

## Memorandum

To: Honorable Mayor and Members of the City Council

From: Wally Bobkiewicz, City Manager

Subject: Continuation of Discussion on Next Steps for Harley Clarke Mansion

Date: October 21, 2015

### Recommended Action:

Staff recommends that the City Council receive and file this report on proposals for the future of the Harley Clarke Mansion and provide direction to staff.

### Summary:

At the October 12, 2015 City Council meeting, discussion continued on proposed uses for the Harley Clarke property. After discussion of potential future uses of the property, the item was held by the City Council until the October 26, 2015 meeting. Since that meeting, I have worked with both Alderman Wilson and Alderman Grover on their efforts to prepare proposals for potential future use of the property for City Council discussion. Proposals from each Alderman are attached to this memorandum.

Since the October 12, 2015 meeting, staff from the Community Development, Parks, Recreation, and Community Services, and Administrative Services Departments and Public Works Agency and I have all visited the property and toured the interior of both the mansion and the coach houses. Staff from these respective departments will be present at the October 26, 2015 City Council meeting to answer questions on the condition of building components and work contemplated in order to occupy the space.

Additionally, as was requested at the October 12, 2015 meeting, staff from the Parks, Recreation, and Community Services Department has reviewed its current program offerings and has studied the potential opportunity to relocate existing Parks, Recreation, and Community Services programs to the Harley Clarke property. Information on these programs is attached. The first floor of the Mansion could be used today for programs without significant improvements. Costs associated with additional use of the Mansion would depend on how much of building is occupied, what is the schedule of operation and uses.

Background:

At the June 8, 2015 City Council meeting, the Harley Clark Citizens' Committee presented its findings from a multi-month exploration and discussion on the future of the Harley Clarke mansion. At that meeting, the City Council held further discussion of the property until September 21, 2015.

At the September 21, 2015 City Council meeting the City Council discussed potential next steps for the City-owned Harley-Clarke property. The item was held on that night and no action on the next steps was taken. The discussion was continued to the next regular City Council meeting on October 12, 2015.

Attachments:

1. Alderman Wilson's Future Use Proposal
2. Alderman Grover's Future Use Proposal
3. Memorandum on Parks, Recreation and Community Services Programs.

## **Harley-Clarke Proposal, Ald. Don Wilson**

- A. The Harley Clarke Mansion and Coach House (“property”) will be owned and operated by the City of Evanston. The process for identifying other uses/operators/owners of the property has ended.
- B. The City Council will allocate in the FY 2016 CIP \$500,000 for immediate improvements at the property in 2016. The City Manager is authorized to expend up to \$250,000 of these funds for critical repairs to the property. The City Manager must return to the City Council for authority to spend the additional \$250,000.
- C. The City Manager is authorized to refurbish the two apartments in the Coach House to be rented out as affordable housing units. The Affordable Housing Fund shall be used for the refurbishment. Once the renovations are completed, the units will be made available for rental to income qualified employees of Evanston government agencies. First priority will be given to emergency workers.
- D. The City Manager is directed to use the property in 2016 for City-sponsored summer recreation activities only. This will include programs currently using the “Fog Houses” and similar activities. No additional staff will be allocated in FY 2016 for these uses.
- E. The Parks and Recreation Board and Lighthouse Landing Complex Committee, working with the City Manager and appropriate staff, are directed to develop a plan for the future operation of the property beginning in 2017. This plan will include identifying community groups and non-profit organizations that may wish to use the property. The City will also identify additional program uses and associated costs for the property. The plan shall also review and include recommendations to ensure better access to the property through transit/bikes/shuttles, etc. The Parks and Recreation Board and Lighthouse Landing Committee will return to the City Council with recommendations no later than July 1, 2016.
- F. Upon City Council approval of property operational plan and available budget allocations, the property would be regularly open to the public beginning in 2017.
- G. The City will establish a Harley Clarke Mansion account within the Evanston Parks Foundation to receive donations to support the improvements of the property.

## Harley-Clarke Proposal, Ald. Grover

A. The City of Evanston retains ownership of the Harley Clarke Mansion and Coach House (the “property”).

B. Allowed Activities/Uses:

1. Events: Similar to events at the City’s other recreational facilities, compatible with existing uses, subject to City regulations and appropriate permits.
2. Recreational programming: to be determined.
3. Café/concessions/gift shop.

Note: The 2008 Evanston Lakefront Master Plan, approved when the Evanston Art Center occupied and operated in the mansion, does not preclude this type of activity at the site, envisioned at the time in the coach house.

C. Funding: Public/Private (nonprofit) Partnership

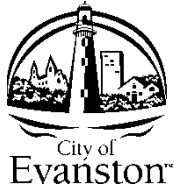
1. The City/General Fund is not the sole source of funds for property renovation and operations and shares the risk/rewards of the significant, long-term investment in the building with community nonprofit partner(s).
  - a. The City Manager will develop an application for interested nonprofit partners for lease or operational management of the building, due on June 30, 2016 and must include:
    - i. The qualifications and experience of the organization(s) proposing to use the property.
    - ii. Description of proposed uses of the property. Only activities conducted by nonprofit organizations will be allowed.
    - iii. Description of potential impacts of uses on property and surrounding neighbors.
    - iv. Description of how parking for proposed uses would be handled either through five dedicated spaces adjacent to property or off-site.
    - v. Documentation of bank balances equal to or in excess of \$250,000 of applicant partner organization exclusively available for capital improvements to the property.
  - b. The City Council will review applications received and make a determination if any applicant partner meets the established criteria. If so, the City Manager would be directed to enter lease/operations negotiations.
  - c. The City Council will budget, but not allocate, \$250,000 in FY 2016 CIP for mansion improvements to match funds of applicant partner organization.

2. No City funds will be expended on renovations to the building without:
  - a. City Council approval of an initial 3-year plan for use of the building, including policies, description of uses, and budget for programming and events;
  - b. City Council approval of an initial 3-year plan and budget for capital improvements to the property; and
  - c. Bank balances equal to or in excess of \$250,000 of applicant partner organization, which funds are exclusively available for capital improvements to the property.

D. If the applicant partner organization fails to raise the minimum funds for the City's matching investment in the property, the City Council may consider deconstruction of the mansion.

E. Renovation of the two apartments in the Coach House for affordable housing rentals may be considered, depending upon uses for the mansion.

F. All plans for renovation and use of the property will also consider the planned-2018 renovation of the existing beach facility.



# Memorandum

To: Wally Bobkiewicz, City Manager

From: Bob Dorneker, Interim Director, Parks, Recreation and Community Services  
Christina Ferraro, Assistant Director, Community Services

Subject: Proposed 2016 summer recreation programming for Harley Clarke

Date: October 26, 2015

Parks, Recreation and Community Services staff developed the following list of existing recreational activities that could be relocated to the Harley Clarke site for the summer of 2016.

Program Name	Description	Program Dates	2015 site location
EcoExplorer Camp	EcoExplorer offers a unique opportunity to children 10-11 years old who are interested in nature and outdoor recreation. These two 4-week sessions include field trips, beach days, theme days and an overnight experience.	June 6-July 29	Fog Houses
Summer Summit Camp	Campers aged 5-11 will get the chance to learn citizen science skills that are needed to make observations, collect data and report findings.	August 1-19	Fog Houses
Dune Ecology field trip	Learn about the natural history of the formation of the Lake Michigan Dunes.	5 sessions	Fog Houses
Overnight Camp outs	Family camping close to home spend the night under the stars on Lighthouse Beach. We'll have a campfire, stories, songs, s'mores and breakfast in the morning.	May - September	Lighthouse Property
Beach fitness - rain site	Fitness class for adults.	June-August	Clark Street Beach

Treasure Hunt	Pirate themed scavenger hunt through the dunes. Join us for stories and s'mores by the fire after you solve all the clues.	July 16	Lighthouse Property
Architecture camp	Explore the built environment, create dream spaces, and get to know the personalities that created the places where we live, work and play.	July 11-15	District 65 school site
Outdoor Summer Movie Series	One of the 2016 summer movies would be held at the site.	August	Various Park Sites
Young Artist Program Camp	YAP is an advanced version of arts camp for ages 11 to age 16 who have any level of experience in the arts.	June 6-July 29	District 65 school site

Coordination and managing of the above activities and building would be handled by existing recreation staff and thus, have no change to the proposed 2016 budgeted revenues and expenses of the department.