DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES
January 29, 2020


Staff Present:  M. Rivera, M. Klotz, M. Griffith

Others Present:

Presiding Member:  J. Leonard

A quorum being present, J. Leonard called the meeting to order at 2:32 p.m.

Approval of Minutes

1.  January 22, 2020, DAPR Committee meeting minutes.

L. Biggs made a motion to approve the meeting minutes, seconded by J. Hyink.

The Committee voted, 9-0, to approve the meeting minutes, with 1 abstention.

New Business

1.  2302 Hartzell Street  Recommendation to ZBA
Lance Shalzi, applicant, submits for major zoning relief to construct a second floor addition in the R1 Single-Family Residential District. The applicant requests a 4.65’ interior side-yard setback where 5’ is required (Zoning Code Section 6-8-2-8 (A) 3.) a 21.1’ rear-yard setback where 30’ is required (Zoning Code Section 6-8-2-8 (A) 4.) and 7.3’ of separation between the principal building and accessory building where 10’ is required (Zoning Code Section 6-4-6-2. (C)).

APPLICATION PRESENTED BY:

DISCUSSION:

Applicant was not present, item held in Committee.

2.  100-132 Chicago Avenue  Minor Adjustment to a Planned Development/Final Review
David Brown, Evanston Gateway LLC, submits for a Minor Adjustment to an approved Planned Development (Ordinances 61-O-18, 65-O-19, and 77-O-19) to modify the ground floor retail and resident spaces, eliminate the outdoor garden sales yard, and to reconfigure off-street parking, and for final building permit review to construct a 5-story building with 4,960 square feet of ground floor retail, 28 dwellings, and 30 off-street parking spaces in the B3 Business District.

APPLICATION PRESENTED BY:  David Brown, applicant

DISCUSSION:
● D. Brown described proposed changes, reconfigured the retail space, removed the outdoor garden yard, and shifted the parking closer to the building. The retail space is still less than 5,000 square feet and the amount of parking has not changed.
● L. Biggs stated the loading zone conflicts with access to the transformer, maneuvering a truck into the space looks to be difficult. The parking along the west side could be shifted north so that the transformer can be better accessible and a loading zone configured so that a truck can get into and out of the space without conflicts. She advised the applicant to think about where snow will be stored in winter.
● S. Mangum stated the loading zone extends into the required drive aisle; a site development allowance is required. He stated a loading zone is not required.
● D. Brown stated the loading zone is intended for garbage trucks for refuse pick-up.
● It was noted the loading zone label can be removed from the plan to resolve the matter.
● J. Leonard stated bollards should be placed around the transformer.
● L. Biggs questioned the proposed lane striping on Chicago Avenue; the right turn lane onto Howard Street conflicts with the on-street loading zone, the left turn lane is not long enough. She suggested shifting the on-street loading zone north and eliminating a few of the on-street parking spaces shown on the plan.
● I. Eckersberg stated those details still need to be reviewed on the civil drawings; permit was waiting on those details. MWRD resubmittal is needed.
● J. Leonard stated the chain-link fence along the embankment will likely trap trash, a wrought iron type fence is a better option in order to be able to remove the trash.
● S. Mangum stated the previous plan had a wrought iron type fence.
● K. Jensen asked if conduit could be extended to some of the parking spaces to make them electric vehicle charging ready since parking is now closer to the building.
● D. Brown stated the plan does not provide for electric vehicle charging stations.
● J. Hyink asked if the bike lane that ends north of the site could be extended south to Howard Street to fill in a missing segment of the bike line instead of having the on-street parking spaces.
● D. Brown stated the on-street parking was intended to replace some of the parking spaces the City lost with this development.
● M. Rivera stated that section of Chicago Avenue does not have on-street parking now, does not object to the bike lane instead of the parking.
● J. Leonard stated parking or bike lane striping can be decided at final inspection.
● S. Mangum stated additional on-site parking can be accommodated at the north end of the property.

L. Biggs made a motion to grant a minor adjustment to the planned development and final approval subject to the following conditions:

1) To reconfigure the parking lot to provide proper access to the loading zone,
2) To install a wrought iron type fence instead of chain-link,
3) To reevaluate pavement striping on Chicago Avenue for proper on-street loading zone and turning lane configuration, and
4) City to consider extending the bike lane on Chicago Avenue south to Howard Street from where it ends north of the site,

Seconded by J. Leonard.

The Committee voted, 10-0, to grant a minor adjustment to the planned development and final approval subject to the conditions noted above.
3. **Committee Meeting Time**  

Consideration of holding Design and Project Review Committee meetings at 10:00 a.m. on Wednesdays instead of at 2:30 p.m.

**DISCUSSION:**

- J. Leonard suggested the Committee meet at 10:00 a.m., at that time people are more alert, Committee meetings will not conflict with those whose workday ends at 4:00 p.m., or who need to leave work on time for family matters.
- Goal is for Committee meetings to last no more than an hour and 45 minutes so staff can take their lunch, agendas will need to be managed accordingly.
- Committee will begin meeting at 10:00 a.m. beginning March 25, 2020, in the same room.

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**Adjournment**

L. Biggs made a motion to adjourn, seconded by K. Jensen. The Committee voted, 10-0, to adjourn. The Committee adjourned at 3:09 p.m.

The next DAPR meeting is scheduled for Wednesday, February 5, 2020, at 2:30 p.m. in Room 2404 of the Lorraine H. Morton Civic Center.

Respectfully submitted,
Michael Griffith