Due to public health concerns, residents will not be able to provide public comment in-person at this meeting. Those wishing to make public comments can join the zoom meeting using the link and meeting information below. Residents will be put in a waiting room and will be brought into the meeting by the moderator for comments. 
[https://www.cityofevanston.org/government/agendas-minutes/design-project-review-committee](https://www.cityofevanston.org/government/agendas-minutes/design-project-review-committee)

Join Zoom Meeting
[https://zoom.us/j/98463885355?pwd=eDhnNkw1M2xCZEYxWHBPcDZGM04yUT09](https://zoom.us/j/98463885355?pwd=eDhnNkw1M2xCZEYxWHBPcDZGM04yUT09)
Meeting ID: 984 6388 5355
Password: 514454
One tap mobile
+13126266799,,98463885355# US (Chicago)

**AGENDA**

I. CALL TO ORDER/DECLARATION OF QUORUM, JOHANNA LEONARD, CHAIR

II. SUSPENSION OF THE RULES: Member participation electronically or by telephone.

III. MINUTES: May 13, 2020, meeting minutes.

IV. NEW BUSINESS

   1. 2435 Jackson Avenue

   Michael Hauser, applicant, submits for major variation relief to reduce the required rear yard setback for an addition/bay window from 30’ to 16.3’ in the R1 Single-Family Residential District.

V. ADJOURNMENT

The next DAPR meeting is scheduled for **Wednesday, May 27, 2020**, at 2:30 p.m. via a virtual meeting. Additional information will be provided on that meeting agenda.

Staff Present: M. Rivera

Others Present:

Presiding Member: S. Mangum

A quorum being present, S. Mangum called the meeting to order at 2:30 p.m.

Suspension of the Rules

1. Members participate electronically or by telephone.

L. Biggs made a motion to suspend the rules to allow members to participate electronically or by telephone, seconded by M. Tristan.

The Committee voted, 8-0, to suspend the rules allowing members to participate electronically or by telephone.

Approval of Minutes

1. April 29, 2020, DAPR Committee meeting minutes.

L. Biggs made a motion to approve the meeting minutes, seconded by G. Gerdes.

The Committee voted, 8-0, to approve the meeting minutes.

Old Business

1012-1014 Davis Street Preliminary/Final Review
Grant Manny, applicant, submits for building permit for interior and exterior alterations to an existing 2-story commercial building, Guidepost Daycare, in the D2 Downtown Retail Core District.

APPLICATION PRESENTED BY: Grant Manny, applicant
Robert Soss, architect

DISCUSSION:
• Applicant reviewed the changes made to the plan. Awning removed and a canopy proposed at the entrance is proposed instead.
• S. Mangum stated the changes are good. He asked if the red brick building, the east building, will be painted.
• Applicant stated yes, the east building will be painted. The idea is to create a cohesive look between both buildings for the tenant.
• S. Mangum expressed concern with painting the brick. He expressed concern that painting the east building white to match the west building diminishes the streetscape, hides the architectural details. He stated maintaining the small scale building character is desirable.
• Applicant stated the red brick is not the best feature. Applicant stated the different exterior building material textures should still remain if the building is painted.
• G. Gerdes stated the proposed sign requires a separate permit, it does not look it complies with the Sign Code.
• Applicant stated the sign shown is a place marker only, they will submit a separate sign permit.

G. Gerdes made a motion to approve the project, seconded by L. Biggs.

The Committee voted, 9-0, to approve the project.

Adjournment

J. Hyink made a motion to adjourn, seconded by L. Biggs. The Committee voted, 9-0, to adjourn. The Committee adjourned at 2:43 p.m.

The next DAPR meeting is scheduled for Wednesday, May 20, 2020, at 2:30 p.m. via a virtual meeting. Additional information will be provided on that meeting agenda.

Respectfully submitted,
Michael Griffith
Design and Project Review (DAPR)

2434 Jackson Avenue

Recommendation to ZBA
Aerial Map

May 11, 2020

- User drawn points
- Tax Parcels

City of Evanston IL, Imagery courtesy Cook County GIS

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.
PROPERTY ADDRESS: 2435 JACKSON AVENUE, EVANSTON, ILLINOIS 60201

POINTS OF INTEREST

BUYER:

SELLER:

CERTIFIED TO:

CLIENT NUMBER: DATE:

SURVEY NUMBER: 1903.0573

FIELD WORK DATE: 3/13/2019

REVISED DATE(S): 03/19/2019

1903.0573
BOUNDARY SURVEY
COOK COUNTY

LOT 1 (EXCEPT THE SOUTH 82 1/2 FEET) IN BLOCK 3 IN EVANSTON PARK ADDITION, A SUBDIVISION OF BLOCKS 1 TO 4 IN NORTH EVANSTON IN SECTION 12, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

THE ABOVE SURVEY IS A PROFESSIONAL SERVICE IN COMPLIANCE WITH THE MINIMUM STANDARDS OF THE STATE OF ILLINOIS. NO IMPROVEMENTS SHOULD BE MADE ON THE BASIS OF THIS PLAT ALONE. PLEASE REFER ALSO TO YOUR DEED, TITLE POLICY AND LOCAL ORDINANCES. COPYRIGHT BY EXACTA ILLINOIS SURVEYORS. THIS DOCUMENT MAY ONLY BE USED BY THE PARTIES TO WHICH IT IS CERTIFIED. PLEASE DIRECT QUESTIONS OR COMMENTS TO EXACTA ILLINOIS SURVEYORS, INC. AT THE NUMBER IN THE BOTTOM RIGHT CORNER.

STATE OF OHIO
COUNTY OF CUYAHOGA

THIS IS TO CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY, GIVEN UNDER MY HAND AND SEAL THIS 13TH DAY OF MARCH, 2019.

ILLES \PROFESSIONAL LAND SURVEYOR NO. 3993 \EXACTA ILLINOIS SURVEYORS, INC. \PROFESSIONAL DESIGN FIRM 1840068059

GRAPHIC SCALE
1 inch = 30 feet

POINTS OF INTEREST

CLIENT NUMBER: DATE: 03/19/19

BUYER: SELLER:

CERTIFIED TO: 

This is page 1 of 2 and is not valid without all pages.
**GENERAL SURVEYOR NOTES:**

1. The legal description used to perform this survey was supplied by others. The survey does not determine or imply ownership.
2. This survey only shows improvements found above ground. Underground footings, utilities, and encroachments are not located on this survey map.
3. If there is a septic tank, well or drain field on this survey, the location of such items was shown to us by others and are not verified.
4. This survey is exclusive for the use of the parties to whom it is certified.
5. Any additions or deletions to this 1-page survey document are strictly prohibited.
6. Dimensions are in feet and decimals thereof.
7. Due to varying construction standards, house dimensions are approximate.
8. All pins marked as set are 5/8 diameter, 18" iron rebar.
9. Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
10. The information contained in this survey has been performed exclusively and is the sole responsibility of Exacta Land Surveyors, LLC. Additional logos or references to third party firms are for informational purposes only.
11. Surveyor bearings are used for angular reference and are used to show angular relationships of lines only and are not related or orientated to true or magnetic north. Bearings are shown as surveyor bearings, and only.
12. Dimensions are in feet and decimals thereof.
13. The information contained in this survey has been performed exclusively and is the sole responsibility of Exacta Land Surveyors, LLC. Additional logos or references to third party firms are for informational purposes only.
14. House measurements should not be used for new construction or planning. Measurements should be verified prior to such activity.
15. Surveyors bearings are used for angular reference and are used to show angular relationships of lines only and are not related or orientated to true or magnetic north. Bearings are shown as surveyor bearings, and when shown as matching those on the subdivision plats on which this survey is based, they are to be deemed no more accurate as the determination of a north orientation made on and for those original subdivision plats. North is defined as north, and an angular relationship of this plat, the resulting bearing between found points as shown on this survey is the basis of said surveyor bearings as defined and required to be noted by Illinois Administrative Code Title 68, Chapter VII, Sub-Chapter B, Part 1270, Section 1270.56, Paragraph B, Sub-Paragraph 6, Item k.

**LEGAL DESCRIPTION:**

LOT 14 (EXCEPT THE SOUTH 82 1/2 FEET) IN BLOCK 3 IN EVANSTON PARK ADDITION, A RESUBDIVISION OF BLOCKS 1 TO 4 IN NORTH EVANSTON IN SECTION 12, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**JOB SPECIFIC SURVEYOR NOTES:**

**PRINTING INSTRUCTIONS:**

1. While viewing the survey in Adobe Reader, select the "Print" button under the "File" tab.
2. Select a printer with legal sized paper.
3. Under "Print Range", click select the "All" toggle.
4. Under the "Page Handling" section, select the number of copies that you would like to print.
5. Under the "Page Scaling" selection drop-down menu select "None."
6. Uncheck the "Auto Rotate and Center" checkbox.
7. Check the "Choose Paper size by PDF" checkbox.
8. Choose "Quality" from the options.
9. Under "Page Scaling" selection drop-down menu select "None."
10. Under the "Page Handling" section, select the number of copies that you would like to print.

**OFFER VALID ONLY FOR THE BUYERS LISTED ON THE FIRST PAGE OF THIS SURVEY:**

*Offer valid for fence stakeouts and additions to the existing structures only. Valid only for the buyer as listed on the first page of this survey for up to one year after survey issuance date. Total discount not to exceed $500.

**ELECTRONIC SIGNATURE:**

In order to “Electronically Sign” all of the PDFs sent by STARS, you must use a hash calculator. A free online hash calculator is available at http://www.fileformat.info/tool/md5sum.htm. To Electronically Sign any survey PDF: 1. Save the PDF onto your computer. 2. Use the online tool at http://www.fileformat.info/tool/md5sum.htm to determine the hash code submitted by STARS. 3. Compare the hash as SHA. 4. Click Submit. Your PDF is electronically signed if all of the characters in the SHA-1 code submitted by STARS matches the code which is produced by the hash calculator. If they match exactly, your PDF is electronically signed. If the codes do not match exactly, your PDF is not authentic.
NOTES:

DIMENSIONS ARE TO:
OUTSIDE FACE OF CONCRETE, OR OUTSIDE FACE OF PLYWOOD SHEATHING AT EXTERIOR WALLS.
OUTSIDE FACE OF GYP. BD. OR CENTERLINE OF INTERIOR WALLS

NEW HANDRAILS TO COMPLY WITH THE GRIP SIZE REQUIREMENTS OF IRC 311.7.8.3.
TREAD DEPTH 10" MIN. NOSING TO NOSING.
TYP. NOSING OVERHANG 1".
RISER HEIGHT NOT TO EXCEED 7 3/4".
WINDER TREADS 6" MIN WIDE @ NARROW SIDE & 10" MIN WIDE 12" FROM NARROW SIDE.

ATTIC NOTES:
NEW SPACE PAK SP-1 TO COOL RESIDENCE.
GAS, ELECTRICAL, DRAIN PAN AS REQ'D BY CODE (IF NOT PRESENT)

WITH SECOND FLOOR FRAMING WITH FIRST FLOOR FRAMING

STAIR 1
(NO WORK)
1. PROPERTY

<table>
<thead>
<tr>
<th>Address</th>
<th>2435 Jackson Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Identification Number(s):</td>
<td>PIN 1: 1 0 1 2 2 0 6 0 1 6 0 0 0 0 PIN 2: [Masked]</td>
</tr>
</tbody>
</table>

(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 Hauser    |
| Organization:    | Hauser Architects |
| Address:         | 1715 Chancellor Street |
| City, State, Zip:| Evanston, IL 60201 |
| Phone: Work:     | (847) 707-5129    |
|                  | Home: ___________ |
| Fax: Work:       | ___________       |
| E-mail:          | hauserarch@gmail.com |

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: | Kristin and Brett Gover |
| Address:                | 2435 Jackson Avenue    |
| City, State, Zip:       | Evanston, IL 60201     |
| Phone: Work:            | (312) 440-4116         |
|                         | Home: (847) 869-3999   |
|                         | Cell/Other: (847) 558-4478 |
| Fax: Work:              | ___________            |
| E-mail:                 | kristingover@gmail.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

02-27-2020

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

02-27-2020

Date
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 (see zoning fees)  Amount $__________  plus Deposit Fee $150

Note: 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, drawn to scale, showing all dimensions.

Plan or Graphic Drawings of Proposal
A Major Variance 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 project is non-compliant with the Zoning Code and is eligible to apply for a major variance.

Application Fee
* IMPORTANT NOTE: Except for owner-occupied residents in districts R1, R2 & R3, a separate application fee will be assessed for each variation requested.

The fee 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 project:

Kitchen remodel with bay addition, and new exterior door with stair to yard.

________________________________________________________

________________________________________________________

B. Have you applied for a Building Permit for this project?  □ NO  ☒ YES

(Date Applied: February 10, 2020   Building Permit Application #: 20EXTR-0051)

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.

(See the Zoning Analysis Summary Sheet for your project’s information)

<table>
<thead>
<tr>
<th>(A) Section (ex. “6-8-3-4”)</th>
<th>(B) Requirement to be Varied (ex. “requires a minimum front yard setback of 27 feet”)</th>
<th>(C) Requested Variation (ex. “a front yard setback of 25.25 feet”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-3-8-3</td>
<td>requires a rear yard set back of 30 feet.</td>
<td>a rear yard set back of 16.25 feet</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* For multiple variations, see “IMPORTANT NOTE” under “Application Fee & Transcript Deposit” on Page 2.
B. A variation’s purpose is to provide relief from specified provisions of the zoning ordinance that may unduly impact property due to the property’s particular peculiarity and special characteristics. What characteristics of your property prevent compliance with the Zoning Ordinance requirements?

The home has a small kitchen in need of updating. Several plans were explored that relocated an expanded kitchen into a setback-compliant addition, but a bad soils test, performed last year, made us change direction to that of a cantilevered bay.

1. The requested variation will not have a substantial adverse impact on the use, enjoyment, or property values of adjoining (touching or joining at any point, line, or boundary) properties.

   The proposed bay addition would in no way impact any of the neighbors.

2. 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 lot is atypical in its relationship to the block and street, and undersized. The residence is already non-compliant as it relates to the rear yard set back. This is a modest proposal that would add critical space to an unusually small Evanston kitchen.

3. Either…

   (a) the purpose of the variation is not based exclusively upon a desire to extract income from the property, or
   (b) 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 upon final jurisdiction under §6-3-8-2, 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 §6-3-6-3.

   The owners of this property seek rear yard set back relief in order to maximize the functionality and enjoyment of the home, specifically the small kitchen.

4. The alleged difficulty or hardship has not been self-created, if so, please explain.

   The residence has suffered from an unusually small kitchen and non-conforming set backs since its relocation to this site in the 1920s.
5. Have other alternatives been considered, and if so, why would they not work?

Alternatives have been explored, but a bad Soils Report has eliminated a foundation / expansion from consideration. We are left with expanding the kitchen via a cantilevered bay in this location. Our proposed cantilever is the minimum practical dimension for this undertaking.
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.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

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.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
1. What projects are eligible for a Major Variation?

Property Owners may apply for a Major Variation from the following zoning regulations:

1. Yards and setbacks
2. Height
3. Lot size, width and depth (including flag lots).
4. Lot coverage including impervious surface and/or floor area ratio
5. Off street parking and loading
6. Home occupations. (Ord. 115-0-04)

2. Who can submit an application?

The applicant must either own, lease, or have legal or equitable interest in the subject property, or must be the representative of such a person. All persons or parties which have an ownership interest in the affected properties must be identified and must sign the application. The Property Owner(s) may, at their discretion, designate another person as Applicant to act on their behalf in processing this application. In that case, the designated Applicant will be considered the primary contact, until the application is closed or the Property Owner changes the designated Applicant by contacting the Zoning Office in writing. Standing (§6-3-8-4):

3. How do I submit an application?

Applications must be submitted in person to the Zoning Office, City of Evanston, Civic Center Room 3700, 2100 Ridge Avenue. Our office hours are Monday through Friday (excluding Holidays) from 8:30am until 5:00pm Evanston.

Applications must be complete, including all required documentation and fee. Applications are not accepted by mail or e-mail. Application materials cannot be returned.

4. What forms of payment are accepted? Cash, Credit Card, Check.

5. Can I withdraw my application? Will my fee be returned?

Yes, an application may be withdrawn any time prior to the final publication of the ZBA Agenda (the Friday before the hearing). If the newspaper notice has not been published or mailed notices sent out, a full refund is general granted. If this has occurred, only the $150 transcript deposit is returned.

6. Who has access to my application materials?

The application is a public document, and as such, may be reviewed by the general public upon request.

B. INFORMATION ABOUT MAJOR VARIATIONS

1. What is the timeframe?

The approximate time from when the Zoning Division receives a completed Major Variation application to when the applicant can reasonably expect a decision on that application is 30 -40 days.
2. What is the Process?

- Upon receipt of a complete application, the Zoning Department contacts the applicant via phone and with a letter detailing the next steps in the process.
- The City publishes a notice of the hearing in a locally circulating newspaper, generally the Evanston Review, between 15 and 30 working days prior to a hearing.
- The City posts a sign announcing the date of the Zoning Board of Appeals hearing on the subject property no less than 10 working days before the hearing date.
- The City must mail notification of the public hearing and an overview of the proposed application to all properties that are within 500’ of any point on the subject property.
- The project is heard before the Site Plan Appearance and Review Committee (SPAARC). This committee provides a recommendation to the Zoning Board of Appeals. This committee is made up of representatives from City departments such as Building, Police, Fire and Preservation. A representative of your project must attend. The committee meets every Wednesday at 2:30 at the Civic Center, room 2404.
- The Zoning Board of Appeals is a City Board made up of 7 members. You will present your case to the Board, who in turn will ask you questions to assist in their deliberation. Further, anyone in opposition may present their case and ask questions of you (as you may to them). It takes 4 yes votes to approve a submitted application.
- The City encourages all applicants to discuss their proposal with their neighbors prior to the public hearing.

3. What standards are used to decide? (§6-3-8-12(A)):

To grant a major variance, the Zoning Board of Appeals must find that the request meets the following 7 standards:

1. The requested variation will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties.
2. The requested variation is in keeping with the intent of the zoning ordinance.
3. The alleged hardship or practical difficulty is peculiar to the property.
4. 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.
5. (a) The purpose of the variation is not based exclusively upon a desire to extract additional income from the property, or
   (b) 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.
6. The alleged difficulty or hardship has not been created by any person having an interest in the property.
7. 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.

4. Can I Appeal?

An applicant may appeal the decision of the Zoning Board of Appeals to the Illinois Circuit Court. (§6-3-8-6(E)):

CONTACT INFORMATION

Community & Economic Development Department – Planning & Zoning Division
2100 Ridge Avenue, Room 3202 Evanston, Illinois 60201
P.847-448-4311 F.847-448-8126 E.zoning@cityofevanston.org www.cityofevanston.org/zoning