINT EXISTING STONE AND BRICK, TYP.

NEW 5'X4' CLERESTORY WINDOWS (HEAD HEIGHT @ 10'-0"

EXISTING LIMESTONE RELIEF PAINTED GOLD

SIGNAGE ON CEDAR SLATS

NEW CEDAR FENCE AND GATE

NEW PANELS

NEW STOREFRONT WINDOWS

NEW 5'X4' CLERESTORY WINDOWS

NEW 10'-0" TALL WOOD DOORS

NEW STOREFRONT WINDOWS

NEW CLERESTORY WINDOWS

NEW PANELS

1 PROPOSED SOUTH ELEVATION

1/8" = 1'-0"

2 PROPOSED WEST ELEVATION

1/8" = 1'-0"

PALMHOUSE EVENT SPACE

Date: 04/05/19

619 HOWARD ST.

Project # 1907

SD2.0
619 Howard St

March 25, 2019

- User drawn points
- Tax Parcels

This map is not a plat of survey. This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.
DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES EXCERPT
April 3, 2019


Staff Present: J. Velan

Others Present: J. Velan

Presiding Member: S. Mangum

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

New Business

1. **619 Howard Street**  
   Recommendation to ZBA  
   Thomas Ahleman, architect, submits for a Special Use permit for a Banquet Hall Facility in the B3 Business District.

   APPLICATION PRESENTED BY: Thomas Ahleman, architect

   DISCUSSION:
   
   - Owners of Peckish Pig plan to produce events in this space, primarily weddings.
   - 22 parking spaces, including ADA space.
   - The facade will be updated.
   - The property is 2 blocks from the CTA Red Line stop, there is a parking garage at this stop.
   - Occupancy of 1,342 based on standing room. Music events in the future possible.
   - M. Tristan stated that 416 is the maximum occupancy with seating based on net square footage.
   - G. Gerdes stated occupancy needs to be clarified; occupancy determines the number of fixtures needed per the plumbing code.
   - J. Velan would like to know the current volume of events at Peckish Pig. Current valet struggles to find parking, does not think the garage at the Howard CTA station should be considered for parking. Consider requiring transportation.
   - S. Mangum stated other banquet halls required to have a cap on the number of occupants without off-site parking plans.
   - J. Velan stated 6:00pm to 6:00am is resident parking only. Current valet does not have documentation of a parking agreement. Ride-share, vans and buses, and loading zone in parking area should be considered. Deliveries are assumed to be done from the parking lot.
   - L. Biggs stated more information is needed on how parking and loading will occur. The overhead door on east elevation could be opened to provide more light and provide access to parking.
   - S. Mangum asked about music. Will new roof and insulation absorb sound? Will proposed glass roll-up doors be open for events with music?
● A decibel test will be needed.
● 12:30am proposed end time for event operations.
● Panels planned to be installed for more privacy along Howard Street.
● S. Mangum asked the applicant to consider other ways to cover windows without removing storefront window system.
● M. Tristan stated full sprinkler and alarm systems required, water line size will need to be increased.
● Committee requested the following additional information:
  ○ Occupancy numbers
  ○ Parking plan narrative
  ○ # of employees
  ○ Loading information
  ○ Music/sound mitigation
  ○ Hours of operation
  ○ Waste management information
● New mechanical equipment will be installed.

L. Bigs made a motion to hold item in Committee until the above information is provided, seconded by G. Gerdes.

The Committee voted, 9-0, to hold item in Committee.
DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES EXCERPT  
April 10, 2019


Staff Present: J. Velan

Others Present: Ald. Rainey

Presiding Member: J. Leonard

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

Old Business

1. 619 Howard Street  Recommendation to ZBA  
Thomas Ahleman, architect, submits for a Special Use permit for a Banquet Hall Facility in the B3 Business District.

APPLICATION PRESENTED BY: Thomas Ahleman, architect  
Mohamed Eldibany, consultant

DISCUSSION:

- M. Eldibany stated the parking garage at the CTA Howard Red Line stop has about 400 parking spaces, parking garage is available for their use, will secure agreement.
- G. Gerdes noted the occupancy count had been reduced, existing overhead doors shown removed on the plan.
- Dumpster is now shown on the plan.
- K. Jensen stated composting waste is encouraged.
- They are in discussions with local composting service.
- L. Biggs stated requested information has been provided, satisfied.
- S. Mangum clarified that valet parking is proposed to be provided for events over 40 people. Customer/Valet drop-off to occur in onsite parking lot.
- They will shuttle people to/from the parking garage at the CTA Howard Red Line stop, shuttle will use parking lot for drop offs.
- Events are expected to be indoor only. They can provide baffles to mitigate sound, agree to test sound level.
- J. Leonard asked if the parking lot would be used for events, such as a tent, would like to accommodate and maintain parking and traffic circulation.
- Events occurring in the parking lot not anticipated.
- M. Griffith stated a condition of their special use could be staff approval of a site plan for events in the parking lot.
L. Bigs made a motion to recommend approval subject to events held in the parking lot to require DAPR approval for site plan and to be consistent with special use approved, seconded by G. Gerdes.

The Committee voted, 10-0, to recommend approval subject to the condition noted above.