PLAN COMMISSION
Wednesday, May 29, 2019
7:00 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, James C. Lytle City Council Chambers

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES: April 10, 2019

3. NEW BUSINESS

   A. Text Amendment
      Office Use in Residential Districts 19PLND-0041
      A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to Chapter 8, Residential Districts of the Zoning Ordinance, to allow office uses and revise special conditions for office uses within Residential Districts.

4. PUBLIC COMMENT

5. ADJOURNMENT

The next regular meeting of the Plan Commission is scheduled for WEDNESDAY, JUNE 12, 2019 at 7:00 P.M. in JAMES C. LYTLE CITY COUNCIL CHAMBERS of the Lorraine H. Morton Civic Center.

Order of agenda items is subject to change. Information about the Plan Commission is available online at: http://www.cityofevanston.org/plancommission. Questions can be directed to Meagan Jones, Neighborhood and Land Use Planner, at 847-448-8170 or via e-mail at mmjones@cityofevanston.org.

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 the Community Development Department 48 hours in advance of the scheduled meeting so that accommodations can be made at 847-448-8683 (Voice) or 847-448-8064 (TTY).

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).
MEETING MINUTES
PLAN COMMISSION
Wednesday, April 10, 2019
7:00 P.M.
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

Members Present: Colby Lewis (Chair), Jennifer Draper, Terri Dubin, George Halik, Peter Isaac, Andrew Pigozzi

Members Absent: Carol Goddard

Staff Present: Scott Mangum, Planning and Zoning Manager

Presiding Member: Colby Lewis, Chairman

1. CALL TO ORDER / DECLARATION OF QUORUM

Chairman Lewis called the meeting to order at 7:05 P.M.

2. APPROVAL OF MEETING MINUTES: March 13, 2019

Commissioner Isaac made a motion to approve the minutes, seconded by Commissioner Halik. The Commission voted unanimously, 5-0, to approve the minutes of March 13, 2019.

3. NEW BUSINESS

A. Text Amendment
   Inclusionary Housing Ordinance Bonuses 19PLND-0025
   A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to revise density and parking bonuses established by the City of Evanston’s revised Inclusionary Housing Ordinance (IHO), 107-O-18.

Ms. Jones provided a brief review of the proposed project, briefly describing the site and reiterating the site development allowance and the proposed public benefit.

Chair Lewis acknowledged the submission of a traffic count document (attached) from Mr. Michael Bonaguro, attorney for the gas station owners south of the project site, who submitted the request for a continuance at the previous meeting. He then invited the applicant to present any new information regarding the proposed project.
Mr. Mark Daniel, attorney for the applicant, stated that traffic count document submitted seems to be in line with the traffic study submitted by the applicant and that they have no comments presently but the applicant would like to hear what Mr. Bonaguro will present. He added that there is a representative from KLOA, Mr. Michael Werthmann, who is available to respond to traffic related questions.

Chair Lewis added that he believes there would be some development at this site and traffic would be generated for that use at some point as well.

The Commission then reviewed the standards for approval of the Special Use and Planned Development Guidelines for the proposed development.

Commissioner Isaac made a motion to recommend approval of the text amendment as presented by staff. Commissioner Pigozzi seconded the motion. A roll call vote was taken and the motion passed, 6-0.

Ayes: Draper, Dubin, Halik, Isaac, Lewis, Pigozzi
Nays:

4. OTHER BUSINESS

There was no other business

5. PUBLIC COMMENT

There was no public comment.

6. ADJOURNMENT

Commissioner Dubin made a motion to adjourn the meeting. Commissioner Isaac seconded the motion.

A voice vote was taken and the motion was approved by voice vote 6-0.
The meeting was adjourned at 7:16 pm.

Respectfully Submitted,
Meagan Jones
Neighborhood and Land Use Planner
Community Development Department
To: Chair and Members of the Plan Commission

From: Johanna Leonard, Director of Community Development
Scott Mangum, Planning and Zoning Manager
Meagan Jones, Neighborhood and Land Use Planner

Subject: Zoning Ordinance Text Amendment
Office Use in Residential Districts
19PLND-0041

Date: May 23, 2019

Request
Staff recommends consideration of a text amendment to the Zoning Ordinance to allow office uses and revise special conditions for office uses within R5 and R6 Residential Districts.

Notice
The Application has been filed in conformance with applicable procedural and public notice requirements including publication in the Evanston Review on May 9, 2019.

Analysis
Background
On May 1, 2019, Alderman Fiske made a referral to the Plan Commission for a text amendment to the Zoning Ordinance to permit office uses without ground floor commercial space in R5 and R6 Residential Districts adjacent to D2 Downtown Retail Core and D3 Downtown Core Development Districts.

Per the City's Zoning Ordinance, the R5 General Residential District “is intended to provide for infill development of a mix of multi-family residential structures at a medium density, including townhouses, two-family dwellings, three-story walk-ups and courtyard apartment buildings that characterize the traditional multiple-family housing development found in this district.”

In contrast, the R6 General Residential District “is intended to provide for high density
residential development of primarily multiple-family dwellings particularly in and around the downtown area.”

Office use is considered a Special Use in both the R5 and R6 General Residential Districts but is subject to the general requirements of Section 6-8-1-11.-Special Conditions For Office Uses. Those requirements are listed below.

6-8-1-11. - SPECIAL CONDITIONS FOR OFFICE USES.
In residential districts wherein it is listed as a special use, office use may occur only in the following instances and subject to the following conditions:

(A) The subject property shall be adjacent to any B, C, D, RP, O1, MU, MUE, MXE, or I zoning district.

(B) The subject property shall be improved with, and the office(s) shall be located within, a dwelling originally constructed as a single-family detached or two-family dwelling.

(C) The Zoning Board of Appeals shall consider, make findings of fact regarding, and, if necessary, attach specific conditions to address, the following characteristics of the proposed use:
   1. The number of employees;
   2. The amount of parking;
   3. The amount of traffic;
   4. The number of clients on the subject property at any one (1) time and per day;
   5. The hours of operation;
   6. The hours during which pick-up and delivery are permitted;
   7. The manner in which utilities and other services are provided to the area;
   8. Sources of noise, vibrations, smoke, dust, odor, heat, glare, or electrical interference with radio or television transmission to the area;
   9. Exterior alterations to the residential appearance of the subject property, including, but not limited to, creating a separate or exclusive office entrance, signage or other advertising or display to identify the office, fencing, and outdoor storage; and
   10. The taxable value of buildings and land on, and within the vicinity of, the subject property.

(D) If the City Council grants the special use, the property owner, or his or her agent, shall provide the Cook County assessor’s office with appropriate documentation of the nonresidential use of the subject property, including, but not limited to, the amount of floor area devoted to nonresidential use. The property owner, or his or her agent, shall cause to be placed on file in the office of the zoning division a copy of the above described document. Said document and copy shall be received by the Cook County assessor’s
office and zoning division before the City may issue a final certificate of occupancy for the nonresidential use.

The D3 downtown core development district “is intended to provide for the highest density of business infill development and large scale redevelopment within downtown Evanston. The district is also intended to encourage and sustain mix of office, retail, and residential uses.”

The D2 downtown retail core district “is intended to define and support the traditional downtown retail shopping function of Evanston. The district is characterized by street level retail storefronts and structures that accent a pedestrian scale.” This district encourages mixed use developments that maintain and perpetuate the established pedestrian retail oriented character with regards to scale and architecture identified within Evanston’s Downtown Plan.

The D2 District also has a provision which calls for at least 75% of the sidewalk grade floor area of a building to be dedicated to retail trade activity. This provision is not a requirement within the D3 District.

A chart comparing the bulk requirements of each of these zoning districts is attached to this memo.

Proposal Overview
The referred text amendment would revise language within Section 6-8-1-11.- Special Conditions for Office Uses so that the use within the R5 and R6 Zoning Districts would allow office use with conditions specific to parcels adjacent to Downtown Core Districts. Specifically, the zoning ordinance would be amended as described below:

6-8-1-11. - SPECIAL CONDITIONS FOR OFFICE USES.
In residential districts wherein it is listed as a special use, office use may occur only in the following instances and subject to the following conditions:

(A) The subject property shall be adjacent to any B, C, D, RP, O1, MU, MUE, MXE, or I zoning district.

(B) The subject property shall be improved with, and the office(s) shall be located within, a dwelling originally constructed as a single-family detached or two-family dwelling, with the exception of parcels located within the R5 or R6 District that are adjacent to the D2 or D3 Districts. In the latter case, the subject property may be improved with office above the ground floor.

(C) The Zoning Board of Appeals shall consider, make findings of fact regarding, and, if necessary, attach specific conditions to address, the following characteristics of the proposed use:
1. The number of employees;
2. The amount of parking;
3. The amount of traffic;
4. The number of clients on the subject property at any one (1) time and per day;
5. The hours of operation;
6. The hours during which pick-up and delivery are permitted;
7. The manner in which utilities and other services are provided to the area;
8. Sources of noise, vibrations, smoke, dust, odor, heat, glare, or electrical interference with radio or television transmission to the area;
9. Exterior alterations to the residential appearance of the subject property, including, but not limited to, creating a separate or exclusive office entrance, signage or other advertising or display to identify the office, fencing, and outdoor storage; and
10. The taxable value of buildings and land on, and within the vicinity of, the subject property.

(D) If the City Council grants the special use, the property owner, or his or her agent, shall provide the Cook County assessor's office with appropriate documentation of the nonresidential use of the subject property, including, but not limited to, the amount of floor area devoted to nonresidential use. The property owner, or his or her agent, shall cause to be placed on file in the office of the zoning division a copy of the above described document. Said document and copy shall be received by the Cook County assessor's office and zoning division before the City may issue a final certificate of occupancy for the nonresidential use.

This proposed amendment would only apply to zoning lots that are adjacent to the D2 and D3 Districts, not the entire Zoning District (map of affected parcels is attached). The existing density and bulk requirements of the zoning districts would be unchanged.

Analysis
The Comprehensive Plan calls for maintaining the appealing character of Evanston's neighborhoods while guiding their change. Additionally, there is a stated objective to retain and attract business in order to strengthen Evanston's economic base. Allowing office use in a less restrictive manner in areas that are adjacent to denser downtown areas has the potential to meet these goals and objectives, however, care must be taken to ensure that the building design and bulk does not conflict with the character of nearby residential uses. Otherwise, this could be seen as expanding the downtown into traditionally residential areas.

With the exception of one area north of downtown, the affected zoning lots (outlined in the attached map) all fall within the boundaries of the 2009 Downtown Plan. Specifically
within the West Edge, West Traditional, West core, East Core and East Edge character zones. The West and East Core Zones call for mixed-use buildings with heights between 15 and 18 stories. The West Traditional zone calls for mixed-use buildings between 3 and 5 stories that reinforce the character of the area. The West Edge zone is recommended to continue being predominately residential as small site redevelopment occurs with a recommended building height of 6 to 10 stories. Finally, the East Edge zone calls for mixed-use development with buildings heights between 6 and 10 stories.

The Downtown Plan also states that more opportunities should be provided for affordable Class A office space, a use that has seen more demand in recent years due in part to Evanston’s access to public transportation and low vacancy rates for existing office space.

Standards of Approval
The proposed Zoning Ordinance Text Amendment to allow office uses and revise special conditions for office uses within R5 and R6 Residential Districts may meet the standards for approval of amendments per Section 6-3-4-5 of the City Code. The proposal is consistent with the goal of the Comprehensive Plan to maintain the appealing character of Evanston’s neighborhoods while guiding their change as well as the objective to retain and attract business in Evanston.

The proposed text amendment will help ensure that there is some oversight regarding the design and location of office buildings within the R5 and R6 General Residential Districts while enabling lower density office use on the edges of the downtown. Maintaining the additional review of the Special Use process would help ensure that any possible negative effect on other properties is mitigated.

Recommendation
Staff recommends the Plan Commission discuss the facts presented and make a recommendation to the City Council regarding the proposed text amendment.

Attachments
- Map of Parcels Affected by Proposed Text Amendment
- Comparison of Zoning Requirements
- Permitted and Special Uses in the R5 and R6 Districts
### Zoning District Comparison

<table>
<thead>
<tr>
<th>Zoning District</th>
<th>Max. Bldg. Height (ft.)</th>
<th>Max. FAR</th>
<th>Max # of Units</th>
<th>Max. Bldg. Height (ft.)</th>
<th>Max. FAR</th>
<th>Max. # of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>R5</td>
<td>50</td>
<td>45%</td>
<td>1500 sf for first 4 units + 800 sf for each additional unit</td>
<td>62</td>
<td>15%</td>
<td>25%</td>
</tr>
<tr>
<td>R6</td>
<td>85</td>
<td>50%</td>
<td>2,000 sf for first 2 units + 1000 sf for each additional unit</td>
<td>97</td>
<td>20%</td>
<td>25%</td>
</tr>
<tr>
<td>D2</td>
<td>42</td>
<td>2.75</td>
<td>400 sf per dwelling unit</td>
<td>85</td>
<td>4.0</td>
<td>NA</td>
</tr>
<tr>
<td>D3</td>
<td>85</td>
<td>4.5</td>
<td>300 sf per dwelling unit</td>
<td>220</td>
<td>8.0</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Note:**
- PD height in Downtown Districts does not include maximum parking level height (up to and additional 40 feet)
- D3: Base height on lots less than 95 feet wide is 170 for PDs
- Calculations do not include IHO incentives
6-8-7-2. - PERMITTED USES.

The following uses are permitted in the R5 district:

Daycare home—Adult (subject to the general requirements of Section 6-4-3, "Adult Daycare Homes," of this Title).

Daycare home—Child (subject to the general requirements of Section 6-4-2, "Child Daycare Homes," of this Title).

Dwelling—Multiple-family.

Dwelling—Single-family attached.

Dwelling—Single-family detached.

Dwelling—Two-family.

Educational institution—Public.

Home occupation (subject to the general requirements of Chapter 5, "Home Occupations," of this Title).

Neighborhood garden.

Park.

Playground.

Residential care home—Category I (subject to the general requirements of Section 6-4-4, "Residential Care Homes and Residential Residential Care Homes," of this Title).

Residential care home—Category II (subject to the general requirements of Section 6-4-4, "Residential Care Homes and Residential Residential Care Homes," of this Title).

Shelter for abused persons.

(Ord. No. 43-O-93; amd. Ord. 71-0-05; Ord. No. 81-O-14, § 28, 8-11-2014)

6-8-7-3. - SPECIAL USES.

The following uses may be allowed in the R5 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Assisted living facility.

Bed and breakfast establishments (subject to the general requirements of Section 6-4-7, "Bed And Breakfast Establishments," of this Title).

Child residential care home.

Community center—Public.

Congregate housing.

Cultural facility.

Daycare center—Adult (subject to the general requirements of Section 6-4-3, "Adult Daycare Homes," of this Title).
Daycare center—Child (subject to the general requirements of Section 6-4-2, "Child Daycare Homes," of this Title).

Educational institution—Private.

Independent living facility.

Long term care facility.

Membership organization.

Office (subject to the general requirements of Section 6-8-1-11, "Special Conditions For Office Uses," of this Chapter).

Planned development (subject to the requirements of Section 6-3-6, "Planned Developments," of this Title and Section 6-8-1-10, "Planned Developments," of this Chapter).

Public utility.

Recreation center—Public.

Religious institution.

Retirement community.

Retirement home.

Retirement hotel.

Rooming house.

Shelter care home.

Transitional shelter (subject to the requirements of Section 6-3-5-11, "Additional Standards For A Special Use For Transitional Shelters," of this Title).

Transitional treatment facility—Category I (subject to the general requirements of Section 6-4-5, "Transitional Treatment Facilities," of this Title).

Transitional treatment facility—Category II (subject to the general requirements of Section 6-4-5, "Transitional Treatment Facilities," of this Title).

(Ord. 44-0-09)
6-8-8-2. - PERMITTED USES.

The following uses are permitted in the R6 district:

Daycare home—Adult (subject to the general requirements of Section 6-4-3, "Adult Daycare Homes," of this Title).

Daycare home—Child (subject to the general requirements of Section 6-4-2, "Child Daycare Homes," of this Title).

Dwelling—Multiple-family.

Dwelling—Single-family attached.

Dwelling—Single-family detached.

Dwelling—Two-family.

Educational institution—Public.

Home occupation (subject to the general requirements of Chapter 5, "Home Occupations," of this Title).

Neighborhood garden.

Park.

Playground.

Residential care home—Category I (subject to the general requirements of Section 6-4-4, "Residential Care Homes and Residential Residential Care Homes," of this Title).

Residential care home—Category II (subject to the general requirements of Section 6-4-4, "Residential Care Homes and Residential Residential Care Homes," of this Title).

Shelter for abused persons.

(Ord. No. 43-O-93; amd. Ord. 71-0-05; Ord. No. 81-O-14, § 29, 8-11-2014)

6-8-8-3. - SPECIAL USES.

The following uses may be allowed in the R6 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Apartment hotel.

Assisted living facility.

Bed and breakfast establishments (subject to the general requirements of Section 6-4-7, "Bed And Breakfast Establishments," of this Title).

Child residential care home.

Community center—Public.

Congregate housing.

Cultural facility.
Daycare center—Adult (subject to the general requirements of Section 6-4-3, "Adult Daycare Homes," of this Title).

Daycare center—Child (subject to the general requirements of Section 6-4-2, "Child Daycare Homes," of this Title).

Educational institution—Private.

Independent living facility.

Long term care facility.

Membership organization.

Office (subject to the general requirements of Section 6-8-1-11, "Special Conditions For Office Uses," of this Chapter).

Planned development (subject to the requirements of Section 6-8-1-10, "Planned Developments," of this Chapter and Section 6-3-6, "Planned Developments," of this Title).

Public utility.

Recreation center—Public.

Religious institution.

Retirement community.

Retirement home.

Retirement hotel.

Rooming house.

Shelter care home.

Transitional shelter (subject to the requirements of Section 6-3-5-11, "Additional Standards For A Special Use For Transitional Shelters," of this Title).

Transitional treatment facility—Category I (subject to the general requirements of Section 6-4-5, "Transitional Treatment Facilities," of this Title).

Transitional treatment facility—Category II (subject to the general requirements of Section 6-4-5, "Transitional Treatment Facilities," of this Title).

(Ord. 44-0-09)