



**AGENDA**

**Planning & Development Committee**

**Monday, July 13, 2020**

**Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800  
5:00 PM**

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, City Council members and City staff will be participating in this meeting remotely.

Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Administrative & Public Works Committee, Planning & Development Committee or City Council meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the City Clerk's Office's online form at [www.cityofevanston.org/government/city-clerk/public-comment-sign-up](http://www.cityofevanston.org/government/city-clerk/public-comment-sign-up) or by calling/texting 847-448-4311.

Community members may watch the City Council meeting online at [www.cityofevanston.org/channel16](http://www.cityofevanston.org/channel16) or on Cable Channel 16

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**(I) CALL TO ORDER/DECLARATION OF A QUORUM: ALDERMAN RAINEY**

**(II) APPROVAL OF MINUTES**

**PM1. Approval of the minutes of the regular Planning & Development Committee meeting of June 22, 2020 3 - 5**

Staff recommends City Council approval of the minutes of the Regular Planning & Development Committee meeting of June 22, 2020.

**For Action**

[Draft Planning & Development Committee Minutes - June 22, 2020](#)

**(III) PUBLIC COMMENT**

**(IV) ITEMS FOR CONSIDERATION**

**P1. Resolution 50-R-20, Approving a Plat of Re-subdivision for 1100 Hartrey Avenue 6 - 13**

Staff recommends adoption of Resolution 50-R-20 approving a re-subdivision of 1100 Hartrey Avenue.

**For Action**

[Resolution 50-R-20, Approving a Plat of Re-subdivision for 1100 Hartrey Avenue](#)

**P2. Ordinance 73-O-20, Amendments to the Plan Commission 14 - 33**

Staff recommends City Council adoption of Ordinance 73-O-20 with changes to the City Code regarding the Plan Commission, notably inclusion of the most recently adopted Comprehensive Plan (2000).

**For Introduction**

[Ordinance 73-O-20, Amendments to the Plan Commission](#)

**P3. Ordinance 74-O-20, Amending the City Code to add the Zoning Board of Appeals 34 - 36**

Staff recommends City Council adoption of Ordinance 74-O-20 with changes to the City Code to establish the Zoning Board of Appeals (ZBA).

**For Introduction**

[Ordinance 74-O-20, Amending the City Code to add the Zoning Board of Appeals](#)

**(V) ITEMS FOR DISCUSSION**

**(VI) ITEMS FOR COMMUNICATION**

**(VII) ADJOURNMENT**



## City of Evanston™ MINUTES

### Planning & Development Committee

Monday, June 22, 2020 @ 5:00 PM

Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800

**COMMITTEE MEMBER  
PRESENT:**

Ann Rainey, 8th Ward Alderman, Donald Wilson, 4th Ward Alderman, Eleanor Revelle, 7th Ward Alderman, Judy Fiske, 1st Ward Alderman, Melissa Wynne, 3rd Ward Alderman, Robin Rue Simmons, 5th Ward Alderman, and Thomas Suffredin, 6th Ward Alderman

**COMMITTEE MEMBER  
ABSENT:**

**STAFF PRESENT:**

Johanna Nyden, Director of Community Development, Nicholas Cummings, Deputy City Attorney, and Scott Mangum, Planning & Zoning Administrator

**CALL TO ORDER/DECLARATION OF A QUORUM: ALDERMAN RAINEY**

A quorum being present Ald. Rainey called the meeting to order at 5:01 pm.

**Ald. Wilson moved suspension of the rules to allow for the virtual meeting, seconded by Ald. Revelle. The motion was approved unanimously by a roll call vote, 6-0. (Ald. Fiske was absent)**

**APPROVAL OF THE MINUTES OF THE REGULAR PLANNING & DEVELOPMENT MEETING OF JUNE 8, 2020**

**Approval of the Minutes of the Regular Planning and Development Committee Meeting of June 8, 2020**

Staff recommends approval of the Minutes of the Regular Planning and Development Committee Meeting of June 8, 2020.

**For Action**

Moved by 5th Ward Alderman Robin Rue Simmons  
Seconded by 7th Ward Alderman Eleanor Revelle

**Ayes:** 8th Ward Alderman Ann Rainey, 4th Ward Alderman Donald Wilson, 7th Ward Alderman Eleanor Revelle, 3rd Ward Alderman Melissa Wynne, 5th Ward Alderman Robin Rue Simmons, and 6th Ward Alderman Thomas

Suffredin

**Carried 6-0 on a recorded vote**

**PUBLIC COMMENT**

**ITEMS FOR CONSIDERATION**

**Resolution 54-R-20 African American Heritage Sites**

The Preservation Commission and City staff recommend adoption of Resolution 54-R-20 honoring African American Heritage Sites in Evanston, Illinois.

**For Action**

Ald. Rue Simmons described the work on the project and thanked Dino Robinson of the Shorefront Legacy Center, City staff, and the Preservation Commission and urged approval to honor the locations and Black lives.

Ald. Wynne also thanked everyone and hoped to see additional sites added in the future.

Ald. Rue Simmons noted the list will continue to grow with residents adding suggestions.

Dino Robinson further described the project and future steps.

Moved by 5th Ward Alderman Robin Rue Simmons

Seconded by 8th Ward Alderman Ann Rainey

**Ayes:** 8th Ward Alderman Ann Rainey, 4th Ward Alderman Donald Wilson, 7th Ward Alderman Eleanor Revelle, 3rd Ward Alderman Melissa Wynne, 5th Ward Alderman Robin Rue Simmons, and 6th Ward Alderman Thomas Suffredin

**Carried 6-0 on a recorded vote**

**Ordinance 64-O-20 Granting a Special Use for a Child Residential Care Home for Boys Hope Girls Hope of Illinois at 820 Gaffield Place**

The Zoning Board of Appeals and City staff recommend adoption of Ordinance 64-O-20 granting a special use for a Child Residential Care Home for Boys Hope Girls Hope of Illinois at 820 Gaffield Place in the R4a General Residential District. The applicant has complied with all zoning requirements and meets the Standards for special use for this district.

**For Introduction**

Ald. Rue Simmons expressed support for the request and noted the success of the program.

Ald. Wynne stated support noting the success of a current location in the 3rd Ward.

Ald. Rainey also expressed support.

Moved by 8th Ward Alderman Ann Rainey  
Seconded by 7th Ward Alderman Eleanor Revelle

**Ayes:** 8th Ward Alderman Ann Rainey, 4th Ward Alderman Donald Wilson, 7th Ward Alderman Eleanor Revelle, 1st Ward Alderman Judy Fiske, 3rd Ward Alderman Melissa Wynne, 5th Ward Alderman Robin Rue Simmons, and 6th Ward Alderman Thomas Suffredin

**Carried 7-0 on a recorded vote**

**Ordinance 65-O-20 Granting a Special Use for a Child Residential Care Home for Boys Hope Girls Hope of Illinois at 824 Gaffield Place**

The Zoning Board of Appeals and City staff recommend adoption of Ordinance 65-O-20 granting a special use for a Child Residential Care Home at 824 Gaffield Place in the R4a General Residential District. The applicant has complied with all zoning requirements and meets the Standards for approval for the district.

**For Introduction**

Ald. Rue Simmons stated there have been no complaints with the existing locations and no opposition to the current request.

Moved by 8th Ward Alderman Ann Rainey  
Seconded by 5th Ward Alderman Robin Rue Simmons

**Ayes:** 8th Ward Alderman Ann Rainey, 4th Ward Alderman Donald Wilson, 7th Ward Alderman Eleanor Revelle, 1st Ward Alderman Judy Fiske, 3rd Ward Alderman Melissa Wynne, 5th Ward Alderman Robin Rue Simmons, and 6th Ward Alderman Thomas Suffredin

**Carried 7-0 on a recorded vote**

**ITEMS FOR DISCUSSION**

**ITEMS FOR COMMUNICATION**

**ADJOURNMENT**

Ald. Revelle moved to recommend adjournment of the meeting, seconded by Ald. Rue Simmons. The meeting was adjourned at 5:17 pm.



# Memorandum

To: Honorable Mayor and Members of the City Council  
 CC: Members of the Planning and Development Committee  
 From: Michael Griffith, Development Planner  
 CC: Johanna Nyden, Director of Community Development; Scott Mangum, Planning and Zoning Manager  
 Subject: Resolution 50-R-20, Approving a Plat of Re-subdivision for 1100 Hartrey Avenue  
 Date: July 13, 2020

Recommended Action:

Staff recommends adoption of Resolution 50-R-20 approving a re-subdivision of 1100 Hartrey Avenue.

Council Action:

For Action

Summary:

The property is zoned R3 Two-Family Residential District. Currently, there is a single-family dwelling and a detached garage with alley access located on the southern portion of the property.

The applicant, Anthony Kaplan, is proposing to re-subdivide the property into 2 lots. The proposed lots will exceed the minimum lot width dimension and lot size requirements.

1100 Hartrey Subdivision	Minimum Required	North Lot 1	South Lot 2
Lot Width	35 ft.	37.2'	44.8'
Lot Size	5,000 SF - single-family detached dwelling 7,000 SF - two-family dwelling	6,321.7 SF	7,606.4 SF

The proposed lot line provides the required 5' setback to the north of the existing single-family residence which will be located on the proposed south lot, Lot 2. A building permit has been approved to construct a 2nd-story addition and interior remodel of the existing single-family dwelling.

Per Section 4-11-1, "Subdivisions," of the City Code, the Director of the Public Works Agency and the City Engineer have reviewed the proposed subdivision and determined that all required City infrastructure already exists in the neighborhood and no new public infrastructure is needed.

Attachments:

[Resolution 50-R-20, Plat of Resubdivision fro 1100 Hartrey Avenue  
Public Works Agency Report, dated July 6, 2020](#)

5/29/2020

**50-R-20**

**A RESOLUTION**

**Approving a Plat of Resubdivision for  
1100 Hartrey Avenue**

**WHEREAS**, pursuant to Subsection 4-11-1-(B) of the Evanston City Code of 2012, as amended (the "City Code"), the City Council may approve of a plat by means of a resolution; and

**WHEREAS**, the City intends to resubdivide the property located at 1100 Hartrey Avenue, Evanston, Illinois (the "Subject Property"), legally described in Exhibit A, which is attached hereto and incorporated herein by reference; and

**WHEREAS**, the City Council hereby finds that the proposed plat complies with all applicable provisions of Title 4, Chapter 11 of the City Code, subject to certain conditions,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:**

**SECTION 1:** The foregoing recitals are found as fact and incorporated herein by reference.

**SECTION 2:** Pursuant to Title 4, Chapter 11 of the City Code, the City Council hereby approves the proposed Plat of Resubdivision, attached hereto as Exhibit B and incorporated herein by reference, subject to the following conditions:

- (A)** The final plat of subdivision must substantially conform to the Hartrey Subdivision plat prepared by Schroeder & Associates dated March 19, 2020, except as such plat may be modified to conform to the City Code, Resolution, and Ordinance;



**(B)** Fencing along Hartrey Avenue that is located within the Public Right of Way shall be removed and/or relocated to a zoning compliant location prior to recording the plat of subdivision.

**SECTION 3:** The City Manager and/or his designee(s) is/are hereby authorized and directed to sign, and the City Clerk hereby authorized and directed to attest, any documents necessary to implement the terms of this resolution.

**SECTION 4:** This resolution shall be in full force and effect from and after the date of its passage and approval in the manner required by law.

\_\_\_\_\_  
Stephen H. Hagerty, Mayor

Approved as to form:

Attest:

\_\_\_\_\_  
Devon Reid, City Clerk

\_\_\_\_\_  
Kelley Gandurski, Corporation Counsel

Adopted: \_\_\_\_\_, 2020

**EXHIBIT A**

**Legal Description**

LOT 12 AND THE SOUTH 38 FEET OF LOT 11 IN BLOCK 6 IN PITNER AND SONS THIRD ADDITION TO EVANSTON, SAID ADDITION BEING A SUBDIVISION OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 24, TOWNSHIP 41 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**PIN:** 10-24-106-025-0000

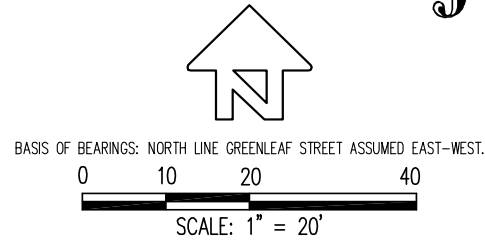
**COMMONLY KNOWN AS:** 1100 Hartrey Avenue, Evanston, Illinois.

**EXHIBIT B**

**Plat of Resubdivision**

# FINAL PLAT OF JEMJ - HARTREY SUBDIVISION

LOT 12 AND THE SOUTH 38 FEET OF LOT 11 IN BLOCK 6 IN PITNER AND SONS THIRD ADDITION TO EVANSTON, SAID ADDITION BEING A SUBDIVISION OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 24, TOWNSHIP 41 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.  
COMMONLY KNOWN AS: 1100 HARTREY AVENUE, EVANSTON, IL. 60202.  
P.I.N.: 10-24-106-025.



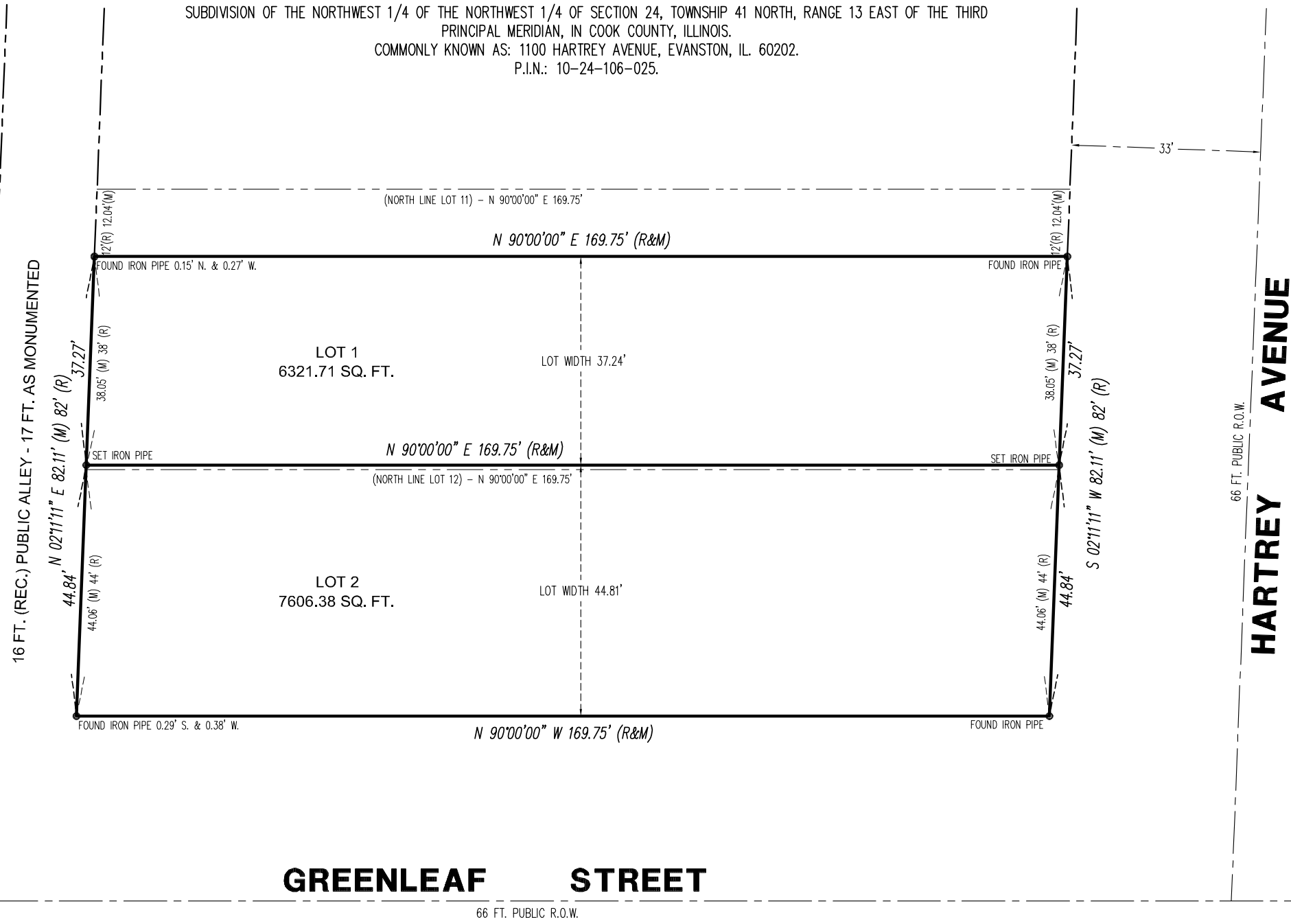
**SETBACK TABLE**

	LOT 1	LOT 2
FRONT	18.30' *	15.02' EX.
REAR	30'	12.03' EX.
NORTH	5'	5'
SOUTH	5'	14.6' EX.

\* AVE. OF RES. NO. 1100 (15.02') AND RES. NO. 1106 (21.58')

**AREA TABLE**

LOT 1	6,321.71 SQ. FT.
LOT 2	7,606.38 SQ. FT.
TOTAL	13,928.09 SQ. FT.



**COUNTY CLERK CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF COOK) SS

I, \_\_\_\_\_, COOK COUNTY CLERK DO NOT FIND ANY DELINQUENT GENERAL TAXES UNPAID, CURRENT GENERAL TAXES DELINQUENT SPECIAL ASSESSMENTS OR UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST THE TRACT OF LAND IN THE ABOVE PLAT.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_ COUNTY CLERK

**CITY CLERK CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF COOK) SS

APPROVED BY THE COUNCIL OF THE CITY OF EVANSTON, ILLINOIS, AT A MEETING HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_ CITY CLERK

**CITY COLLECTOR CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF COOK) SS

I, \_\_\_\_\_, COLLECTOR FOR THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT I FIND NO DELINQUENT GENERAL TAXES, DELINQUENT SPECIAL ASSESSMENTS OR UNPAID SPECIAL ASSESSMENTS AGAINST THE LAND INCLUDED IN THE PLAT HEREIN DRAWN.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_ CITY COLLECTOR

**ZONING ADMINISTRATOR CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF COOK) SS

APPROVED DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_

**DIRECTOR OF PUBLIC WORKS AGENCY CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF COOK) SS

APPROVED DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_

**CORPORATE COUNCIL CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF COOK) SS

APPROVED DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_

**SUBMITTED BY AND RETURN PLAT:**

CITY OF EVANSTON  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
2100 RIDGE AVENUE  
EVANSTON, ILLINOIS, 60201

**PROPERTY OWNER CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF COOK) SS

I, \_\_\_\_\_, DO HEREBY CERTIFY THAT I AM THE TITLE OWNER OF RECORD OF THE PROPERTY DESCRIBED HEREON, AND THAT I HAVE CAUSED THE SAME TO BE SURVEYED FOR THE PURPOSE OF SUBDIVIDING INTO TWO (2) LOTS, AS SHOWN HEREON.

I ALSO CERTIFY THAT THE PROPERTY HEREON DESCRIBED IS LOCATED WITHIN THE BOUNDARIES OF:

ELEMENTARY SCHOOL DISTRICT: EVANSTON SCHOOL DISTRICT 65. (WALKER)

MIDDLE SCHOOL DISTRICT: EVANSTON SCHOOL DISTRICT 65. (CHUTE)

HIGH SCHOOL DISTRICT: EVANSTON TOWNSHIP HIGH SCHOOL DISTRICT NO. 202.

COMMUNITY COLLEGE DISTRICT: OAKTON COMMUNITY COLLEGE DISTRICT 535.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_

**NOTARY PUBLIC**

STATE OF ILLINOIS  
COUNTY OF \_\_\_\_\_ ) SS

I, \_\_\_\_\_

A NOTARY PUBLIC IN AND FOR SAID COUNTY DO HEREBY CERTIFY THAT \_\_\_\_\_

ARE/IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING CERTIFICATE AS SUCH OWNER, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE SAID INSTRUMENT AS THEIR OWN FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL DATED

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**

STATE OF ILLINOIS  
COUNTY OF MCHENRY) SS

I, JAMES E. SCHROEDER, A PROFESSIONAL LAND SURVEYOR IN THE STATE AND COUNTY AFORESAID HEREBY CERTIFY THAT A PLAT OF RESUBDIVISION HAS BEEN MADE UNDER MY SUPERVISION OF THE FOLLOWING DESCRIBED PROPERTY:

LOT 12 AND THE SOUTH 38 FEET OF LOT 11 IN BLOCK 6 IN PITNER AND SONS THIRD ADDITION TO EVANSTON, SAID ADDITION BEING A SUBDIVISION OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 24, TOWNSHIP 41 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, 60202. P.I.N.: 10-24-106-025.

I FURTHER CERTIFY THAT IRON STAKES OR WITNESS MONUMENTS WERE FOUND OR SET AT ALL LOT CORNERS. DIMENSIONS ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF.

I FURTHER CERTIFY THAT THIS PROPERTY IS SITUATED WITHIN AN AREA OF MINIMAL FLOOD HAZARD AREA AS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY ON THE FLOOD INSURANCE RATE MAP NO. 17031C0265J, EFFECTIVE DATE OF 8/19/2008.

I FURTHER CERTIFY THAT THE PLAT HEREON IS A CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION AND THAT THE PROPERTY SHOWN HEREON IS SITUATED WITHIN THE CITY OF EVANSTON, ILLINOIS.

DATED AT CARY, ILLINOIS,

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

*James E. Schroeder*

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-3287.  
MY LICENSE EXPIRES: 11/30/2020



**PROFESSIONAL AUTHORIZATION**

STATE OF ILLINOIS  
COUNTY OF MCHENRY) SS

I, JAMES E. SCHROEDER, A PROFESSIONAL LAND SURVEYOR OF THE STATE OF ILLINOIS, LICENSE NUMBER 35-3695, DO HEREBY AUTHORIZE THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, ITS STAFF OR AUTHORIZED AGENT, TO PLACE THIS DOCUMENT OF RECORD IN THE COUNTY RECORDERS OFFICE IN MY NAME AND IN COMPLIANCE WITH THE ILLINOIS STATUTES CHAPTER 109 PARAGRAPH 2, AS AMENDED.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

*James E. Schroeder*

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-3287.  
MY LICENSE EXPIRES: 11/30/2020

**REVISIONS**

NO.	DATE	DESCRIPTION

**SCHROEDER & ASSOCIATES**

66 PINE CIRCLE - CARY, ILLINOIS 60013

TEL: 847-639-1415 CELL: 847-650-1416 JSCHRO8956@AOL.COM

CLIENT: GARY KROIN

FIELD WORK COMPLETED: 03/18/20

JOB NO. 20010

DATE: MARCH 19, 2020



# Memorandum

To: Johanna Nyden, Community Development Director

From: David Stoneback, Public Works Agency Director  
Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer

Subject: Subdivision of 1100 Hartrey  
Public Works Director Report

Date: July 6, 2020

Upon review of the proposed subdivision, and as required by Section 4-11-1 of the City Code, the Public Works Agency Director and the City Engineer submit the following report for the new subdivision located at 1100 Hartrey Avenue.

Right-of-Way to be Dedicated to the City of Evanston

None.

Infrastructure Easements to be Granted to the City of Evanston

None.

Public Improvements to be Constructed on Behalf of the City of Evanston

1100 Hartrey has an existing water service that connects to the 10" water main on Greenleaf Street. It is unknown where the existing sewer service is connected. The new subdivided property will need to have a separate water service, which will connect to the 10" water main on Hartrey, and a separate sewer service, which will connect to the 15" sewer main on Hartrey. No curb cuts on Hartrey will be allowed; all access will be required to be from the alley.

If the fence along Hartrey is on the City right-of-way, the fence will need to be removed and/or relocated onto private property.

Bond Requirements to Guarantee Future Infrastructure Improvements

None.



## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of the Planning and Development Committee  
From: Scott Mangum, Planning & Zoning Administrator  
CC: Johanna Nyden, Community Development Director  
Subject: Ordinance 73-O-20, Amendments to the Plan Commission  
Date: July 13, 2020

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Recommended Action:

Staff recommends City Council adoption of Ordinance 73-O-20 with changes to the City Code regarding the Plan Commission, notably inclusion of the most recently adopted Comprehensive Plan (2000).

Council Action:

For Introduction

Summary:

At the December 9, 2019, City Council meeting, an aldermanic referral was made to change the Chair of the Plan Commission from a member elected annually by the Commission to selected by the Mayor. In April, the City Council ultimately did not proceed with Ordinances 38-O-20 and 39-O-20 to change the selection of the chair of the Plan Commission and to establish the ZBA in the City Code with the chair selected by the Mayor. Staff has removed those provisions from proposed Ordinances 73-O-20 and 74-O-20.

Ordinance 73-O-20 Plan Commission (Title 2, Chapter 7) replaces the Goals and Objectives of the 1986 Comprehensive Plan with those of the 2000 Comprehensive Plan, which is the most recently adopted document. Several other minor revisions reflect changes to the titles of departments and organizations.

Attachments:

[Ordinance 73-O-20 Amending Title 2 to update Plan Commission](#)

7/1/2020

73-O-20

AN ORDINANCE

Amending Title 2, Chapter 7 of the Evanston City Code,  
"Plan Commission"

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
EVANSTON, COOK COUNTY, ILLINOIS, THAT:**

**SECTION 1:** City Code Title 2, Chapter 7, Section 5, Subsection 2  
"Procedure and Organization" of the Evanston City Code of 2012, as amended ("City  
Code"), is hereby amended and shall read as follows:

**2-7-5-2. - PROCEDURE AND ORGANIZATION.**

The Plan Commission shall:

- (A) At its December meeting, elect a chairman to serve for the following calendar year with eligibility for re-election.
- (B) Elect in December a vice-chairman to act whenever the chairman is absent or unable to serve.
- (C) Elect such associate members of the Plan Commission as are deemed necessary to carry out the Commission's duties and responsibilities. Such associate members shall serve for a period of one year with eligibility for re-election, but shall have no vote.
- (D) Establish its own rules of procedure that do not conflict with Section 2-7-5 of the City Code.
- (E) Hold a meeting of the Commission monthly, unless specifically directed otherwise by the chairman.
- (F) Establish such subcommittees ~~of regular and associate members~~ as it deems necessary.
- (G) Prepare an annual report for presentation to the City Council. Such report may: (1) incorporate comments on the adequacy of the Comprehensive General Plan, the zoning ordinance and the capital improvements program as instruments

of long-term development policy, (2) summarize the actions of the Plan Commission during the calendar year, and (3) outline the program of the Plan Commission for the following year, indicating joint programs to be carried out in cooperation with the Planning Department, other staff needs, and anticipated requests for funds from the City Council.

- (H) Adopt such other rules of procedure deemed necessary to conduct meetings and public hearings and to carry out its duties, following Roberts' Rules of Order in situations not covered by adopted rules.

**SECTION 2:** City Code Title 2, Chapter 7, Section 6, Subsection 1

“Organization” of the Evanston City Code of 2012, as amended (“City Code”), is hereby amended and shall read as follows:

**2-7-6-1. - ORGANIZATION.**

The organization, assignment of duties and general supervision of the activities and work of the Planning and Zoning Division shall be determined by the City Manager in conjunction with the Director of Community ~~and Economic~~ Development, and the employment of special planning consultants shall be determined by the City Council.

**SECTION 4:** City Code Title 2, Chapter 7, Section 6, Subsection 2

“Planning and Zoning Division Manager” of the Evanston City Code of 2012, as amended (“City Code”), is hereby amended and shall read as follows:

**2-7-6-2. - PLANNING AND ZONING DIVISION MANAGER.**

The head of the Planning and Zoning Division shall be appointed by the City Manager and shall be known as the Division Manager. The Division Manager shall be responsible to the Director of Community ~~and Economic~~ Development, and shall have the following duties and responsibilities.

- (A) To prepare in cooperation with the Plan Commission and within the policy framework established by the Plan Commission, a Comprehensive General Plan or amendments to an existing Plan, for the present and future development or redevelopment to the City.
- (B) To undertake research studies necessary to the preparation, modification and implementation of the Comprehensive General Plan or parts thereof.
- (C) To prepare and recommend, and to assist other executive departments of the City in the development of specific plans and programs of capital improvements,



and to help insure that such plans and programs will be integrated into the Comprehensive General Plan.

- (D) To participate with the City Manager and other department heads in the annual revision of the capital improvements program for review by the Plan Commission and the City Council as a part of the annual budget formulation process of the City
- (E) To serve as secretary to the Plan Commission, to keep all records of said Plan Commission, and to provide such staff services as may be necessary to assist said Plan Commission in carrying out its duties.
- (F) To undertake research studies and to develop plans and programs and make recommendations for community or area renewal, including such plans for conservation, rehabilitation or redevelopment as may be authorized by the City Council.
- (G) To serve as liaison between the City administration and the Plan Commission, and professional consultants retained by the City to undertake general or specific studies related to the preparation, modification or implementation of the Comprehensive General Plan.
- (H) To review zoning, subdivision and related ordinances prior to adoption by the City Council.
- (I) To establish close working relationships with the administrative officers of other local governmental jurisdictions so that plans of all agencies for the development or redevelopment of the community will be coordinated.
- (J) To plan, organize and put into effect sound programs of public education concerning the long range development of the community after general review by the City Manager and the Plan Commission.

**SECTION 4:** City Code Title 2, Chapter 7, Section 7 “Funds for Planning”

of the Evanston City Code of 2012, as amended (“City Code”), is hereby amended and shall read as follows:

**SECTION 2-7-7. – FUNDS FOR PLANNING.**

The City may appropriate from any funds under its control such sums as the corporate authorities may deem proper for the maintenance and operation of the Plan Commission and Planning and Zoning Division, including the salaries of all paid members and employees; the development of a planning program, and the preparation

of regulations, projects and programs pertinent to the development, redevelopment and renewal of the City.

The City may accept, receive and expend funds, grants and services from the Federal Government or its agencies, the State of Illinois or its agencies, the Chicago Metropolitan Agency for Planning ~~Northeastern Illinois Planning Commission~~, other regional or local governments or their agencies or from private persons or corporations or foundations for planning purposes generally or for planning specific projects.

**SECTION 5:** City Code Title 2, Chapter 7, “Plan Commission and Planning Department” of the Evanston City Code of 2012, as amended (“City Code”), is hereby amended to remove the 1986 Comprehensive General Plan on file and replace it with the 2000 Comprehensive General Plan (Exhibit A):

**SECTION 6:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 7:** This ordinance must be in full force and effect after its passage, approval, and publication in a manner provided by law.

**SECTION 8:** If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity must not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: \_\_\_\_\_, 2020

Approved:

Adopted: \_\_\_\_\_, 2020

\_\_\_\_\_, 2020

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Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

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Devon Reid, City Clerk

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Kelley Gandurski, Corporation Counsel

Exhibit A  
2000 Comprehensive General Plan

# Evanston Comprehensive General Plan Goals, Objectives, and Policies/Actions

Adopted by the Evanston City Council  
May 8, 2000

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For a more detailed analysis, please refer to the complete Comprehensive Plan. The page numbers contained herein are those of the Comprehensive Plan.

To obtain a copy of the Comprehensive Plan, contact:

Planning Division of the Community Development Department  
City of Evanston  
2100 Ridge Avenue, #3900  
Evanston, IL 60201  
(847) 866-2928 telephone  
(847) 448-8120 fax

# Values and Goals of the Comprehensive General Plan

The chapters that appear in the four main sections of the Comprehensive General Plan begin with a table stating a broad *goal*, recommended *objectives* that target the goal, and a list of guiding *policies* and specific *actions* for implementation. The resulting vision is reflected in the Plan's goal statements. These goals are summarized below as values the Plan Commission recommends as a foundation for thinking about Evanston's future. Following each statement, the corresponding chapter number is listed.

## I. LAND USE

Neighborhood assets should be enhanced while recognizing that each neighborhood contributes to the overall social and economic quality of Evanston (Ch.2).

Evanston's housing stock should continue to offer buyers and renters a desirable range of choice in terms of style and price (Ch.3).

Evanston should maintain a diverse range of business and commercial areas, all of which will be viable locations for business activity (Ch.4).

Downtown Evanston should be an attractive, convenient, and economically vital center of diverse activity (Ch. 5).

The growth and evolution of Evanston's institutions should be supported so long as the growth does not have an adverse impact upon the residentially-zoned adjacent neighborhoods.

## II. PUBLIC FACILITIES

The City of Evanston's public buildings should be fully accessible, modernized buildings that serve civic needs and interests of residents. (Ch. 7)

City Parks and recreation areas should be of the highest quality in order to meet residents' various recreation and leisure interests (Ch. 8)

Utility systems in Evanston should provide reliable, quality service and support future development throughout Evanston (Ch. 9).

## III. CIRCULATION

Evanston's streets should safely, conveniently, and efficiently link neighborhoods to the rest of the community and to the metropolitan area (Ch. 10).

Evanston's Parking system should serve the needs of residents, commuters, employees, shoppers, and visitors to Evanston's neighborhoods and business districts (Ch. 11).

Transportation providers should offer safe, convenient, affordable, and easily accessible transit alternatives to the automobile (Ch. 12).

The safety and convenience of pedestrians and bicyclists should be a priority (Ch. 12).

## IV. COMMUNITY ENVIRONMENT

Buildings and landscaping should be of attractive, interesting and compatible design (Ch.13).

The historic heritage of Evanston should continue to be identified and preserved for the benefit of current and future residents (Ch. 14).

The creation of art and arts activities should be recognized and promoted as a vital component of the local economy (Ch. 15).

Locally and regionally, natural resources should be preserved and public health should be promoted through a clean environment (Ch. 16).

# Goals, Objectives, and Policies/Actions of the Comprehensive General Plan

## **PART 1, CHAPTER 2: NEIGHBORHOODS**

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**GOAL:** Help to enhance the existing assets of neighborhoods while recognizing that each neighborhood contributes to the overall social and economic quality of Evanston.

**Objective:** Maintain the appealing character of Evanston's neighborhoods while guiding their change.

**P/A:** Preserve neighborhood character while supporting redevelopment efforts that add to neighborhood desirability.

**P/A:** Encourage creative adaptive reuse of properties available for redevelopment using zoning standards and the Site Plan and Appearance Review process to protect historic character.

**P/A:** Encourage new developments to complement existing street and sidewalk patterns.

**P/A:** Encourage the preservation and creation of neighborhood open and green space.

**P/A:** Maintain and improve neighborhood infrastructure and public amenities through capital improvement budgeting.

**Objective:** Recognize the benefits of mixing residential, commercial, and institutional uses in neighborhoods.

**P/A:** Work with community stakeholders in attracting and supporting businesses located in neighborhood business districts.

**P/A:** Minimize the adverse effects of such circumstances as traffic and parking congestion or incompatible hours of operation as part of City technical assistance or zoning/site plan review of businesses and institutions proposing expansion or relocation to sites adjacent to residential areas.

**P/A:** Promote employment linkages and open communication between neighborhood residents and local employers.

**Objective:** Promote activities that help strengthen communities and improve neighborhood quality of life.

**P/A:** Encourage the formation of neighborhood associations, neighborhood watch groups and block clubs as well as the use of "place signs" to promote neighborhood identity and ownership.

**P/A:** Continue to connect City officials with residents to address issues identified as adversely affecting neighborhood quality of life.

**P/A:** Where appropriate, support the use and monitor the effectiveness of capital improvements, such as traffic calming devices (e.g., speed bumps, traffic circles, and cul-de-sacs), that promote neighborhood safety

**P/A:** Promote safety through design by employing the principles of *Crime Prevention Through Environmental Design* (CPTED) in the Site Plan and Appearance Review Process.

**P/A:** Continue assisting neighborhoods to recognize and preserve their own historically significant assets.

**P/A:** Collaborate with schools in offering strong educational programs and constructive recreational activities.

**Objective:** Recognize the effect of housing on the quality of neighborhoods.

**P/A:** Support efforts aimed at improving Evanston's housing stock.

**P/A:** Target corrective action toward properties that are negatively affecting surrounding neighborhoods.

**P/A:** Inform tenants, owners, and property managers of their rights and responsibilities in maintaining multi-family rental properties that experience high rates of turnover.

## **PART I, CHAPTER 3: HOUSING**

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- GOAL:** Maintain And Enhance The Desirability And Range Of Choice (In Terms Of Style And Price) That The Housing Stock Offers Both Buyers And Renters.
- Objective:** Maintain and enhance property values and positive perceptions of housing in Evanston.
- P/A: Encourage both new housing construction and the conversion of underutilized non-residential buildings to housing in order to increase housing variety and to enhance the property tax base.
  - P/A: Actively collaborate with local realty firms, the Chamber of Commerce, and others in marketing Evanston housing and neighborhoods to promote awareness of their desirability as places to live.
  - P/A: Encourage collaboration among neighborhood stakeholders (e.g., property owners, residents, businesses, and institutions) and City staff to improve housing conditions that are negatively impacting surrounding property values.
- Objective:** Address concerns about cost and affordability.
- P/A: Conduct a study of the Evanston housing market with a focus on determining low, moderate, and middle-income household affordability issues.
  - P/A: Encourage proposals from the private sector that will maintain the supply of moderately priced housing, both rental and owner-occupied.
  - P/A: Package and promote the availability of assistance programs that provide resources for home acquisition and repair.
  - P/A: Encourage cooperation and collaboration with surrounding communities so that they will share the responsibility of providing for the needs of the homeless and special needs populations.
- Objective:** Address high property tax concerns.
- P/A: Seek creative means of increasing Evanston's property tax base to maintain the provision of quality services while relieving some of the tax burden placed on homeowners.
- Objective:** Preserve Evanston's historic residential architecture and ambience.
- P/A: Continue to support and recognize private efforts to restore and preserve Evanston's architectural heritage.
  - P/A: Support efforts that maintain the architectural integrity of Evanston's large historic properties.
  - P/A: Encourage the preservation of large front and side yards around properties that are under consideration for subdivision and redevelopment.
- Objective:** Address poor housing conditions which detract from neighborhood quality of life.
- P/A: Maintain high property standards and assist in rehabilitation when possible.
  - P/A: Aggressively pursue corrective action for below-standard housing that negatively affects surrounding neighborhoods.
  - P/A: Focus attention and rehabilitation incentives on multi-family housing structures in areas of high rental turnover.
  - P/A: Provide maintenance assistance to owners meeting low- and moderate-income guidelines.
  - P/A: Support individual owners and neighborhood-based organizations engaged in efforts aimed at improving Evanston's housing stock.
  - P/A: Continue to inform tenants and property managers about their respective rights and responsibilities in the maintenance of multi-family rental properties.



## **PART I, CHAPTER 4: BUSINESS, COMMERCIAL & INDUSTRIAL AREAS**

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- GOAL:** Retain And Enhance A Diversity Of Business, Commercial, And Industrial Areas As Desirable Locations Of Economic Activity.
- Objective:** Promote the growth and redevelopment of business, commercial, and industrial areas.
- P/A:** Encourage the location of new or expanding businesses in existing commercial and mixed-use locations that would benefit from redevelopment, including the Evanston Plaza at Dodge Avenue and Dempster Street.
  - P/A:** Continue to promote the revitalization of the Howard Street corridor through the collaborative planning efforts of merchants, concerned citizens, and representatives of agencies from the City of Evanston and the City of Chicago.
  - P/A:** Monitor Central Street and Chicago Avenue (between Dempster Street and South Boulevard), in the appropriate locations encouraging residential and residential/commercial mixed-use developments in order to enhance the existing character of the neighborhood.
  - P/A:** Work collaboratively with neighborhood residents and businesses, representatives from the high school, lending institutions, and City staff to enhance the Church Street /Dodge Avenue business area.
  - P/A:** Continue funding and promoting assistance programs to help commercial property owners rehabilitate eligible storefronts.
- Objective:** Retain and attract businesses in order to strengthen Evanston's economic base.
- P/A:** Market Evanston's unique qualities and advantages (such as the emerging "Technopolis" computer network, an educated work force, quality office locations, and access to Chicago) to attract new firms in growing high-technology and health care sectors.
  - P/A:** Examine issues that are potential disadvantages to doing business in Evanston (e.g., relatively high property taxes); enhance and promote relative strengths as a means of offsetting disadvantages.
  - P/A:** Support a cooperative marketing effort with the Chamber of Commerce, EVMARK, and others to attract new businesses to vacant storefronts and commercial spaces.
- Objective:** Recognize and support the strong role neighborhood business districts play in Evanston's economy and its identity.
- P/A:** Protect and enhance the traditional character of neighborhood business districts; carefully examine proposed design changes using the Zoning and Sign Ordinances, and site plan and appearance review.
  - P/A:** Develop strategies where feasible for addressing parking and circulation concerns of merchants and surrounding residents in areas of neighborhood business activity.
  - P/A:** Promote pedestrian oriented retail activity in Evanston's neighborhood business areas.
- Objective:** Support and encourage efforts at employment assistance and linkages.
- P/A:** Promote linkages between local schools and local employers that help Evanston students become competitive members of the work force.
  - P/A:** Negotiate commitments to employ Evanston residents with firms seeking redevelopment assistance.
  - P/A:** Promote and support job readiness and training programs as well as small business start-up assistance programs as part of a larger community development strategy outlined in the HUD Consolidated Plan.
  - P/A:** Support programs that provide affordable day care options for working parents and guardians.
  - P/A:** Continue to support home-based businesses while enforcing restrictions that minimize any adverse effect on surrounding neighborhoods.

P/A: Encourage the incorporation of new telecommunications technology and infrastructure in new residential and commercial construction as well as rehabilitation and adaptive reuse of existing structures.

## **PART I, CHAPTER 5: CENTRAL BUSINESS DISTRICT**

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GOAL: Promote A Mixed-Use Central Business District That Is Attractive, Convenient And Economically Vibrant.

Objective: Implement strategies that enhance the economic vitality of Downtown Evanston.

P/A: Support efforts to improve the variety of retail businesses in the Downtown to strengthen it as a regional shopping center; support the addition of mid-sized retail spaces (between 8,500 and 20,000 square feet) to attract retailers not currently present.

P/A: Promote additional hotel space, entertainment-oriented businesses, and residential/commercial mixed-use development in Downtown Evanston in order to attract more people to the area.

P/A: Encourage the continued collaboration between the many stakeholders (e.g., Evmark, the Evanston Chamber of Commerce, Evanston Inventure, the Research Park Board, and the City) who work for the betterment of Downtown Evanston.

P/A: Identify and protect Downtown's historic landmarks.

P/A: Promote Downtown Evanston as a viable tourist destination.

P/A: Update the 1989 Plan for Downtown Evanston.

Objective: Encourage a compatible mix of land uses in the Downtown.

P/A: Support adaptive reuse ideas that bring new life to existing buildings and which work to preserve the balance of uses (office, retail, residential) in Downtown Evanston.

P/A: Assist in marketing Downtown office space to firms of all sizes; consider the CBD as a potential alternative for the site of City agencies currently located at 2100 Ridge Avenue.

Objective: Preserve and enhance both access and ambience through Downtown capital improvements.

P/A: Prioritize the continued public and private reinvestment in and renewal of streets, sidewalks, street lighting, landscaping, and other amenities.

P/A: Promote and assist Downtown facade improvements.

P/A: Support the creative redevelopment of the Sherman Avenue parking garage with attention to improving parking access and enhancement of the exterior streetscape appeal of the structure.

## **PART I, CHAPTER 6: INSTITUTIONS**

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GOAL: Support the growth and evolution of institutions so long as the growth does not have an adverse impact upon the residentially-zoned adjacent neighborhoods.

Objective: Assure that institutional development enhances surrounding neighborhoods as well as the economic development of Evanston.

P/A: Monitor institutional development and evolution using land use regulations to guide effects and limit negative impacts on the surrounding community and adjoining land uses.

P/A: Enhance communication between the City and Northwestern University concerning long-range planning and development issues.

P/A: Review zoning standards and parking regulations to work toward a balance between institutional needs and the quality of surrounding neighborhoods.

P/A: Enhance discussions with local institutions to learn about their development plans; anticipate changes in institutional uses at specific sites and develop alternatives for their reuse.

P/A: Encourage institutions to recognize their role in the greater community and to join with the City in neighborhood and community development initiatives.

Objective: Support an outstanding educational system that provides a wide range of opportunities.

P/A: Seek to improve the dialogue with public schools on planning issues related to changing facility needs and resulting impacts on the community.

P/A: Communicate with public schools on subjects of community-wide concern, such as public health, safety, and economic development.

P/A: Collaborate with schools in offering strong educational programs as well as recreational activities that provide positive leisure alternatives for Evanston's youth.

## **PART II, CHAPTER 7: CITY BUILDINGS**

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GOAL: Maintain Fully Accessible, Modernized Public Buildings That Serve The Various Needs And Interests Of Evanston Residents.

Objective: Assess City buildings to determine cost-effective strategies for maintenance, renovation, and accessibility improvements.

P/A: Systematically evaluate City-owned buildings in terms of their quality of service delivery; prioritize maintenance and renovation planning accordingly.

P/A: Incorporate new computer and telecommunications technology into public buildings in order to improve time and cost efficiency of service delivery and to meet increasing demands of information access.

P/A: Continue to bring all public buildings into compliance with the Americans with Disabilities Act (ADA).

P/A: Establish a consolidated Police/Fire Department Headquarters at the 1454 Elmwood Avenue facility and include a secondary 9-1-1 Center.

P/A: Renovate fire stations #3 and #5.

Objective: Approach acquisition and construction of new public buildings in terms of improved quality of service and fiscal prudence.

P/A: Complete the evaluation of issues involved with maintaining and improving the current Evanston Civic Center; consider alternatives for reuse of the structure should relocation of City agencies prove a cost-effective alternative.

P/A: Assess the feasibility of establishing a new full-service recreation center in South Evanston in order to improve access to recreation programs in that area.

P/A: Continue public investment in art, as per the direction of the *Public Art Ordinance*, and include consideration of art in the planning and design phase of public building projects.

P/A: Encourage highest quality design in new public buildings.

## **PART II, CHAPTER 8: PARKS & RECREATION AREAS**

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GOAL: A System Of High Quality Park And Recreation Areas That Meets The Varying Recreation And Leisure Interests Of Evanston Residents.

Objective: Preserve and enhance existing parks while seeking opportunities to increase the amount of park land in Evanston.

P/A: Preserve land dedicated as public park and open space while searching for ways to increase facilities, programs, and the amount of leisure space available throughout Evanston.

- P/A: When feasible, retain the open space school grounds provide even if no longer needed for school purposes.
- P/A: Continue to catalog in detail the conditions of existing park facilities; undertake strategic reinvestment in landscaping and infrastructure through park master planning efforts.
- P/A: Protect and enhance lakeshore parks and beaches recognizing their particular importance to Evanston's distinct quality of life.
- P/A: Continue to pursue private, federal and state grant money that is or may become available to local municipalities for park acquisition and development.
- P/A: Work with the Metropolitan Water Reclamation District, the Villages of Skokie, Wilmette, and Lincolnwood, and various park districts to plan for recreational use of the *North Shore Channel*.

Objective: Provide recreational programs to meet the leisure-time interests of all Evanston residents.

- P/A: Provide recreational programs that are within the financial means of all Evanston residents, including the search for opportunities for establishing a recreation center in South Evanston.
- P/A: Assess changing recreational interests and demands; improve facilities and redesign programs accordingly.
- P/A: Install recreation facilities and equipment that meet the highest standards for accessibility and safety.
- P/A: Work with other communities and institutions (e.g., other park districts, schools, religious organizations, social service agencies) to coordinate and share recreation programs and services for the general public.

## **PART II, CHAPTER 9: COMMUNITY UTILITIES**

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GOAL: To Maintain And Enhance Utility Systems That Enable Both Quality Community Service And Economic Development Throughout Evanston.

Objective: Maintain a streetlight system that provides adequate illumination for pedestrian and driver safety.

- P/A: Study the costs, benefits, and desirability of increasing the illumination of neighborhood streetlighting throughout Evanston.
- P/A: Provide ongoing standard maintenance for the streetlight system.

Objective: Invest in annual maintenance of Evanston's water and sewer systems.

- P/A: Initiate a study of the current water system to establish the most efficient measures for maintenance and improvement.
- P/A: Complete the ongoing sewer improvement strategy, stressing preventive maintenance as an ongoing policy for the future.

Objective: Maintain Evanston policies and agreements relating to energy and telecommunication services current with industry changes.

- P/A: Promote the City Energy Policy (see page II-22 of the Comprehensive General Plan).
- P/A: Complete assessment of energy franchise alternatives and prepare for deregulation of electric utility services; advocate to influence emerging deregulation.
- P/A: Support the use of alternative energy sources whenever possible.
- P/A: Pursue "Technopolis Evanston," a public-private partnership working to install a community-wide high-speed fiber optic network to improve the speed of Internet access for Evanston residents, employers, and service providers.
- P/A: Where cost-effective, consider relocation and burial of overhead utility lines for both maintenance and aesthetic benefits.

### **PART III, CHAPTER 10: STREETS & TRAFFIC MANAGEMENT**

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- GOAL:** A street system that safely and conveniently links neighborhoods and promotes access to and from the metropolitan area.
- Objective:** Improve the surface condition of Evanston streets and alleys.
- P/A: Prioritize annual street paving in the Capital Improvement Program.
  - P/A: Participate in region-wide transportation planning to obtain Evanston's share of state and federal transportation funds.
  - P/A: Promote paving of Evanston's alleys by continuing to fund and publicize the 50/50 alley paving assistance program.
- Objective:** Employ various techniques to improve safe, efficient circulation and to enhance neighborhoods.
- P/A: Monitor changes in traffic patterns, volumes, and accidents in order to identify needed street and traffic signal modifications.
  - P/A: Reduce traffic spillover onto local streets by managing congestion on major and collector streets.
  - P/A: Undertake neighborhood "traffic calming," (e.g., traffic circles, alley speed bumps, or even one-way traffic signage) on a critical case-by-case review process with residents, businesses, elected officials, and City staff.
  - P/A: Consider reconfiguration of problem intersections (e.g., the intersection of Green Bay Road, Emerson Street, and Ridge Avenue) in order to improve safety and traffic flow.
  - P/A: Where possible, and desired by neighborhood residents, examine the benefit of connecting street segments in portions of Evanston's west side that dead-end at former railroad embankments.
  - P/A: Maintain a standardized directional signage system that facilitates locating key destinations in Evanston.
  - P/A: Aggressively pursue tree and shrubbery trimming in public rights-of-way to assure visibility of street signs and to prevent blind spots.
  - P/A: Conduct a bicycle-route feasibility study to locate streets that could accommodate special lanes for bicycle traffic only.

### **PART III, CHAPTER 11: PARKING**

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- GOAL:** Develop A Comprehensive Parking System That Reflects The Needs Of Residents, Commuters, Employees, Shoppers And Visitors To Evanston's Neighborhoods And Business Districts.
- Objective:** Improve the effectiveness of the existing on-street and off-street parking facilities.
- P/A: Conduct a thorough analysis of parking needs throughout Evanston and revise the City parking system with policies for rectifying chronic parking problems.
  - P/A: Implement physical improvements (such as one-way street designation and minor widening of streets) to enable an increase in the amount of on-street parking.
  - P/A: Provide incentives within the Zoning Ordinance for non-traditional methods for meeting parking requirements; encourage mass transit and bicycle ridership as alternatives that reduce automobile parking demand.
  - P/A: Investigate and promote employer and City incentives that will encourage employees to commute by means other than the single-occupancy automobile.
  - P/A: Establish wayfinding system to help drivers locate off-street parking facilities.
  - P/A: Maintain parking meter fees to encourage frequent parking turn-over on streets and longer-term parking in off-street facilities.
  - P/A: When requested by neighborhoods and when appropriate criteria are met, establish resident-only and resident-exempt parking zones to control spill-over from business and institutional areas.
  - P/A: Landscape in and around parking areas with screening that will improve aesthetics but not hinder surveillance.

- Objective: Look for ways to increase the number of off-street parking facilities.
- P/A: Investigate the adequacy of parking requirements for multi-family housing developments in non-residential zoning districts.
  - P/A: Pursue opportunities to expand the number of off-street parking facilities in areas where parking is insufficient.
  - P/A: Consider shared parking opportunities whenever planning for new parking facilities.
  - P/A: Consider opportunities for additional structured parking to meet the long-term parking needs of Downtown Evanston and other business districts.

### **PART III, CHAPTER 12. TRANSIT SYSTEMS, BICYCLES & PEDESTRIANS**

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GOAL: A Community That Offers Safe, Affordable And Easily Accessible Alternatives to the Automobile.

- Objective: Ensure continued high levels of mass transit service throughout Evanston.
- P/A: Promote public transportation ridership as an alternative to automobile use, focusing attention on new strategies for getting residents to suburban employment locations via mass transit.
  - P/A: Work with transit agencies to focus ongoing capital improvement planning on the improved structural integrity, safety and appearance of railroad overpasses, embankments, and stations.
  - P/A: Encourage the investment in signage, shelters, benches and lighting to improve safety and comfort at bus stops and train stations. Where possible (e.g., the Davis Street El Station) promote the establishment of commuter retail inside stations.
  - P/A: Encourage the adopt-a-station program which partners local residents and businesses to improve the appearance and safety of CTA stations.
  - P/A: Promote higher-density residential and mixed-use development in close proximity to transit nodes (e.g., train stations) in order to support non-automobile dependent lifestyles.
  - P/A: Support the continued use of paratransit alternatives (including taxi-fare subsidies) that serve special needs groups.
  - P/A: At the regional level, join long-term planning discussions to include potential initiatives to expand regional rapid transit links, including the extension of the CTA Yellow Line west to O'Hare Airport and north to other commercial/employment centers.
  - P/A: Pursue proactive rather than reactive communication with public transportation agencies to influence policy decisions that affect Evanston riders as well as the overall efficiency of a regional mass transit system.
- Objective: Enhance bicycle access and safety through infrastructure improvements and modifications.
- P/A: Promote biking to enhance the character of the community, retail viability, and the health of citizens.
  - P/A: Encourage the placement of bike racks in convenient, well-lighted areas, especially in areas in close proximity to shopping areas and mass transit stops.
  - P/A: Improve the signage system for marking designated bike routes and restrictions.
  - P/A: Improve connections between Evanston's own bike paths, bike systems of other communities and regional trail networks (e.g., Green Bay Trail, Chicago lakefront paths).
  - P/A: Investigate feasibility of creating bike lanes on streets of adequate width and connect neighborhoods to major business, employment, and recreation areas.
  - P/A: In conjunction with bicycle interest groups, sponsor bicycle safety and education programs.
- Objective: Enhance pedestrian access and safety through infrastructure improvements and modifications.

- P/A: Promote walking to enhance the character of the community, its retail viability, and the health of citizens.
- P/A: Require new developments to include sidewalks and discourage developments that inhibit pedestrian circulation.
- P/A: Support the installation of sidewalks in areas where they presently do not exist respecting the access needs of all pedestrians, including those with disabilities.
- P/A: Promote private sidewalk replacement and repair by continuing to support the 50/50 sidewalk and curb replacement program.
- P/A: Minimize the number of curb-cuts for driveways because they interrupt sidewalk continuity.
- P/A: Reduce the height of excessively high curbs that are unfriendly to pedestrians.

## **PART IV, CHAPTER 13: COMMUNITY DESIGN & LANDSCAPING**

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GOAL: Promote Attractive, Interesting and Compatible Building and Landscape Architecture.

Objective: Make quality design a priority for the construction and maintenance of all property.

- P/A: Encourage high quality design and a heightened sensitivity toward appearance in proposed developments through the Site Plan and Appearance Review Committee.
- P/A: Establish a committee to formally examine the effectiveness of the City's *non-binding* appearance review process in contributing to quality building design; consider the pros and cons of instituting a *binding* appearance review process.
- P/A: Prepare a gateway enhancement plan for landscaping and community identifiers at major entry points on Evanston's south and west sides.
- P/A: Work with transit agencies to improve the appearance of railroad overpasses, embankments, and stations.
- P/A: Emphasize the use of landscaping materials as a means of unifying and softening boundaries between public and private property.
- P/A: Promote the principles of Crime Prevention Through Environmental Design (CPTED).
- P/A: Work with Evanston design professionals to recognize outstanding design and to raise the level of public awareness on matters of design in Evanston; continue annual awards programs, such as the Annual Preservation and Design Awards.
- P/A: Continue to allow and encourage contemporary design in historic districts that complements historic ambience and adjacent landmark properties.
- P/A: Strengthen enforcement of the City's Sign Ordinance to encourage effective signage that is appropriately designed and scaled to minimize adverse impacts upon community aesthetics.
- P/A: Eliminate billboard advertisements.
- P/A: Continue to fund and market the *Evanston Storefront Program* to help commercial property owners rehabilitate storefronts in eligible areas.

## **PART IV, CHAPTER 14: HISTORIC PRESERVATION**

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GOAL: Identify and Preserve the Historic Heritage of Evanston to Benefit Current and Future Residents.

Objective: Continue to identify historic resources in Evanston.

- P/A: Encourage evaluation of structures, sites, areas, and neighborhoods for their historical and cultural significance.
- P/A: Explore the creation of additional historic district designations.
- P/A: Identify and evaluate significant examples of contemporary architecture.
- P/A: Increase recognition of historic preservation issues beyond architecture, including lakefront preservation, preservation of open space, cultural history, personal history of individuals, important events, sites associated with important events or individuals, and societal trends.

Objective: Promote Evanston's reputation as a community where historic preservation is a vital part of the community's identity.

P/A: Develop an Evanston Historic Preservation Internet site.

P/A: Develop new ways to enhance public awareness of existing identified historic resources, including: workshops designed to help neighborhood residents identify and promote historic resources within their neighborhoods, art posters, light pole banners, and other creative means to promote Evanston's architectural heritage, improved signage identifying historic resources, a program to identify individual historic, architectural and cultural resources with plaques explaining their significance, training programs and information packets to help Evanston real estate professionals educate their clients about Evanston's preservation resources and opportunities, special events promoting Evanston's preservation efforts.

P/A: Identify historical and cultural resources for their potential in the enhancement of Evanston as a regional tourism destination.

Objective: Develop and promote economic incentives for historic preservation.

P/A: Establish a resource center at the Evanston Civic Center and on-line for information about loans, financial incentives, tax incentives, and other resources for preservation and restoration of designated landmark structures.

P/A: Work with government and non-government organizations to develop financial incentives and sources of technical assistance for preservation and restoration of historic structures.

P/A: Encourage and provide technical assistance for innovative adaptive reuse of historic commercial and institutional structures.

Objective: Actively pursue funding sources for preservation activities.

P/A: Identify and solicit governmental and private funding for preservation.

P/A: Promote grassroots fund raising efforts for key community preservation projects.

Objective: Protect Evanston's historic landmark structures and districts.

P/A: Assist property owners in defining and implementing appropriate exterior alterations, additions, and construction through technical assistance and review by preservation staff and the Evanston Preservation Commission.

P/A: Protect the character of historic districts by evaluating new development and providing technical assistance to ensure that any new development is compatible with its surroundings.

P/A: Include the significance of open space as an integral contributing factor to the character of Evanston's historic districts.

P/A: Work to ensure that preservation is a standard component of all elements of Evanston planning.

P/A: Apply and enforce local ordinances that facilitate preservation.

P/A: Work with local non-governmental preservation groups to promote mutual objectives.

Objective: Document Evanston's preservation activities to create an ongoing public record.

P/A: Perform an annual review and generate a report of the year's preservation activities and issues for public record.

P/A: Update the Evanston Preservation Plan.

## **PART IV, CHAPTER 15: THE ARTS**

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GOAL: Recognize And Promote the Arts as a Vital Component of the Local Economy.

Objective: Foster activities that enhance public awareness of and participation in the arts.



- P/A: Pursue opportunities for increased performance and entertainment space in Downtown Evanston either through new construction or through the careful rehabilitation of structures such as the old *Varsity Theatre* on Sherman Avenue.
- P/A: Fund programs that provide visual and performing arts activities for all Evanston residents.
- P/A: Continue to implement the City's Public Art Ordinance and support the work of the Arts Council's Public Art Committee.
- P/A: Maintain and expand the use of the Noyes Cultural Arts Center by the public and Evanston arts organizations.
- P/A: Facilitate the growth of multi-racial support and involvement in arts programming.
- P/A: Encourage the inclusion of cultural facilities and arts installations in large development or redevelopment projects.
- P/A: Develop special arts projects to involve Evanston citizens in partnership with Evanston businesses.
- P/A: Encourage local artists and art organizations to be involved in community service projects that benefit Evanston residents.

## **PART IV, CHAPTER 16: ENVIRONMENT**

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GOAL: A Clean and Attractive Environment That Preserves Natural Resources and Promotes Health and a High Quality of Life.

Objective: Promote awareness of environmental issues and encourage practices that sustain a healthful environment.

- P/A: Support the ongoing environmental education efforts of numerous citizens and action groups; encourage Evanston schools to take part in environmental practices.
- P/A: Encourage units of local government to purchase recycled and environmentally sensitive products when cost feasible in order to help strengthen these markets.
- P/A: Promote interest in and use of environmentally sensitive building materials, including products made from recycled materials; encourage site planning and building designs that promote energy conservation and environmental sensitivity.
- P/A: Promote *integrated pest management* techniques for landscaping projects and minimize the use of chemical pesticides.
- P/A: Continue testing for household lead poisoning and aggressively promote lead-based paint abatement.
- P/A: Encourage managers/owners of multi-family residential buildings with more than four units to provide recycling collection through their private solid waste haulers.
- P/A: Promote land use development patterns that encourage pedestrians, bicycle and mass transit ridership thereby helping to reduce automobile dependency.
- P/A: Promote employer incentives that will encourage employees to commute by means other than the single-occupancy vehicle.
- P/A: Monitor developments along the North Shore Channel and encourage non-motorized boating so as not to disrupt natural habitats with gas, oil, noise, and boat wake.

Objective: Promote efforts to clean and beautify Evanston.

- P/A: Provide trash cans and recycling receptacles on major street corners and at special events; aggressively enforce litter laws.
- P/A: Continue aggressive efforts to prevent and remove graffiti.
- P/A: Work with elected officials and railroad agencies to clean and repair deteriorating viaducts; regularly clean sidewalks beneath viaducts.
- P/A: Maintain and enforce policies that minimize noise pollution.
- P/A: Continue the preservation of Evanston's extensive tree coverage.
- P/A: Continually emphasize the importance of individual responsibility for the year-round maintenance and cleanliness of the community.



## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of the Planning and Development Committee  
From: Scott Mangum, Planning & Zoning Administrator  
CC: Johanna Nyden, Community Development Director  
Subject: Ordinance 74-O-20, Amending the City Code to add the Zoning Board of Appeals  
Date: July 13, 2020

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Recommended Action:

Staff recommends City Council adoption of Ordinance 74-O-20 with changes to the City Code to establish the Zoning Board of Appeals (ZBA).

Council Action:

For Introduction

Summary:

At the December 9, 2019, City Council meeting, an aldermanic referral was made to change the Chair of the Plan Commission from a member elected annually by the Commission to selected by the Mayor. In April, the City Council ultimately did not proceed with Ordinances 38-O-20 and 39-O-20 to change the selection of the chair of the Plan Commission and to establish the ZBA in the City Code with the chair selected by the Mayor. Staff has removed those provisions from proposed Ordinances 73-O-20 and 74-O-20.

The establishment of the ZBA was previously codified within the 1960 Zoning Ordinance. As this provision was not carried over upon adoption of the 1993 Zoning Ordinance, Ordinance 74-O-20 creates a new Chapter 16 (ZBA) within Title 2 establishing the composition, membership, and Chair of the ZBA to be selected by its members.

Attachments:

[Ordinance 74-O-20 Amending Title 2 to add ZBA](#)

7/1/2020

74-O-20

AN ORDINANCE

Amending Title 2, Chapter 16 of the Evanston City Code,  
"Zoning Board of Appeals"

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
EVANSTON, COOK COUNTY, ILLINOIS, THAT:**

**SECTION 1:** City Code Title 2, "Boards and Commissions" of the Evanston City Code of 2012, as amended ("City Code"), is hereby amended and shall read as follows:

**Chapter 16 Zoning Board of Appeals**

**2-16-1. - APPOINTMENT, COMPOSITION, TERMS.**

- (A) The Mayor shall appoint seven (7) Evanston citizens to serve as regular members of the Zoning Board of Appeals, subject to confirmation by the City Council.
- (B) All appointed regular members of the Zoning Board of Appeals shall serve as such without compensation.
- (C) Appointments of regular members shall be for five (5) years and they may be reappointed for an additional term.
- (D) An appointment by the Mayor, subject to confirmation by the Council, to fill a vacancy in an unexpired term shall be for the remainder of the term. Thereafter, that member shall be eligible for appointment for two (2) full terms.
- (E) When a regular member of the Zoning Board of Appeals has been unable or has failed to attend meetings during a consecutive period of four (4) months, such absence shall be construed, after notice to the member thereof, as a resignation from the Commission. A vacancy thus created shall be filled as in the case of other vacancies.

**2-16-2. – RULES; SELECTION OF CHAIRPERSON.**

The responsibilities of the Zoning Board of Appeals are as outlined in Section 6-3-1-4 of the City Code. The Zoning Board of Appeals shall establish its own rules of procedure that do not conflict with Section 2-16 of the City Code. The Board shall annually elect a Chairperson from among its members.

**SECTION 2:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** This ordinance must be in full force and effect after its passage, approval, and publication in a manner provided by law.

**SECTION 4:** If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity must not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: \_\_\_\_\_, 2020

Approved:

Adopted: \_\_\_\_\_, 2020

\_\_\_\_\_, 2020

\_\_\_\_\_  
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Devon Reid, City Clerk

\_\_\_\_\_  
Kelley Gandurski, Corporation Counsel