



AGENDA

Planning & Development Committee

Tuesday, September 29, 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 Administration & 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 or by calling/texting 847-448-4311.

Community members may watch the City Council meeting online at www.cityofevanston.org/channel16 or on Cable Channel 16.

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

(II) APPROVAL OF MINUTES

PDM1. Approval of the Minutes of the Regular Planning & Development Committee meeting of September 14, 2020 4 - 9

Staff recommends approval of the Minutes of the Regular Planning & Development Committee meeting of September 14, 2020.

For Action

[Draft Planning & Development Committee Minutes - September 14, 2020](#)

(III) PUBLIC COMMENT

(IV) ITEMS FOR CONSIDERATION

P1. Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Lawyers' Committee for Better Housing for October 1, 2020 - December 31, 2021 10 - 23

The Housing and Homelessness Commission and staff recommend approval of a not to exceed \$87,500 renewal contract with Metropolitan Tenants Organization (MTO) and Lawyers' Committee for Better Housing (LCBH) for landlord-tenant services. The funding source is the City's Affordable Housing Fund, 250.21.5465.65497, Landlord-Tenant services. The Affordable Housing Fund currently has an unallocated cash balance of approximately \$2,275,000.

For Action

[Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Lawyers' Committee for Better Housing for Oct 1, 2020 - Dec 31, 2021](#)

P2. Resolution 73-R-20, Approving a Plat of Subdivision for 2404 Ridge Avenue 24 - 33

Staff recommends adoption of Resolution 73-R-20 approving a re-subdivision of 2404 Ridge Avenue subject to conditions of approval requiring a 6-foot dedication of land for alley widening, a view easement for the existing landmarked house, disconnection of utility services, and capping and sealing of a well. This item was held at the September 14, 2020, Planning and Development Committee meeting.

For Action

[Resolution 73-R-20 Approving a Re-subdivision of 2404 Ridge Avenue](#)

(V) ITEMS FOR DISCUSSION

PDD1. Regulations Regarding the Occupancy of Dwelling Units, Including the Definition of Family 34 - 36

Staff recommends a discussion by the Planning & Development Committee regarding the occupancy of dwelling units and definition of family. Staff seeks feedback on any changes or modifications to the portion of the Zoning Code that addresses these elements.

For Discussion

[Regulations Regarding the Occupancy of Dwelling Units, Including the Definition of Family](#)

(VI) ITEMS FOR COMMUNICATION

PDC1. Mobility in the Time of COVID-19

37 - 41

Staff recommends that the Planning & Development Committee accept and place on file the update on the impacts of COVID-19 on the future of mobility and transportation options in Evanston.

For Action: Accept and Place on File

[Mobility in the Time of COVID-19](#)

(VII) ADJOURNMENT



Planning & Development Committee

Monday, September 14, 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, Robin Rue Simmons, 5th Ward Alderman, Thomas Suffredin, 6th Ward Alderman, and Melissa Wynne, 3rd Ward Alderman

**COMMITTEE MEMBER
ABSENT:**

STAFF PRESENT:

Scott Mangum, Planning & Zoning Administrator and Johanna Nyden, Director of Community Development

CALL TO ORDER/DECLARATION OF A QUORUM: ALDERMAN RAINEY

A quorum being present Ald. Rainey called the meeting to order at 5:37 pm.

Ald. Wilson moved to suspend the rules to allow the meeting to be conducted via Zoom. The motion carried 7-0.

APPROVAL OF MINUTES

Approval of the minutes of the Regular Planning & Development meeting of July 27, 2020

Staff recommends approval of the Minutes of the Regular Planning & Development Committee meeting of July 27, 2020.

For Action

Moved by 5th Ward Alderman Robin Rue Simmons
Seconded by 4th Ward Alderman Donald Wilson

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

Carried 7-0 on a recorded vote

PUBLIC COMMENT

Rick Nelson, co-chair of EJE, spoke in support of the Environmental Justice Resolution noting that the committee was established by the City to establish environmental justice policy. Input was provided by the Environment Board, Equity and Empowerment Commission, staff, residents, and aldermen to implement one action of the CARP plan. Mr. Nelson referenced a number of supporters.

Darrien Hallagan spoke in support of Accessory Dwelling Units (ADUs) for reasons of allowing passive income and on-site housing for family members.

Julie Johnson spoke in support of a rezoning of the 1900 block of Orrington Ave with concerns about student housing and noting the difficulty of fighting special use requests.

Dan Shapiro, an attorney representing several homeowners on the 1900 block of Orrington Ave, made a presentation in support of the rezoning stating that it meets the Zoning Ordinance Standards for Amendments.

Kenn Bearman, resident of the 1900 Orrington Ave block, spoke in support of rezoning to R1 noting the historic district boundaries.

Max Ross, resident of the 1900 Orrington Ave block, spoke in support of rezoning to R1 with concerns of student housing.

Shawn Jones, an attorney representing three property owners in the 1900 block of Orrington Ave, spoke against the rezoning to R1 noting the Plan Commission's recommendation against the rezoning and noted existing restrictions through zoning and preservation ordinances.

Dave Shoenfeld, resident of the 2000 Orrington Ave block, spoke in support of rezoning to R1 noting the relationship between the neighborhood and the University.

Mike Vasilko spoke regarding the Environmental Justice resolution suggesting the areas of the City should be expanded.

Robinson Markus spoke in support of the ADU ordinance because it is a step toward more inclusive housing in Evanston by making it easier to construct ADUs but spoke against the amendment to require common ownership.

Jennifer O'Neil, president of the League of Women Voters, spoke in support of the ADU ordinance which is consistent with the organization's values.

Rebecca Beiter, resident of the 1900 Orrington Ave block, spoke in support of rezoning to R1 with concerns of student housing.

Art Newman, former Ald. of the 1900 Block of Orrington Ave, spoke in support of rezoning to R1 with concerns of alcohol use of student housing, parking, and property maintenance.

Sue Loellbach, connections for the homeless and joining forces, spoke against rezoning the 1900 block of Orrington Ave and spoke in support of the ADU ordinance with the exception of the common-ownership requirement.

ITEMS FOR CONSIDERATION

Resolution 73-R-20, Approving a Plat of Subdivision for 2404 Ridge Avenue

Staff recommends adoption of Resolution 73-R-20 approving a re-subdivision of 2404 Ridge Avenue subject to conditions of approval requiring a 6-foot dedication of land for alley widening, a view easement for the existing landmarked house, disconnection of utility services, and capping and sealing of a well.

For Action

Ald. Wilson moved to hold the item until the September 29, 2020 meeting, seconded by Ald. Rue Simmons. The request to hold was approved by a roll call vote, 7-0.

Resolution 72-R-20, To Support Environmental Justice

Staff recommends City Council Adoption of Resolution 72-R-20, To Support Environmental Justice.

For Action

Ald. Revelle spoke in support of the resolution noting protection from environmental hazards, equal access to resources, and meaningful public engagement.

Ald. Rue Simmons applauded the outreach by the organization.

Moved by 8th Ward Alderman Ann Rainey
Seconded by 3rd Ward Alderman Melissa Wynne

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

Carried 7-0 on a recorded vote

Ordinance 84-O-20, Granting a Map Amendment at 1910-1946 Orrington Ave and 714-716 Foster St., to rezone from the R4a General Residential District to R1 Single-family Residential District

The Plan Commission recommends denial of a Zoning Map Amendment, Ordinance 84-O-20, to rezone properties located at 1910–1946 Orrington Avenue and 714-716 Foster Street from the R4a General Residential District to the R1 Single-Family Residential District.

For Introduction

Ald. Fiske spoke in support of the rezoning to protect the neighborhoods to the west of the University from absentee landlords, noted the previous downzonings, that a number of R1 properties in Evanston are nonconforming as to lot size, and the importance of the historic nature of the block.

Ald. Rue Simmons noted concerns with absentee landlords and quality of life for permanent residents as issues.

Ald. Fiske suggested a larger future discussion about quality of life issues. In response to the Plan Commission discussion about the existing special use protection in R4a, Ald. Fiske thought that puts an onus on existing residents and allowing additional multifamily would make it more difficult to rezone to R1 in the future.

Ald. Rainey noted the existing quality of life issues are present no matter the zoning.

Ald. Fiske stated that rezoning would discourage absentee landlords from buying properties in R1.

Ald. Wilson noted additional information could be considered by the time this item is for action.

Ald. Wynne stated support for the rezoning and agreed with quality of life issues around the University.

Ald. Rue Simmons reiterated the quality of life issues but raised issues of racial equity in zoning.

Moved by 8th Ward Alderman Ann Rainey
Seconded by 3rd Ward Alderman Melissa Wynne

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

Carried 7-0 on a recorded vote

Ordinance 80-O-20, Granting a Special Use Permit for a Cannabis Transporter Business Located at 1701 Howard Street in the C1 Commercial District ("MJA Chicago LLC")

The Zoning Board of Appeals and staff recommend adoption, with conditions, of Ordinance 80-O-20 granting a Special Use for a Cannabis Transporter, MJA Chicago LLC, in the C1 Commercial District located at 1701 Howard Street. The applicant has complied with all zoning requirements and meets all Standards for Special Use for this zoning district.

For Introduction

Ald. Rainey noted Bee Zee auto repair owners have applied for a transporter license as a social equity applicant and explained the role of a transporter to pick up and deliver cannabis.

Ald. Wynne left the meeting at 7:00 p.m.

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, 5th Ward Alderman Robin Rue Simmons, and 6th Ward Alderman Thomas Suffredin
Carried 6-0 on a recorded vote

Ordinance 86-O-20, Amending Title 6 of the Evanston City Code to Create Accessory Dwelling Unit Regulations and to Revise the Calculation of Building Lot Coverage

The Plan Commission and staff recommend the adoption of Ordinance 86-O-20, a Text Amendment to the Zoning Ordinance to Create Accessory Dwelling Unit Regulations and to revise the calculation of Building Lot Coverage.

For Introduction

Ald. Revelle expressed strong support.

Ald. Rue Simmons expressed support including for reasons to build wealth and age-in-place.

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, 5th Ward Alderman Robin Rue Simmons, and 6th Ward Alderman Thomas Suffredin
Carried 6-0 on a recorded vote

ITEMS FOR DISCUSSION

ITEMS FOR COMMUNICATION

Mobility in the Time of COVID-19

Staff is providing this update to the Planning & Development Committee on the impacts of COVID-19 on the future of mobility and transportation options in Evanston. A brief presentation by staff will be provided at the September 14, 2020 Planning & Development

Committee meeting.

For Action: Accept and Place on File

Director Nyden noted that an update would be provided at a future meeting instead of this evening.

ADJOURNMENT

Ald. Wilson moved adjournment of the meeting, seconded by Ald. Rue Simmons. The meeting was adjourned at 7:05 pm.



Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Marion Johnson, Housing and Grants Intern
CC: Johanna Nyden, Community Development Director; Sarah Flax, Housing and Grants Manager
Subject: Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Lawyers' Committee for Better Housing for October 1, 2020 - December 31, 2021
Date: September 29, 2020

Recommended Action:

The Housing and Homelessness Commission and staff recommend approval of a not to exceed \$87,500 renewal contract with Metropolitan Tenants Organization (MTO) and Lawyers' Committee for Better Housing (LCBH) for landlord-tenant services.

Funding Source:

The funding source is the City's Affordable Housing Fund, 250.21.5465.65497, Landlord-Tenant services. The Affordable Housing Fund currently has an unallocated cash balance of approximately \$2,275,000.

Council Action:

For Action

Summary:

The City contracted with MTO and LCBH for landlord-tenant services from October 1, 2019 through September 30, 2020 for a not to exceed amount of \$70,000. Between October 1, 2019 and June 30, 2020, MTO has handled 305 cases, averaging 34 cases per month. In addition, MTO held three online workshops to provide guidance for tenants and landlords on changes due to COVID-19 that were recorded and are posted on the City's Landlord and Tenant Resources [webpage](#). Two webinars were for renters, one in [English](#) and one in [Spanish](#); the third was for [landlords/property managers](#). To date, the City has paid \$43,656 to MTO for landlord-tenant services.

The proposed renewal contract from MTO/LCBH covers a 15-month period, from October 1, 2020 to December 31, 2021. This is recommended so that the period of service of the

contract will be aligned with the City's fiscal year to facilitate budgeting in future years. MTO/LCBH submitted an application for renewal of its contract with the City for a not to exceed amount of \$87,500. The collaboration between MTO and LCBH results in greater efficiency in service delivery, reduced administrative time spent on intake of clients, and improved data collection and reporting.

The total contract of \$87,500 for a 15-month period is the same on a monthly basis as the current contract of \$70,000 for a 12-month period. Services are divided into a base scope of work and additional services that will be provided as needed. However, cases in the base scope have increased during the current 12-month contract, from an average of 30 cases per month to between 35 and 40 cases per month (see attached reporting). Based on the current issues that include tenants unable to pay rent because of reduced income due to COVID-19 and the future expiration of the moratoriums on evictions of those tenants, cases are not expected to decline, and are more likely to increase. As a result, funding has been increased for the base scope of work from \$10,875 to \$11,700 per quarter.

Base Scope of Work - \$58,500: \$46,000 for MTO and \$12,500 for LCBH, would be paid for in five quarterly installments of \$11,700 in the month following each quarter (January, April, July, and October 2021, and January 2022). The following services are included:

- Operating a free hotline for landlord-tenant inquiries Monday through Friday from 1-5 pm; for callers who call outside of those hours, MTO will return all calls within two business days.
- Responding to landlord-tenant inquiries received through the City's 311 system and the MTO hotline, estimated at 35-40 cases per month.
- Delivering information and assistance to landlords and tenants, including help with writing letters, strategies on how to resolve issues through negotiations, and referrals to other sources.
- Working with the City to maintain current landlord-tenant information on the City's and MTO's websites.
- Coordinating at least two two-hour trainings for Evanston tenants and landlords.
- Working with the City's Property Standards Division RENT program to provide at least one two-hour training for Evanston landlords and/or property managers.

Additional Services - up to \$29,000: would be billed to the City on a quarterly basis as incurred, but not to exceed \$29,000 during the contract period. The following services are included:

- Mediation between landlords and tenants would be provided at the hourly rate per the fee schedule (exhibit A) and billed based on actual hours and applicable reimbursable costs.
- Tenant organizing would be provided at the hourly rate per the fee schedule (exhibit A) and billed based on actual hours and applicable reimbursable expenses per building case, for buildings at which tenants are facing common problems such as a foreclosure, poor maintenance, building security concerns, health hazards, etc.

- Legal representation for low-income Evanston tenants to avoid displacement through evictions and illegal lockouts would be provided and billed at \$120 per hour, plus any reimbursable expenses associated with these cases.

Legislative History:

City Council approved a 12-month contract with MTO/LCBH in a not to exceed amount of \$70,000 in January 2020.

Attachments:

[MTO-LCBH Application-Qualifications Narrative & Fee Schedule](#)

[MTO-LCBH Landlord-Tenant Cases-2019 & Oct 2019-August 2020](#)



1727 S Indiana Avenue, Suite G03
Chicago, IL 60616-1390
Tel: 773/292-4980
Hotline: 773/292-4988
Fax: 773/292-0333
www.tenants-rights.org

August 27, 2020

City of Evanston
Lorraine M. Morton Civic Center
2100 Ridge Road, Room 3203
Evanston, Illinois 60201

To the Housing and Homelessness Commission:

The Metropolitan Tenants Organization (MTO) is happy to submit a proposal to renew our Landlord and Tenants Services contract for the City of Evanston. The Metropolitan Tenants Organization is the largest provider of services to tenants and tenants' organizations in the Chicago Metropolitan area. MTO has been providing services to renters for over 30 years and we believe a good tenant and good landlord can make a difference in ensuring that housing is decent and affordable.

MTO's legal partner, the Lawyers' Committee for Better Housing (LCBH) has been in existence for almost 40 years. They have an equally illustrious history. The agency has defended thousands of tenants in eviction court and helped them to avoid homelessness. Our proposed budget includes \$30,000 for LCBH to provide technical support to MTO and free legal representation and advice for Evanston tenants with low and moderate incomes.

Over the past year MTO, LCBH, and the City of Evanston have forged a partnership to preserve affordable housing and stabilize tenants in their homes and communities. The number of tenants and landlords served has been slowly increasing over the past year. We are now handling on average more than 35 cases per month. MTO provides phone counseling, until COVID hit MTO provided in person counseling at the Evanston library on Friday afternoons, three workshops to landlords and tenants (one was in Spanish), and in several cases LCBH provided legal support.

We believe the upcoming year is going to be particularly important as soon the State of Illinois Eviction Moratorium is going to be lifted. This puts potentially hundreds of tenants at risk of eviction and displacement. As you consider our request, we hope that you will find the resources to maintain this program, which, in the long run will reduce other costs by preventing homelessness.

If you have any questions or need further information, please feel free to contact me at 773-292-4980 x 226 or via email at johnb@tenants-rights.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Bartlett', with a stylized flourish at the end.

John Bartlett
Executive Director

Landlord-Tenants Submission City of Evanston, Illinois

The Qualifications and Experience of Organizations :

MTO has been serving residents of Evanston for the past 2.5 year, providing tenants and landlords with information and referrals regarding rental laws of Evanston and the State of Illinois. Metropolitan Tenants Organization (MTO) has three interrelated program areas: Tenant Stabilization, Affordable Housing Preservation, and Advocacy.

Tenant Stabilization works with individual tenants to stabilize their housing situation. Our Tenant Stabilization program includes the Tenants' Rights Hotline, Eviction Prevention Program and the Healthy Homes Program.

The *Tenant's Rights Hotline* serves about 10,000 renters every year. The hotline empowers renters to preserve and stabilize their housing situation by giving tenants tools and support needed to resolve current housing issues. The Hotline makes it easy for tenants to find out the law, know how to communicate with their landlord, document their situation, and most importantly, solve their housing problems. The Hotline also acts as the eyes and ears of the agency. They alert us to emerging issues. The hotline and app serve as portals to MTO's organizing and advocacy programs. All issues are tracked by address. MTO has the capacity to map problems by ward or zip code.

MTO's Eviction Prevention Program provides tenants who are at risk of eviction with services and referrals. In fiscal year 2020, MTO interviewed more than 500 renters who were at risk of eviction and accepted half of them into the program. MTO staff referred 150 of those tenants to legal aid attorneys. Legal service providers accepted 80 percent of the cases and were able to successfully defend the tenants. MTO helped all tenants gather the necessary documents to defend themselves in eviction. We helped almost 75 tenants negotiate and work out deals with their landlord thus avoiding eviction all together. During COVID, this is especially important. We have worked with tenants not only to avoid eviction but to get their rent reduced and new leases signed.

MTO's *Healthy Homes Program (HHP)* provides families with additional assistance to address any home-based health hazards. MTO conducts home inspections to assess the problems, and provides information to tenants to help them identify, correct, and maintain a safe and healthy home. The *HHP* also acts as a means to bridge health care and housing by looking at prevention. MTO has developed partnerships with several agencies, health care providers, and universities, including, Chicago Department of Public Health (CDPH), Sinai Urban Health Institute (SUHI), Loyola University, and funding from US Environmental Protection Agency (EPA). This collaboration works with renters, particularly homes with children, to abate home-based health hazards like asthma triggers and lead.

Affordable Housing Preservation Program (AHPP) at MTO works to stabilize tenants and their connectedness with their communities by preserving affordable housing. MTO works in subsidized and market housing. Low-income renters face a variety of pressures and conditions that can lead to displacement. Deteriorating buildings, poor maintenance, foreclosures, and building owners opting out of affordable contract renewals are all reasons that tenants may be forced to relocate, thus affecting their stability. MTO's AHPP works to help renters address these issues and remain in affordable, stable, safe, and decent housing. For instance MTO worked with a group of senior tenants in Evanston to get elevator services restored. MTO works in 30 to 40 multi-unit buildings every year with new and/or existing tenants' associations.

Tenant Advocacy at MTO is rooted in the organization's vision and values of nurturing the engagement of families advocating on their own behalf for positive change. Sometimes that change means promoting legislative policies and programs. Supporting renting families takes place at all levels from the Tenant Hotline, the Squared Away Chicago app, walk-ins, or networking at community events. Families learn about their housing rights and the interconnectedness to other rights such as health care and civil rights. As tenant leaders increase their skill sets through the experience of asserting their rights, MTO develops opportunities to engage them in city, state, and national policy campaigns. Through MTO renters are able to identify commonalities between their own experiences and those of renters from other parts of the region. They identify common issues and develop campaigns and organizing strategies to move issues forward. Emerging leaders are nurtured with training opportunities, as well as encouragement to take on positions of leadership in broader campaigns for institutional change. Through these campaigns, renting families can meet with government officials and impact public and private rental housing policy. As they participate in broader social justice coalitions in which MTO participates, they experience the successes peoples' movements can have. This experience helps to build momentum and ownership over the process of positive social change.

A survey of MTO's program participants highlights our capacity to work with low-income households and individuals. Almost fifty-five percent of constituents have incomes at or below the poverty line, 71% are African American, 15% are Latino/Hispanic. Seventy-five percent of all people who use MTO's services are women. Fifteen percent of our constituents identify as immigrants and refugees.

Most of the service population lives in Cook County's poorest neighborhoods. Their homes are often in disrepair, with pests, heating problems, leaks, mold, etc. The women in these predominantly female-heading households are often afraid to complain out of fear of eviction and the threat it poses to their families. Moving from home to home is a way of life. Even though moving costs money and harms their children's education, most of these women feel they have no choice.

MTO has the capacity to service Evanston's Spanish speaking population. MTO has 3 bi-lingual Spanish speaking staff. Should other languages be required MTO has relationships that can provide this assistance on an as needed basis. When the COVID pandemic first hit and the Governor issued a moratorium on evictions, MTO provided Spanish speaking residents of Evanston with a workshop on Landlord and Tenants Rights during the pandemic.

MTO provides similar services for the City of Chicago and Cook County in its southern suburbs. For each we provide renters with an information and referral phone help line, organize tenants' associations and host workshops on the tenant laws for the area. MTO has also had several EPA grants to assist renters around healthy homes issues such as lead paint hazards, pest, mold, etc.

Since its founding in 1980, LCBH has provided direct legal assistance for low-income families facing eviction or other serious housing issues. As the needs of renters changed, so did LCBH's services. When Chicago's affordable housing supply rapidly declined, placing more renters at risk of homelessness, LCBH hired a social worker to help keep vulnerable families stable. When the foreclosure crisis placed entire buildings full of tenants at risk of eviction, LCBH intervened, winning settlements that awarded tenants financial damages and time to move. Drawing on its years of experience, LCBH helped to shape policies that protect Chicago's renters, such as the Residential Landlord and Tenant Ordinance (RLTO) and the Keep Chicago Renting Ordinance Eviction (KCRO). This experience uniquely qualifies LCBH to provide consultation to the City of Evanston regarding its landlord-tenant or fair housing brochure as well updates to its human rights ordinance.

LCBH prioritizes case acceptance based on a client's vulnerability to homelessness. Most of LCBH's clients are parents with minor children, seniors, or individuals with disabilities. In 2018, 63% of LCBH's clients receiving non-helpline (foreclosure related) legal services were women; 35% had children under 18 living in the household; and 65% reported an income under \$20,000. Further, 9% of LCBH clients were over 65 years old and 44% identified as a person with a disability or stated that a member of his/her household has a disability.

Program Staff and Managers

MTO has a dedicated and knowledgeable staff. The following positions will be assigned to the program:

Oversight of the program is vested in John Bartlett, MTO's Executive Director with 30-plus years of experience in nonprofit organizations dealing with tenant rights, including 20 years in management capacities at MTO. Mr. Bartlett is a trained professional mediator and for the past 20 years has routinely performed mediations for the US. Postal Service.

Our County Organizer, David Wilson, has worked with the organization for 15 years. He both answers calls from County residents and organizes tenants' associations in the County and the City. Mr. Wilson has organized and presented numerous Landlord and Tenants training seminars throughout his career. He has received high marks from participants for his thoroughness and capacity to relate to participants. Mr. Wilson has also been instrumental in organizing trainings for HUD property managers. More than 80 managers attended his last training. Mr. Wilson is an expert in subsidized housing laws.

Hotline Coordinator, Lolita Davis, has been with the organization for 3 years. Ms. Davis has been through trainings conducted by the Lawyers' Committee for Better Housing and the National Alliance for HUD Tenants. Ms. Davis prepares reports and vouchers.

Our Eviction Prevention Specialist, Phil DeVon, works with tenants facing eviction. An increasing number of tenants have fallen behind in rent since March 1.

Our Hotline Counselor, Miguel Jimenez, is fully English/Spanish bilingual and has been working in service agencies in Chicago for several years.

LCBH staffing includes:

Mark Swartz, Executive Director – Mark has advocated on behalf of Chicago's renters for over a decade. In 2008 he launched LCBH's Tenants in Foreclosure Intervention Project (TFIP) where he developed an early warning system to alert community-based organizers about recent foreclosure filings and sales and released annual data and policy reports on the impact of foreclosure on renters. Under Mark's supervision, LCBH drafted the original version of the ordinance that eventually passed in 2013 known as the Keep Chicago Renting Ordinance that created additional protections for Chicago renters living through foreclosure. Mark's focus is on renters' rights, tenants in foreclosure law, and access to justice issues in eviction court, and he has given numerous presentations to bar associations, law schools, and regional conferences. Mark graduated cum laude from the University of Wisconsin Law School.

Aileen Flanagan, Senior Attorney – Aileen, a graduate of Loyola University Law School, was admitted to practice in May of 2009, and has been with LCBH since 2012. She manages LCBH's Tenants in Foreclosure Helpline, and facilitates training for housing counselors and tenant advocates.

Jonathon Raffensperger, Staff Attorney – Jon represents tenants in eviction court, as well as in other litigation and non-litigation matters that relate to housing conditions and landlord-tenant issues. He is a

graduate of Dartmouth College and the University of Chicago Law School and was admitted to practice in November 2010. Prior to joining LCBH, Jon was a litigation associate in private practice.

Fees

Please see attached sheet

Contract

MTO wishes to negotiate an exception to the insurance requirement of \$5,000,000. See Insurance section in Scope of Service.

M/W/EBE

This is not applicable to MTO as the agency is a nonprofit and has no ownership. MTO's Board would qualify as 60% of MTO's board are people of color and 60% are women.

Project Proposal

The Metropolitan Tenants Organization (MTO) proposes to partner with the Lawyers' Committee for Better Housing (LCBH) to provide Evanston tenants with comprehensive services that will stabilize and improve the living conditions of Evanston renters. MTO and LCBH have been providing tenants with services for well over 30 years. MTO and LCBH have worked together as partners on many projects in the past and present. This partnership will elevate Evanston tenant services to new standards. MTO will be the lead partner in the collaboration.

Currently there are few free legal services available to Evanston renters. Most of these services are only available to subsidized tenants. The vast majority of low-income renters, however, reside in the private rental market. Displacement can have severe consequences for tenants and in many cases can be avoided with minimal legal assistance. MTO and LCBH have instituted an Eviction Prevention Program which has a long-term goal of providing every renter with the service they will need to avoid eviction.

As a result of the COVID pandemic, we are expecting to see a large increase in the number of tenants facing evictions. Estimates vary and some are as high as 30% or renters are behind in rent. Pre-litigation eviction diversion strategies, connecting qualified renters to homeless prevention dollars, and in-court eviction advice and litigation services are all strategies that MTO and LCBH have utilized, and will continue to utilize in this project.

Scope of Services:

Basic:

MTO will operate a free help line for City of Evanston renters and property owners. The helpline will be open from 1 to 5 daily and will answer calls on a first come, first served basis. MTO has the capacity to handle more than 35 cases every month. Callers will receive information that relates to creating a better understanding of and compliance with Evanston's Residential Landlord and Tenants Ordinance. For callers who do not call during helpline hours, MTO will return all calls within 48 hours. MTO will make two attempts to return the call.

Besides verbal information all callers who request it will receive packets of information as follow-up which will include sample letters and information. Information will be sent via mail or email. MTO may also provide additional assistance to tenants and landlords which may include help in writing letters,

strategies on how to resolve issues through negotiations, and referrals to other resources, to assist with health issues, homeless prevention funding, and other resources, depending on the need. Callers can also request written information about the RLTO and sample letters. The Hotline is a first line of defense in efforts to prevent homelessness and maintain Evanston's affordable rental housing.

Callers facing eviction receive follow-up calls to check on the status of their cases, find out if their case was accepted by attorneys, and see if they need additional services such as letter writing or negotiating with the landlord.

MTO has extensive relationships with legal service providers as well as attorneys throughout the region. As a part of the contract MTO will make referrals to the best available free legal assistance provider. MTO is aware that for market rate tenants there are few resources, which is why we are proposing that as a part of this contract, LCBH will provide direct legal services to low-income renters. By providing this service MTO and LCBH can make sure that low-income residents will get the support they will need to avoid displacement. The MTO-LCBH Partnership will streamline legal referrals and reduce displacement, by making sure that renters have the tools and resources to avoid eviction and stay in their homes. MTO will act as a liaison between tenants and attorneys and work with renters to avoid eviction and unwanted displacement. The MTO-LCBH collaboration will decrease intake redundancy, create a smooth handoff of eviction cases, improve data collection, and, in the end, increase tenant stability. Increased stability will have positive effects on both the families and their communities, including effects on education, health, and employment.

MTO will work with the City of Evanston to maintain current Landlord and Tenant information on the City of Evanston's website and MTO's website. MTO is currently investigating whether it is feasible to modify MTO's web app for Chicago to create a web app for Evanston that will contain downloadable and editable letter templates for rent reduction notices, 14-day termination notices, essential service notices, etc. Should it not be possible to change the web app, MTO will post all letters and information on its website, www.tenants-rights.org.

Additional Services:

MTO will organize and provide at least three trainings for Evanston tenants and/or small landlords. MTO plans to provide these trainings online. The trainings will provide an overview of Evanston's Residential Landlord and Tenants Ordinance as well as a questions and answers period to go over individual concerns. MTO will provide all participants with sample letters and other written materials. As a part of this agreement, MTO will organize at least one workshop for property managers and landlords. MTO will work with the City's Property Standards Division to conduct outreach to landlords, particularly small landlords and those with a history or poor performance. MTO will work with Taft West, of Chicago Community Loan Fund, to facilitate the training.

MTO at no cost to the City of Evanston will take part in round tables of service provider networks and Evanston's Continuum of Care. Through participation in these forums MTO will expand outreach efforts to renters and will work to encourage renters to call as soon as problems arise and are thus easier to resolve rather than wait for a crisis to occur, which makes resolving problems more difficult.

On an as needed basis, MTO will provide mediation services for landlords and tenants. MTO's Executive Director is a professional mediator and can handle complex in-person disputes. MTO staff are able to work with tenants to communicate with landlords to develop win-win agreements. MTO will also conduct informal mediations/negotiations over the phone.

When there are building-wide repair or other problems, working with a tenants' association is often the most effective and efficient means of resolving disputes. When tenants call with a problem, they are asked if others in their building are facing a similar problem. A counselor will identify a building for organizing if the majority of tenants are facing a common problem such as a foreclosure, poor maintenance, building security concerns, health hazards, or other issues that may threaten the viability and affordability of the complex. In those cases, MTO's field organizer will help residents form tenant associations, and provide the training and support needed to help resolve the issue(s) threatening the preservation of the building, while also working to keep it affordable.

MTO and LCBH are available to consult with the City of Evanston regarding emerging landlord and tenant issues and help to develop a proactive response that may require programmatic or legislative fixes.

Finally, LCBH's staff attorneys will provide high-quality legal representation to tenants facing housing instability. These services will include eviction defense for low-income renters as well as litigation services to combat retaliation and illegal lockouts. LCBH has extensive experience in this area. In 2018, LCBH provided legal services to 806 client families, serving 1,233 people total. LCBH's services secure positive outcomes, including financial benefits, dismissals, additional time to move, and sealed records.

Without an attorney, renters in eviction court are at a huge disadvantage. In 2017, there were approximately 29,965 eviction filings in Cook County, with many more renters being "informally evicted" by a coercive landlord, poor conditions, or lockouts. LCBH data show that without an attorney, the likelihood that an eviction order will be entered against a tenant is about 62%; with an attorney, it's about 45%. In other words, by having an attorney, tenants decreased their odds of getting an eviction order by about 25%. The benefits of having an attorney are even greater when the tenant is represented by a civil legal aid provider, a non-profit organization that offers free legal help with non-criminal legal issues. 50% of cases where tenants were represented by private attorneys resulted in eviction orders. Legal aid representation resulted in eviction orders only 22% of the time, less than half the rate of their private attorney counterparts.

The impact of eviction has lasting consequences. This is true even for those who paid their rent in a timely manner, but were evicted without cause, or where an eviction suit was merely filed and was either dismissed or adjudicated in favor of the tenant. And since many landlords and housing authorities refuse to take on persons with evictions on their record, families are often forced to relocate to neighborhoods with higher levels of poverty and violent crime, or accept lower quality units.

LCBH attorneys will provide consultation to make sure letters written by tenants to landlords regarding rent reductions, eviction notices, essential services and other issues are consistent with the provisions of Evanston's Landlord Tenant Ordinance. When such letters are not effective at resolving a dispute, LCBH will assess the appropriateness of providing more in-depth legal services.

Scope of Services:

MTO will accept referrals by phone and email from City's 311 system. MTO will also accept referrals from City's website and from all other Evanston sources including governmental and nonprofit entities. MTO will provide onsite counseling in Evanston at a City of Evanston library/meeting space. We will acknowledge all calls within 2 business days and resolve all simple requests within 5 days.

Reporting:

MTO will work with the City of Evanston on a reporting format. Reports are turned in on a monthly basis. MTO can change or update reporting per request of City of Evanston

Tracking and reporting are done primarily through dBase software and Microsoft Excel. MTO has developed mapping capabilities for the City of Chicago. We expect to be able to develop the same for Evanston. The exception to our monthly reporting cycle involves our Tenants Rights Hotline, for which a weekly recap report is a regular Agenda item at our All-Staff Meeting every Friday morning. This schedule recognizes the critical nature of the Hotline to our overall program, and focuses on Hotline staffing (both staff and volunteer), number of calls, and any anomalies in the types of calls (MTO's Hotline calls have historically served as an early warning system on the state of the rental housing market in Evanston).

Additionally, the Hotline/Volunteer Supervisor and the Executive Director/Assistant Director meet no less than monthly to discuss benchmarks and any needed adjustments.

Pricing

Please see attached sheet.

Insurance:

MTO wishes to negotiate the comprehensive general liability requirement discussed in the RFP. MTO believes it creates a hardship to effectively and efficiently perform the services required. Currently, MTO maintains a 1,000,000 combined single limit for each occurrence and can designate the City as Additional Insured. It would cost an additional \$4,000 to increase that to \$5,000,000. It would add unnecessary additional costs to the project, which MTO would have to take on. We already have absorbed some of the costs of the project. We ask for a waiver from this exceedingly high amount of insurance. No other governmental agency including the City of Chicago requires such a large policy.

Exhibit A - Fee Schedule

| Fee Summary | | | | | |
|--|-----------|------------------|---------------|--------------------|--------------------|
| Base Scope of Work | | | | | \$58,500.00 |
| Additional Services | | | | | \$29,000.00 |
| Total Project Cost: | | | | | \$87,500.00 |
| Fee Detail – Basic Scope of Services | | | | | |
| Task 1: Landlord-Tenant Inquiries | | | | | |
| Assigned Staff | Firm Name | Avg. Hourly Rate | Project Hours | Proposed Cost | |
| Hotline Coordinator | MTO | \$27.00 | 375 | \$26,950.00 | |
| Bilingual Counselor | MTO | \$24.00 | 250 | | |
| Eviction Prevention specialist | MTO | \$27.00 | 300 | | |
| Supervisor | MTO | \$43.00 | 175 | \$7,525.00 | |
| Total Reimbursable Expenses (e.g. printing, travel, supplies, etc) | | | | \$5,000.00 | |
| Lawyers Committee for Better Housing Retainer | | | | \$12,500.00 | |
| Total Proposed Cost - Task 1 | | | | \$51,975.00 | |
| Task 2: Landlord/ Tenant/Property Manager Trainings | | | | | |
| Assigned Staff | Firm Name | Avg. Hourly Rate | Project Hours | Proposed Cost | |
| Eviction and Counselor | MTO | \$25.00 | 175 | \$4,375.00 | |
| Supervisor | MTO | \$43.00 | 36 | \$1,550.00 | |
| Total Reimbursable Expenses (e.g. printing, travel, supplies, etc) | | | | \$600.00 | |

| | | | | |
|--|-----------|------------------|---------------|--------------------|
| Total Proposed Cost - Task 2 | | | | \$6,525.00 |
| Total Proposed Basic Scope of Services | | | | |
| | | | | \$58,500.00 |
| Fee Detail – Additional Services | | | | |
| Task 3: Mediation Services | | | | |
| Assigned Staff | Firm Name | Avg. Hourly Rate | Project Hours | Proposed Cost |
| Mediator | MTO | \$43.00 | Actual | |
| Task 4: Tenant Organizing | | | | |
| Assigned Staff | Firm Name | Avg. Hourly Rate | Project Hours | Proposed Cost |
| MTO staff plus supervision | MTO | \$27.00 | Actual | |
| Task 5: Legal Representation | | | | |
| Assigned Staff | Firm Name | Avg. Hourly Rate | Project Hours | Proposed Cost |
| Mark Swartz | LCBH | \$120.00 | Actual | |
| Total Reimbursable Expenses (e.g. printing, travel, supplies, etc) | | | | Actual |
| Total Proposed Additional Services Not to Exceed | | | | \$29,000.00 |

**City of Evanston
MTO/LCBH Landlord-Tenant Cases
Calendar Yr 2019 Oct 2019 - Aug 2020 Comparison**

| Category | Description | Calendar Year 2019 | | Q4 2019 | | January - August 2020 | | | | | | Oct 2019-Aug 2020 | | | |
|-----------------------------|---|--------------------|-------------|-----------|-------------|-----------------------|-------------|------------|-------------|------------|------------|-------------------|-------------|------------|-------------|
| | | Total | % of Cases | Oct-Dec | % of Cases | Jan-Mar | % of Cases | Apr-June | % of Cases | July-Aug | % of Cases | Jan-Aug Total | % of Cases | Total | % of Cases |
| Maintenance | Any repairs, including heat, building security, common areas, exterior problems | 112 | 29% | 22 | 33% | 34 | 25% | 17 | 17% | 19 | 18% | 70 | 20% | 92 | 22% |
| Eviction | Nonpayment of rent, 10-day notices, going to court, illegal tenant rent withholding, behind in rent post eviction assistance | 23 | 6% | 3 | 4% | 28 | 20% | 17 | 17% | 17 | 16% | 62 | 18% | 65 | 16% |
| Notices | Evictions for no cause at the end of lease term, 10-day notices for lease violations | 10 | 3% | 0 | 0% | 1 | 1% | 1 | 1% | 5 | 5% | 7 | 2% | 7 | 2% |
| Disturbance | Harrasment, noisy neighbors, neighborhood crime, tenant - tenant disputes | 33 | 9% | 9 | 13% | 16 | 12% | 9 | 9% | 9 | 9% | 34 | 10% | 43 | 11% |
| Security Deposits | Time frame for return of deposits, reasons to withhold portions of the deposit, using the deposit as last month's rent, no return of deposit, security deposit interest | 39 | 10% | 9 | 13% | 9 | 7% | 6 | 6% | 8 | 8% | 23 | 7% | 32 | 8% |
| Lease | Interpreting lease clauses, what lease clauses are illegal, failure to furnish a tenant with a copy of the lease, discrimination, rent increases, retaliation, landlord entry | 88 | 23% | 6 | 9% | 15 | 11% | 28 | 28% | 28 | 27% | 71 | 21% | 77 | 19% |
| Early Termination | Breaking a lease, terminating a month-to-month agreement, ending a lease | 42 | 11% | 8 | 12% | 15 | 11% | 14 | 14% | 10 | 10% | 39 | 11% | 47 | 11% |
| Pests | Bed bugs, roaches, ants, squirrels, mice, rats | 12 | 3% | 1 | 1% | 9 | 7% | 2 | 2% | 0 | 0% | 11 | 3% | 12 | 3% |
| Utilities | High utility bills, lilegal hook ups, charging for water | 21 | 5% | 8 | 12% | 9 | 7% | 4 | 4% | 5 | 5% | 18 | 5% | 26 | 6% |
| Subleases | Subletting unit to new tenants | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Foreclosure Eviction | Landlord in foreclosure | 1 | 0% | 0 | 0% | 1 | 1% | 0 | 0% | 0 | 0% | 1 | 0% | 1 | 0% |
| Lock Out | Landlord changes the locks, shuts off the utilities or evicts a tenant without a court order | 2 | 1% | 1 | 1% | 1 | 1% | 2 | 2% | 3 | 3% | 6 | 2% | 7 | 2% |
| Total | | 383 | 100% | 67 | 100% | 138 | 100% | 100 | 100% | 104 | | 342 | 100% | 409 | 100% |

| | | | | | | | |
|-------------------|------|---------|---------|---------|--------------|--------------|-------------------|
| Monthly averages: | 2019 | Q4 2019 | Q1 2020 | Q2 2020 | Jul-Aug 2020 | Jan-Aug 2020 | Oct 2019-Aug 2020 |
| | 32 | 22 | 46 | 33 | 35 | 38 | 37 |



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 73-R-20, Approving a Plat of Subdivision for 2404 Ridge Avenue
 Date: September 29, 2020

Recommended Action:

Staff recommends adoption of Resolution 73-R-20 approving a re-subdivision of 2404 Ridge Avenue subject to conditions of approval requiring a 6-foot dedication of land for alley widening, a view easement for the existing landmarked house, disconnection of utility services, and capping and sealing of a well. This item was held at the September 14, 2020, Planning and Development Committee meeting.

Council Action:

For Action

Summary:

The property is zoned R1 Single-Family Residential District. Currently, there is a single-family dwelling and a detached garage which has temporary occupancy for an office. The property has alley access at the southwestern portion of the property. The existing residence and detached garage will be located on Lot 1.

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

| | Minimum Required | North Lot Lot 1 | South Lot Lot 2 |
|-----------|------------------|--------------------|--------------------|
| Lot Width | 35.0' | 90.6' | 46.8' |
| Lot Size | 7,200 sf | 19,781 sf | 9,375 sf |

The plat of subdivision provides a pedestrian ingress and egress easement on Lot 2 adjacent to the Ridge Avenue right-of-way benefiting Lot 1. The easement covers the existing concrete steps providing pedestrian access to the existing single-family residence located on Lot 1.

The plat of subdivision also provides a vehicular ingress and egress easement on Lot 2 from the alley at the southwest corner of the property to Lot 1. The easement provides vehicular access to Lot 1 from the alley.

The existing single-family residence is a designated local landmark. On November 12, 2019, the Preservation Commission recommended approval (6-1) of the subdivision with the stipulation that the typical front yard setback be increased, such as any new construction on Lot 2 would not obstruct the south wall of the original landmarked residence as seen from Ridge Avenue. The plat of subdivision needs to be revised to indicate this restriction as a view easement on Lot 2.

The attached memo from the Public Works Agency provides comments related to utilities and an existing well located on the property.

Due to the angle of the north/south alley with the east/west alley at the southwest corner of the property the alley needs to be widened in order to allow sanitation trucks to make the turn at this intersection. The plat of subdivision needs to be revised to provide a land dedication that needs to be at least 6' wide along the alley, approximately 320 square feet, per the Director of Public Works and City Code Section 4-11-1(B)1. This dedication will increase the width of the 10-foot east/west alley to 16-feet until it meets the east edge of the north/south alley as extended north.

If Resolution 73-R-20 is adopted, City staff can sign a revised Plat of Subdivision mylar that meets the conditions of approval.

Attachments:

[Resolution 73-R-20, Approving a Plat of Subdivision for 2404 Ridge Ave](#)
[Public Works Agency Director memorandum dated August 24, 2020](#)

**73-R-20
A RESOLUTION**

**Approving a Plat of Subdivision for
2404 Ridge 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 subdivide the property located at 2404 Ridge 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 Subdivision, attached hereto as Exhibit B and incorporated herein by reference, subject to the following conditions:

- (A)** Per the Director of Public Works and City Code Section 4-11-1(B)1, the revised Plat shall include a land dedication (hereby dedicated) to the City of 6-feet in width along the alley, approximately 320 square feet total. The

dedication will increase the width of the 10-foot East/West alley to 16-feet until it meets the East edge of the North/South alley as extended North.

- (B) Per the November 12, 2019 Preservation Commission recommendation, the plat shall include a view easement and restriction on Lot 2 increasing the front yard setback such as any new construction on Lot 2 would not obstruct the south wall of the original landmarked home as seen from Ridge Avenue.
- (C) The location of the existing sewer service shall be identified by the Owner. If the existing sewer service for Lot 1 runs through Lot 2, a new service shall be relocated to Lot 1, and the existing service shall be capped at the sewer main. When Lot 2 is developed, it will require its own dedicated sewer service connected to the 12" sewer main located within Ridge Avenue.
- (D) Evidence shall be provided that the well north of the existing house has been capped and sealed per City Code section 7-12-3(A).

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

Attest:

Approved as to form:

Devon Reid, City Clerk

Kelley A. Gandurski, Corporation Counsel

Adopted: _____, 2020

EXHIBIT A

Legal Description

THE SOUTH 8 RODS OF THE NORTH HALF OF THE NORTH HALF OF THE SOUTHWEST ¼ LYING WEST OF RIDGE AVENUE IN SECTION 7, TOWNSHIP 41, RANGE 14, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS (EXCEPT THE WEST 1038.5 FEET MEASURED FROM THE WEST LINE OF SECTION 7 IN COOK COUNTY, ILLINOIS).

PIN: 11-07-108-004-0000

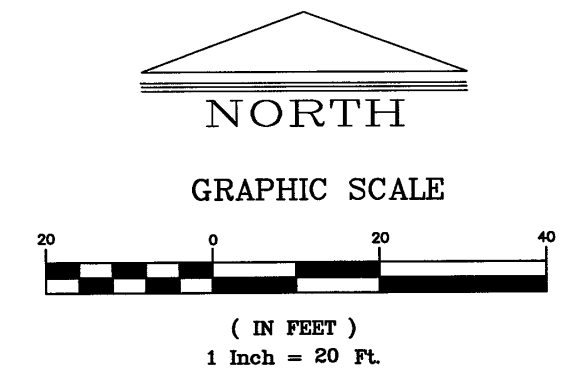
COMMONLY KNOWN AS: 2404 Ridge Avenue, Evanston, Illinois.

EXHIBIT B

Plat of Subdivision

RICHARD J. SWEITZER SUBDIVISION

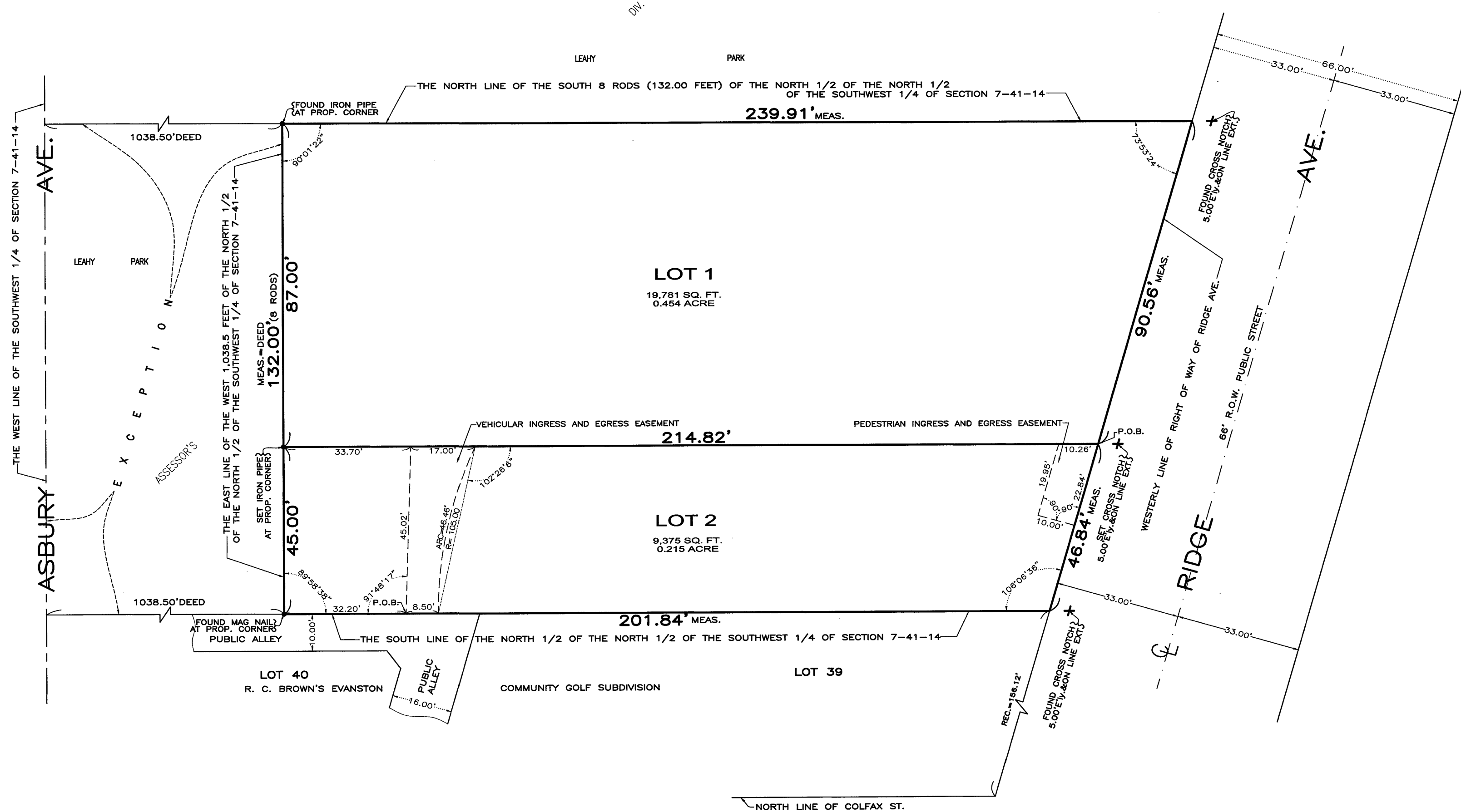
THE SOUTH 8 RODS OF THE NORTH HALF OF THE NORTH HALF OF THE SOUTHWEST 1/4 LYING WEST OF RIDGE AVENUE IN SECTION 7, TOWNSHIP 41, RANGE 14, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS (EXCEPT THE WEST 1038.5 FEET MEASURED FROM THE WEST LINE OF SECTION 7 IN COOK COUNTY, ILLINOIS).



PROFESSIONALS ASSOCIATED SURVEY, INC.
PROFESSIONAL DESIGN FIRM NO. 184-003023
7100 N. TRIPP AVE., LINCOLNWOOD, ILLINOIS 60712
TEL. (847) 675-3000 FAX (847) 675-2167
E-mail: pa@professionalsassociated.com
www.professionalsassociated.com

PERMANENT INDEX NUMBER:
11-07-108-004-0000

SUBMITTED BY AND RETURN PLAT:
CITY OF EVANSTON
DEPARTMENT OF COMMUNITY DEVELOPMENT
2100 RIDGE AVENUE
EVANSTON, ILLINOIS 60201



A VEHICULAR INGRESS AND EGRESS EASEMENT FOR THE BENEFIT OF LOT 1 IN RICHARD J. SWEITZER SUBDIVISION, BEING A SUBDIVISION OF THAT PART OF THE NORTH HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER, LYING WEST OF RIDGE AVENUE, OF SECTION 7, EXCEPT THE WEST 1038.5 FEET THEREOF, TOWNSHIP 41 NORTH, RANGE 14, EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE SOUTH LINE OF LOT 2 IN AFORESAID RICHARD J. SWEITZER SUBDIVISION DISTANT 22.20 FEET EASTERLY FROM THE SOUTHWEST CORNER THEREOF, BEING ALSO A POINT ON THE NORTH LINE OF A PUBLIC ALLEY; THENCE NORTHERLY ALONG A LINE MAKING AN ANGLE OF 81 DEGREES 48 MINUTES 17 SECONDS, MEASURED CLOCKWISE, WEST TO NORTHERLY FROM THE AFORESAID SOUTH LINE OF LOT 2, A DISTANCE OF 45.02 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 2 DISTANT 33.70 FEET FROM THE NORTHWEST CORNER THEREOF; THENCE EAST ALONG THE SAID NORTH LINE OF LOT 2, A DISTANCE OF 17.00 FEET TO A POINT; THENCE SOUTHERLY AND WESTERLY ALONG THE ARC OF A NON-TANGENT CURVE, CONCAVE TO THE EAST, HAVING A RADIUS OF 105.00 FEET, AND A CHORD MAKING AN ANGLE OF 102 DEGREES 26 MINUTES 06 SECONDS MEASURED CLOCKWISE, EAST TO SOUTHERLY FROM THE LAST DESCRIBED COURSE EXTENDED, AN ARC DISTANCE OF 46.45 FEET TO A POINT ON THE AFORESAID SOUTH LINE OF LOT 2; THENCE WEST ALONG THE SAID SOUTH LINE OF LOT 2, A DISTANCE OF 8.50 FEET TO THE POINT OF BEGINNING OF THE EASEMENT HEREIN DESCRIBED.

A PEDESTRIAN INGRESS AND EGRESS EASEMENT FOR THE BENEFIT OF LOT 1 IN RICHARD J. SWEITZER SUBDIVISION, BEING A SUBDIVISION OF THAT PART OF THE NORTH HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER, LYING WEST OF RIDGE AVENUE, OF SECTION 7, EXCEPT THE WEST 1038.5 FEET THEREOF, TOWNSHIP 41 NORTH, RANGE 14, EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF LOT 2 IN AFORESAID RICHARD J. SWEITZER SUBDIVISION; THENCE SOUTHWESTERLY ALONG THE EASTERLY LINE OF SAID LOT 2, BEING ALSO ALONG THE WESTERLY LINE OF RIDGE AVENUE, A DISTANCE OF 22.84 FEET; THENCE NORTH WESTERLY AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE, A DISTANCE OF 10.00 FEET; THENCE NORTHEASTERLY AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE, A DISTANCE OF 19.95 FEET TO A POINT ON THE NORTH LINE OF AFORESAID LOT 2 DISTANT 10.26 FEET WEST OF THE NORTHEAST CORNER THEREOF; THENCE EAST ALONG THE SAID NORTH LINE OF LOT 2, A DISTANCE OF 10.26 FEET TO THE POINT OF BEGINNING OF THE EASEMENT HEREIN DESCRIBED.

INGRESS AND EGRESS EASEMENTS
A VEHICULAR INGRESS AND EGRESS EASEMENT FOR THE BENEFIT OF LOT 1 IS PLOTTED HEREON AND DESIGNATED VEHICULAR INGRESS AND EGRESS EASEMENT. A PEDESTRIAN INGRESS AND EGRESS EASEMENT FOR THE BENEFIT OF LOT 1 IS PLOTTED HEREON AND DESIGNATED PEDESTRIAN INGRESS AND EGRESS EASEMENT.

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 IT INTO TWO (2) LOTS, AS SHOWN HEREON.
DATED THIS _____ DAY OF _____ A.D., 20____

OWNER _____

NOTARY PUBLIC CERTIFICATE
STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, _____ A NOTARY PUBLIC, IN AND FOR SAID COUNTY, IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT I AM PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AS OWNER OF THE PROPERTY DESCRIBED HEREON, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT S/HE SIGNED AND DELIVERED THE SAME INSTRUMENT AS HIS/HER OWN FREE AND VOLUNTARY ACT, FOR THE USES AND PURPOSES THEREIN SET FORTH.
GIVEN UNDER MY HAND AND NOTARIAL SEAL, THIS _____ DAY OF _____ A.D., 20____

NOTARY PUBLIC _____

LAND SURVEYOR
STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, HYLTON E. DONALDSON, AN ILLINOIS PROFESSIONAL SURVEYOR NO. 035-002819, DOES HEREBY CERTIFY THAT I HAVE SURVEYED THE FOLLOWING DESCRIBED PROPERTY FOR THE PURPOSE OF SUBDIVIDING IT INTO TWO (2) LOTS AS SHOWN HEREON:

THE SOUTH 8 RODS OF THE NORTH HALF OF THE NORTH HALF OF THE SOUTHWEST 1/4 LYING WEST OF RIDGE AVENUE IN SECTION 7, TOWNSHIP 41, RANGE 14, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS (EXCEPT THE WEST 1038.5 FEET MEASURED FROM THE WEST LINE OF SECTION 7 IN COOK COUNTY, ILLINOIS).

IT, FURTHER CERTIFIES THAT THIS PROPERTY IS SITUATED IN ZONE X, AREA DETERMINED TO BE OUTSIDE THE 0.25 ANNUAL CHANCE FLOODPLAIN PER FLOOD INSURANCE RATE MAP NO. 17031C0270J, EFFECTIVE DATE AUGUST 19, 2008.

IT, FURTHER CERTIFIES THAT THE PROPERTY SHOWN ON THE PLAT HEREON DRAWN IN WITHIN THE CITY OF EVANSTON, WHICH HAS ADOPTED A CITY COMPREHENSIVE PLAN AND IS EXERCISING THE SPECIAL POWERS AUTHORIZED BY MUNICIPAL CODE, AS HERETOFORE AND HEREAFTER AMENDED.

THIS IS TO CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS OF PRACTICE APPLICABLE TO BOUNDARY SURVEYS.
FIELD WORK COMPLETED THIS 23rd DAY OF JUNE A.D., 20 20__

HYLTON E. DONALDSON, ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-002819

COUNTY CLERK CERTIFICATE
STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, _____ COOK 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____

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____ IN WITNESS WHEREOF, I SET MY HAND AND AFFIX THE CORPORATE SEAL OF SAID CITY, THIS _____ DAY OF _____ A.D., 20____

CITY CLERK _____

CITY COLLECTOR CERTIFICATE
STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, _____ CITY COLLECTOR OF THE CITY OF EVANSTON, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT OR UNPAID CURRENT OR FORFEITED SPECIAL ASSESSMENTS, OR ANY DEFERRED INSTALLMENTS THEREON THAT HAVE BEEN APPOINTED AGAINST THE TRACT OF LAND INCLUDED IN THIS PLAT OF SUBDIVISION.
DATED THIS _____ DAY OF _____ A.D., 20____

CITY COLLECTOR _____

ZONING ADMINISTRATOR CERTIFICATE
STATE OF ILLINOIS)
COUNTY OF COOK) SS

APPROVED THIS _____ DAY OF _____ A.D., 20____

ZONING ADMINISTRATOR
STATE OF ILLINOIS)
COUNTY OF COOK) SS

DIRECTOR OF PUBLIC WORKS AGENCY
APPROVED THIS _____ DAY OF _____ A.D., 20____

PUBLIC WORKS _____

CORPORATION COUNSEL
APPROVED THIS _____ DAY OF _____ A.D., 20____

CORPORATE COUNSEL _____

MORTGAGEE CERTIFICATE
STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, _____ AS MORTGAGEE UNDER THE PROVISIONS OF A CERTAIN MORTGAGE RECORDED IN THE RECORDER'S OFFICE OF COOK COUNTY, ILLINOIS, AS DOCUMENT NO. _____ DOES HEREBY CONSENT TO THE PLAT OF SUBDIVISION HEREON DRAWN.
DATED THIS _____ DAY OF _____ A.D., 20____

ATTEST _____ ASST. SECRETARY'S SIGNATURE

NOTARY PUBLIC CERTIFICATE
STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, _____ A NOTARY PUBLIC, IN AND FOR SAID COUNTY, IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT I AM PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AS SUCH APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT S/HE SIGNED AND DELIVERED THE SAME INSTRUMENT AS HIS/HER OWN FREE AND VOLUNTARY ACT, AND AS THE FREE AND VOLUNTARY ACT OF SAID COMPANY, NOT INDIVIDUALLY BUT SOLELY AS MORTGAGEE, AS AFORESAID, FOR THE USES AND PURPOSES THEREIN SET FORTH, AND THAT S/HE, AS CUSTODIAN OF THE CORPORATE SEAL OF SAID COMPANY, DID AFFIX THE CORPORATE SEAL TO THE SAID INSTRUMENT AS HIS/HER OWN FREE AND VOLUNTARY ACT, AND AS THE FREE AND VOLUNTARY ACT OF SAID COMPANY, AS MORTGAGEE, AS AFORESAID, FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL, THIS _____ DAY OF _____ A.D., 20____

NOTARY PUBLIC _____



Memorandum

To: Johanna Leonard, Community Development Director

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

Subject: Subdivision of 2404 Ridge Avenue
Public Works Director Report

Date: August 24, 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 2404 Ridge Avenue.

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

The property owner shall dedicate land to the City of Evanston in the southwest corner of the existing property adjacent to the alley. Per the Director of Public Works and City Code Section 4-11-1(B)1, the revised Plat shall include a land dedication (hereby dedicated) to the City of 6-feet in width along the alley, approximately 320 square feet total. Due to the angle of the North/South alley with the East/West alley it is imperative that the alley be widened in order to allow sanitation trucks to make the turn at this intersection. The dedication will increase the width of the 10-foot East/West alley to 16-feet until it meets the East edge of the North/South alley as extended North. The final limits of the land dedication shall be approved by the Director of Public Works. The property owner shall incorporate this land dedication into the plat of subdivision at their own cost.

Infrastructure Easements to be Granted to the City of Evanston

None.

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

Sewer: The location of the existing sewer service will need to be identified by the Owner. If the existing sewer service for Lot 1 runs through Lot 2, a new service will need to be relocated to Lot 1, and the existing service will need to be capped at the sewer main. When Lot 2 is developed, it will require its own dedicated sewer service connected to the 12" sewer main located within Ridge Avenue.

Water: The survey plat shows a well north of the existing house. Per the Evanston city code, Section 7-12-3:

“...The drilling of wells for use as a potable or nonpotable water source, including for irrigation, is prohibited within the City...”

Therefore, the property owner must provide proof that the well has been appropriately capped and sealed prior to the subdivision of the property.

When Lot 2 is developed, it will require its own dedicated water service connected to the 12” water main located within Ridge Avenue.

Bond Requirements to Guarantee Future Infrastructure Improvements

None.

Other Requirements

None.



Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Johanna Nyden, Director of Community Development
CC: Sarah Flax, Housing and Grants Manager; Melissa Klotz, Zoning Administrator
Subject: Regulations Regarding the Occupancy of Dwelling Units, Including the Definition of Family
Date: September 29, 2020

Recommended Action:

Staff recommends a discussion by the Planning & Development Committee regarding the occupancy of dwelling units and definition of family. Staff seeks feedback on any changes or modifications to the portion of the Zoning Code that addresses these elements.

Council Action:

For Discussion

Summary:

The City's Zoning Ordinance relating to occupancy of dwelling units is based on the definition of family and not size or configuration of dwelling units. This creates a challenge when trying to enforce through inspections and presents impediments to fair housing and issues of equity. Inspections can be made on interior conditions, size of unit, and like conditions present in the physical structure, but not on the relationships to individuals residing in the unit or building. The current definition of "Family" in Zoning Code Section 6-18-3 is:

FAMILY:

1. Type (A) Family: One or more persons related by blood, marriage, or adoption living together as a single housekeeping unit in a dwelling unit.
2. Type (B) Family: Two unrelated persons and their children living together as a single housekeeping unit in a dwelling unit.
3. Type (C) Family: A group of not more than three unrelated persons living together as a single housekeeping unit in a dwelling unit.
4. Type (D) Family: A group of two or more persons containing within it one or more families, as defined in Subsections (A) and (B) of this definition, including a husband and wife married to one another and their children, as well as adults, living together in a dwelling unit as a single housekeeping unit and management, in premises in which

the adult occupants are affiliated with a bona fide not for profit corporation organized for religious purposes chartered by the state of Illinois, that owns or rents the property and has been in existence for at least five (5) years prior to seeking certification by the director of planning and zoning as provided herein; provided, that in no case shall the total occupancy of the dwelling unit exceed two persons per bedroom, nor shall the premises be utilized for religious public assembly. This type (D) family may occupy a dwelling unit only in accordance with the procedures in [Section 6-4-1-14](#) of this Title. "Family" shall not be construed to mean a club, a lodge or a fraternity/sorority house.

An option for better regulating the number of people in units would be to explore the use of the Property Maintenance Code to determine occupancy for both owner occupied and rental dwellings, along with a special use Rooming House option for higher occupancy properties in all residential districts. This system could effectively prevent overcrowding and provide equity for family and household types in all dwelling units, both renter- and owner-occupied. Restricting occupancy based on the size and configuration of individual dwelling units would result in a consistent standard to protect health and safety.

Occupancy of Dwelling Units is currently regulated by Zoning Code Section 6-4-1-14:

No dwelling unit shall be occupied by more than one (1) type (A), type (B), or type (C) family, as defined in Chapter 18, "Definitions," of this Ordinance except as hereinafter provided:

(A) Upon written application to the Zoning Administrator, certification of approval shall be issued or occupancy for a dwelling unit by a type (D) family in all districts where dwelling units are allowed, except the R1 and R2 districts, provided that the application establishes that the occupancy conforms with the definition of a type (D) family. The members of a type (D) family household shall not keep or store more than one (1) motor vehicle for each such dwelling unit or for each off-street parking space lawfully existing in connection with such dwelling unit, whichever is greater. Certification would be revoked at any time the occupancy or off-street parking no longer conforms to the definition of a type (D) family, or if a request for current records is not answered so as to establish that the type of ownership complies with the definition of a type (D) family.

(B) No dwelling unit which contains less than one thousand (1,000) square feet of floor area shall be used to provide living quarters for roomers, servants or permanent guests. Where the floor area of a dwelling unit exceeds one thousand (1,000) square feet and the family occupying the dwelling unit is a type (A) or type (B) family then the dwelling unit may also be used for living quarters for not more than two (2) servants, roomers, or permanent guests, provided that the living quarters are located within the dwelling unit as a physically integral part.

Occupancy of Dwelling Units could be regulated based on the physical size and configuration of the unit rather than familial relationships of the residents. The same standards should apply to all units whether single- or multi-family, and renter- or owner-occupied. Any dwelling proposed for a higher number of occupants could apply for a Rooming House special use and be reviewed by ZBA and City Council on a case by case basis to determine appropriateness.

Staff is researching methods used in other communities that regulate occupancy. Models such as those below have complex formulas for calculating occupancy, fewer restrictions on

the relationships between people living together, and additional differences between single family and multi-family, as well as between owner-occupied and renter-occupied units:

- Chicago rental occupancy standards require a minimum of 125 sq. ft. of floor area for each of the first two occupants, and at least 75 sq. ft. for each additional occupant. In addition, a bedroom for one person 12 years or older must be at least 70 sq. ft. or must comply with the regulations in effect at the time it was constructed. Bedrooms occupied by more than one person must have at least 50 sq. ft. for each occupant 12 years of age or more, and at least 35 square feet of floor area for occupants from 2 to 12 years of age; persons under 2 are not counted as an occupant. This requires knowing the code at the time a unit was constructed and also the ages of all occupants to determine compliance.

An analysis of zoning practices by the American Planning Association from May 2020 identifies several different ways of defining “family” in occupancy codes, defining “functional families” of unrelated people using various criteria such as sharing a household budget. Some municipalities require proof including having the same address for purposes of voter registration, enrollment of children in local schools, local employment, and common ownership of furniture and appliances.



Memorandum

To: Members of the Planning and Development Committee
From: Johanna Nyden, Director of Community Development
CC: Jessica Hyink, Transportation and Mobility Coordinator
Subject: Mobility in the Time of COVID-19
Date: September 29, 2020

Recommended Action:

Staff recommends that the Planning & Development Committee accept and place on file the update on the impacts of COVID-19 on the future of mobility and transportation options in Evanston.

Council Action:

For Action: Accept and Place on File

Summary:

This memorandum provides an overview of the impact that the coronavirus has had on various modes of travel, expectations for further changes in the future, and discussion of ways Evanston can support mobility for its residents. A report in the early weeks of the COVID-19 pandemic wrongly asserted that outbreaks were related to public transit. Although this report has since been invalidated, and there is no data to suggest that public transit use is linked to higher COVID-19 transmission rates, concerns remain. This has resulted in those who can choose other modes of transportation to consider car ownership, bicycle purchases, and shifts to bikeshare and other forms of micromobility.

Transit ridership in the Chicagoland region has changed radically since Governor Pritzker's "Stay at Home" order was enacted on March 20, 2020. Transit agencies have taken steps to make service safer and healthier, including boarding from rear doors and more frequent cleaning of buses and trains. With many people still working from home, transit revenues have plunged. Despite the federal government allocating relief funding, transit agencies will still face significant shortfalls. Even as the pandemic subsides and the stay at home order is lifted, travel behavior may still be altered.

Riding Public Transit

Transit ridership is unlikely to increase to pre-COVID-19 levels for some time, as passengers with the means to do so choose other forms of transportation. Additionally, there are still significant numbers of people who are able to continue to work from home and not commute

to a job site. Other factors determining transit ridership include the state of the economy; when economic conditions are more difficult, people choose transit over driving; and when the price of gas is cheap, people choose driving over transit. Transit agencies are taking steps to encourage people to return to riding buses and trains, with the CTA handing out masks and hand sanitizer at select locations and other measures for individuals who continue to utilize transit for commuting to work and other trips.

Globally, transit ridership is resuming with unique strategies to encourage ridership while encouraging social distancing. Danish and Taiwanese trains have begun a reservation-only system. Auckland has begun feeding data on where riders get on and off into their trip planning app, in order to help riders find an uncrowded route; registered cards can also be used to assist with contact-tracing. Israeli schools are staggering start times to limit concentrated demand for transit. In major Chinese cities, where ridership levels are beginning to approach pre-Covid ridership, thermal imaging cameras and temperature checks are combined with mandatory mask wearing to access trains. Recently New York City has implemented a fine for riders not wearing a mask on public transit.

To implement similar strategies in the Chicago region would require close collaboration between municipalities and transit operators. Currently, the City, in partnership with transit providers, has several engagements and projects underway that will continue to support the growth of public transportation:

Development of a Posted Bus Stop System

City staff have been collaborating with the CTA since 2018 on a plan to transition Evanston from a flagged to a posted stop system (dedicated bus stop pads for people to board buses and facilitates people with disabilities, people with children, or older adults to safely board the bus). In 2020, Evanston was selected by the Regional Transportation Authority (RTA) to implement this plan at all bus stops in Evanston to produce a system that is accessible and more reliable. Continued support of this project is critical to improving public transit options for residents who rely on transit to get to essential jobs and health care services.

Red Purple Modernization Project. Another long-term transit project that will have an impact on transit use and capacity in Evanston is the Red-Purple Modernization project. Currently, the Purple Line tracks in Evanston are beyond their useful life and are scheduled to be updated. Purple Line trains currently run 4 or 6 car trains compared with other lines (except Yellow) that run 8 cars during rush hour. RPM will upgrade the electric infrastructure on the tracks to allow for additional and longer trains, which will allow passengers to social distance when traffic resumes.

Small Transit Support Projects

Staff has worked with planned developments and businesses like Valli Produce to install transit arrival times in lobbies and appropriate areas to assist riders and patrons with identifying when buses will be available. Continuing to utilize transit trackers in key locations can help transit users limit the congregation while waiting for buses and trains. When congregation at transit hubs does occur, temporary pavement markings have been utilized in several systems to help riders successfully social distance while waiting for the bus or train. The installation of hand sanitizer dispensers at transit stations presents challenges with

balancing the responsibility of installation and the cost of maintenance but may be considered to restore confidence in transit use.

Re-envisioning the Public Right-of-Way

In cities across the world under stay at home orders, people have been exercising and enjoying recreational activities in public outdoor spaces. Many cities lack space for people to maintain a safe social distance while in public outdoor spaces. Thus, streets have been returned to uses formerly conducted in streets, including outdoor dining, bicycling, and walking.

Outdoor Placemaking through Commerce

As the weather warmed and restaurants and retail reopened, Evanston utilized parking and sidewalk space for restaurants and other businesses. Other cities have taken this effort one step further, allowing restaurants and businesses to operate patio space on closed streets. The outdoor cafe season on sidewalks will be extended to allow year-round permits for the 2020-21 winter (as weather permits). The Main Street streetscape project from Maple to Hinman is considering widening the sidewalk to better accommodate multiple uses, including outdoor dining, which cannot currently be accommodated.

COVID-19 has helped the City identify the current demand for outdoor dining spaces, providing the City with the opportunity to formalize placemaking locations for future improvement. While widening sidewalks in core business districts is critical to the long term economic vitality of Evanston streets, providing businesses with the opportunity to re-imagine parking spaces and streets through parklets and street events can be accomplished in the short term.

Automatic Pedestrian Signals for Increased Safety

Although the latest findings on the spread of COVID-19 indicate that airborne transmission is more likely than shared surfaces, reducing contact of shared public surfaces is important in reducing the spread of infectious disease in general. In Europe and many Asian countries, the use of automatic pedestrian counters has been employed, so that no contact is required to trigger a request for a walk signal.

In the U.S., the transition to automatic pedestrian walk signals has been slow, despite other countries finding success decades prior to the U.S. first tests of the devices. The Federal Highway Administration (FHWA) conducted an initial study in 2001, and preliminary results found that automated pedestrian signals with a push-button improved safety. Other studies have been conducted since that time, and pedestrian detectors are now allowed as part of the Manual for Uniform Traffic Control Devices (MUTCD) under Section 4E.08.

Also, the location of push-button signals is often inconsistent and can be difficult for a person with a disability to locate or push, e.g. if the height is too high and a person in a wheelchair cannot reach it, or if a person has multiple sclerosis and is unable to push it. Sometimes the push button is not located near enough to where a pedestrian would cross, and the distance between the push button and crosswalk is difficult for a person with a visual impairment to locate and then return to the crosswalk.

The importance of automated pedestrian signals has implications beyond COVID-19. Additionally, there is an expectation that other infectious diseases may develop beyond COVID-19, so planning for touchless devices of typically shared spaces is being encouraged.

Bicycle Mobility

Places for People to Bicycle

Many people have purchased bicycles for transportation and recreational purposes, with demand for bicycles resulting in shortages in many markets. With more people choosing to bicycle, this has resulted in greater demand for bicycle infrastructure. Many cities have closed streets to provide additional bike capacity and safety. Other cities have created slow streets, limiting through traffic without a destination on the street to promote bicycle usage.

As transit operators work to regain the confidence of riders who can choose other modes of transportation, bicycle trips are anticipated to continue to replace transit trips and to be a source of recreation and exercise for those unwilling to return to recreational facilities. In Evanston there is currently less dedicated space for bicycling than any other mode of transportation. Although there are many signed bicycle routes, these routes do not provide the protection that slow streets and other bicycle infrastructure can provide. Complicating the provision of additional bicycle infrastructure is the competing demand for limited public right-of-way by businesses, people walking, and parked cars.

A potential solution for facilities for people who bicycle are residential side streets. Currently, many side streets have bi-directional travel, but these streets are narrow, resulting in cars pulling over and idling to allow oncoming vehicles through. These residential streets are already slow; while there may not be sufficient room for a steady flow of bi-directional cars, there is sufficient space for one way traffic and bicycle lanes without the need to remove any on-street parking. A pilot could be conducted in a residential neighborhood to determine the effects of changing narrow bi-directional, residential streets to one-way streets with bicycle lanes.

Bikeshare/Micromobility

Evanstonians may shift trips on transit to the Divvy bikeshare system. The City can encourage residents to sign up for annual memberships and raise awareness about the system to encourage use. With the recent launch of an additional 90 dockless, electric bikes into the Divvy system in Evanston, at no cost to the City, users now have more bicycles available. However, there is an additional fee associated with parking these dockless bikes outside of Divvy stations, the City may consider the purchase of e-stations to remove the cost of docking these bikes in locations that are not currently served by any Divvy station in Evanston. Planned developments in Evanston have selected to contribute funding to the Divvy program, and these donations could be used to purchase these stations without the City having to contribute financially.

Bike Tourism

As previously discussed, bicycle purchases have increased significantly since the start of COVID-19. Evanston could be the recipient of bicycle tourism from surrounding communities, due to the cancellation of traditional travel plans and a desire by people to get out of their

homes without going too far. Evanston's location at the convergence of many intercity bike paths works to the City's advantages. These tourists may spend time on Evanston's lakefront path, Northwestern University, and in the city's dining and shopping corridors. The City may consider a partnership with its SSAs to promote bicycle tourism in Evanston.

Car Ownership: Car sales were down 50% in April 2020, compared to the previous year, but sales quickly picked up soon after. Many experts predict a proliferation of car owners, as supply grossly outmatches demand, oil remains cheap, and people with the ability to do so choose not to ride public transit. The City should encourage new car buyers to look towards electric vehicles by making charging stations more available and by providing incentives for property owners to install them.

New Delivery Economy Impacts

Prior to COVID-19, the rise of online retail resulted in a massive increase in package delivery, with options for same-day or next-day delivery compounding the increase with items delivered separately that would have previously been delivered together. With stay at home orders resulting from COVID-19, people with the financial ability to do so opted to choose more of their shopping, including grocery shopping, be delivered rather than going to a store.

From January to June 2020, online shipping increased by over 30% compared to the same period in 2019, and grocery delivery has tripled since the beginning of the pandemic. UPS and Fedex both delivered about 25% more packages worldwide in Q2 2020 compared to Q2 2019, while USPS saw a 50% increase in package volume over the same period. Amazon has become a major player in the market not only in online retail but in the delivery of its own goods, delivering nearly 65% of their own orders in July 2020, a 13% increase from the previous year. Online delivery is expected to increase 78% by 2030, according to a report from the World Economic Forum that was released prior to COVID-19. These deliveries are putting major stress on Evanston's streets, impacting City infrastructure, the local economy, climate, safety, and congestion.

Paris is developing a policy to charge Amazon a tax on all items delivered, to mitigate the effects of climate change and traffic congestion. Such a tax would decrease the number of deliveries, encourage items to be shipped together and provide a revenue source for transportation safety improvements and road transportation. As an alternative to a tax on each item, the City could tax each stop a delivery vehicle makes in Evanston in the same way the City taxes Transportation Network Companies.