



AGENDA

Planning & Development Committee

Monday, September 13, 2021

Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800
6:15 PM

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 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

(II) APPROVAL OF MINUTES

M1. Approval of the Minutes of the Regular Planning & Development Committee meeting of August 9, 2021 3 - 9

Staff recommends approval of the Minutes of the Regular Planning & Development Committee meeting of August 9, 2021.

For Action

[Planning & Development Committee - Aug 09 2021 - Minutes - Pdf](#)

(III) PUBLIC COMMENT

(IV) ITEMS FOR CONSIDERATION

P1. **Approval of \$115,000 in CDBG-CV Funding for Childcare Scholarships for Families Impacted by COVID-19** 10 - 12

Staff recommends approval of the allocation of up to \$115,000 in Community Development Block Grant CARES Act (CDBG-CV) funding to Childcare Network of Evanston (CNE) to provide scholarships for childcare to families impacted by COVID-19. Up to \$100,000 will be used for direct subsidies to home-based and center-based providers in Evanston and \$15,000 will be used for program implementation costs. Funding of up to \$115,000 is from the City's CDBG-CV CARES Act grant, 215.21.5226.63045. The City received \$1,586,370 in CARES Act CDBG-CV funding to prevent, prepare for, and respond to the coronavirus; in addition, \$397,400 of unexpended 2019 CDBG entitlement was reallocated to address COVID-19, as allowed by the CARES Act. Of that, \$626,496 is budgeted for Public Services, of which \$430,000 has been allocated previously, leaving a balance of \$196,496 to be allocated to specific activities.

For Action

[Approval of \\$115,000 in CDBG-CV Funding for Childcare Scholarships for Families Impacted by COVID-19 - Attachment - Pdf](#)

(V) ITEMS FOR DISCUSSION

D1. **Discussion of Participation in Planning & Development Sub-Committee on Housing Related Issues** 13

Staff recommends the identification of three to four City Council members from the Planning & Development Committee to review and discuss specific housing and related matters that have been referred to a sub-committee for additional discussion and consideration.

For Discussion

[Discussion of Participation in Planning & Development Sub-Committee on Housing Related Issues - Attachment - Pdf](#)

(VI) ADJOURNMENT



City of
Evanston™
MINUTES

Planning & Development Committee

Monday, August 9, 2021 @ 5:15 PM

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

**COMMITTEE MEMBER
PRESENT:**

Eleanor Revelle, Councilmember, Melissa Wynne, Councilmember, Clare Kelly, Councilmember, Jonathan Nieuwsma, Councilmember, Bobby Burns, Councilmember, Thomas Suffredin, Councilmember, and Devon Reid, Councilmember

**COMMITTEE MEMBER
ABSENT:**

STAFF PRESENT:

Johanna Nyden, Director of Community Development and Sarah Flax, Housing & Grants Administrator

(I) CALL TO ORDER/DECLARATION OF A QUORUM

A quorum being present Councilmember Fiske called the meeting to order at 6:02 p.m.

(II) APPROVAL OF MINUTES

PM1. Approval of the Minutes of the Regular Planning & Development Committee Meeting of June 14, June 28 and July 26, 2021

Staff recommends approval of the Minutes of the Regular Planning & Development Committee meeting of June 14, June 28 and July 26, 2021.

For Action

Moved by Councilmember Jonathan Nieuwsma
Seconded by Councilmember Eleanor Revelle

Ayes: Councilmember Eleanor Revelle, Councilmember Melissa Wynne, Councilmember Clare Kelly, Councilmember Jonathan Nieuwsma, Councilmember Bobby Burns, Councilmember Thomas Suffredin, and Councilmember Devon Reid

Carried 7-0 on a recorded vote

(III) PUBLIC COMMENT

Sean Foster requested clarification for the ADU moratorium and had an application submitted for an owner-occupied building prior to it being put into place.

Ms. Nyden, Community Development Director, provided the clarification that the moratorium is on non-owner occupied properties for new internal and attached ADUs and all owner-occupied applications will continue to move forward.

Bill Johnson, Robert Shiverts, Elizabeth Drake, and Ann Ratajczyk all spoke against P7 - the landmark status of 2715 Hurd as members of the Church of Christ, Scientist. It would become a financial burden to maintain.

Dick Co, Bonnie Wilson and Sue Loellbach spoke against P5 - the moratorium on the ADUs. Mary McWilliams spoke on P7 stating that one way to memorialize Evanston churches is to designate them as landmarks. The church meets the criteria for preservation and she provided a list of Evanston churches that are already established as Evanston landmarks. Wynn Graham, Bonny Wilson and Sue Loellbach asked for the elimination of the three unrelated rule.

Tina Paden and Carlis Sutton spoke against P2 and P6 and said that P3 should include small Black landlords.

Carlis Sutton spoke again P7 stating there is a history of Black families being eliminated from that same site without giving their choice to live in that area.

Cecile McHugh spoke about the regulations for ADUs and the regulation on the occupancy of dwelling units.

Rob Biesenbach supports P5.

Mike Visilko supported Carlis Sutton's statement about the landmark status of 2715 Hurd.

(IV) ITEMS FOR CONSIDERATION

P1. **Approval to Allocate \$125,000 of ESG-CV CARES Act Funding for Case Management Services and the Homeless Management Information System to Address the Needs of Homeless and Unstably Housed People Impacted by the Coronavirus**

Staff recommends approval by the Planning and Development Committee and its recommendation to City Council of the allocation of \$100,000 of Emergency Solutions Grant CARES Act (ESG-CV) funding to Connections for the Homeless for case management services, and \$25,000 to the Alliance to End Homelessness in Suburban Cook County for the Homelessness Management Information System to prevent, prepare for, and respond to the Coronavirus. The funding source is \$76,314 of unallocated funds from the City's \$966,314 ESG-CV CARES Act grant, and the reallocation of \$48,686 of ESG-CV originally allocated for ESG-CV Administration, GL 250.21.2129.67110.

For Action

Sarah Flax, Housing and Grants Administrator, provided an overview on how to use funds more effectively.

Councilmember Wynne inquired how we connect the dots for tenants that were brought up by Ms. Paden and Mr. Sutton that are not paying but cannot be evicted. She asked how do we help these people apply for this assistance.

Ms. Flax responded that in some cases the dots don't connect because they have to show financial impact due to COVID-19 which is required to receive funding. She acknowledged the difficulty that staff is talking about and it is one of the reasons we want to preserve as much of the state prevention money for non-covid uses.

Councilmember Nieuswma asked what types of businesses will be eligible for the grants.

Ms. Flax stated that in this case, we were looking at businesses that have a physical space, a storefront. The ownership has an income below 80% of the area median or they are going to be hiring positions that are for low or moderate-income workers.

Moved by Councilmember Melissa Wynne
Seconded by Councilmember Eleanor Revelle

Ayes: Councilmember Melissa Wynne, Councilmember Eleanor Revelle,
Councilmember Clare Kelly, Councilmember Jonathan Nieuwsma,
Councilmember Bobby Burns, Councilmember Thomas Suffredin, and
Councilmember Devon Reid

Carried 7-0 on a recorded vote

P2. **Approval to Expand the use of CDBG-CV Funding Allocated for Rent Assistance to Include Mortgage Assistance**

Staff recommends that the Planning & Development Committee approve the use of up to \$345,500 of the \$500,000 of CDBG-CV allocated for Rent Assistance to provide Mortgage Assistance, and recommend its approval to City Council. Funding source is the City's CDBG-CV grant of \$1,586,370 from the CARES Act to prevent, prepare for and respond to coronavirus; the account number is 215.21.5226.65538. \$500,000 is currently allocated for rent assistance; approximately \$345,500 is unexpended and uncommitted at this time.

For Action

Moved by Councilmember Melissa Wynne
Seconded by Councilmember Eleanor Revelle

Ayes: Councilmember Eleanor Revelle, Councilmember Melissa Wynne,
Councilmember Clare Kelly, Councilmember Jonathan Nieuwsma,
Councilmember Bobby Burns, Councilmember Thomas Suffredin, and
Councilmember Devon Reid

Carried 7-0 on a recorded vote

P3. **Approval of Up to \$50,000 Additional CDBG-CV Funding to Expand the Emergency Entrepreneurship Support Grants for Small Businesses Suffering Continuing Impact of COVID-19**

Staff recommends approval by the Planning and Development Committee and its recommendation to City Council of an additional \$50,000 in CDBG-CV funding to increase the Entrepreneurship Support Grant - Emergency Assistance (CDBG-CV) awards to eligible small businesses in the second round of CDBG-CV applications from \$2,500 to \$5,000. Funding source is the City's CDBG-CV grant of \$1,586,370 from the CARES Act to prevent, prepare for and respond to coronavirus; the account number is 215.21.5226.65538. \$120,000 has been allocated to date for small business grants, including \$46,500 disbursed for grants to Low/Moderate Income (LMI) micro-enterprises in 2020, and \$73,500 being allocated to this new grant program.

For Action

Moved by Councilmember Melissa Wynne
Seconded by Councilmember Eleanor Revelle

Ayes: Councilmember Eleanor Revelle, Councilmember Melissa Wynne,
Councilmember Clare Kelly, Councilmember Jonathan Nieuwsma,
Councilmember Bobby Burns, Councilmember Thomas Suffredin, and
Councilmember Devon Reid

Carried 7-0 on a recorded vote

P4. **Ordinance 82-O-21, Amending Title 6 of the City Code Concerning “Live-Work Units”**

The Plan Commission and staff recommend the adoption of Ordinance 82-O-21 approving certain Text Amendments to the Zoning Code to more explicitly allow and regulate live-work units.

For Introduction

This item was moved to be the first item considered.

Moved by Councilmember Jonathan Nieuwsma
Seconded by Councilmember Eleanor Revelle

Ayes: Councilmember Eleanor Revelle, Councilmember Jonathan Nieuwsma,
Councilmember Melissa Wynne, Councilmember Clare Kelly,
Councilmember Bobby Burns, Councilmember Thomas Suffredin, and
Councilmember Devon Reid

Carried 7-0 on a recorded vote

P5. **Ordinance 75-O-21, Creating A Provisional Moratorium on the Permitting and Construction of New Internal and Attached, Non-Owner Occupied Accessory Dwelling Units in the City**

Plan Commission recommends City Council approval by a 3-2 vote of Ordinance 75-O-21, Creating a Provisional Moratorium on the permitting and construction of new, non-owner occupied internal and attached Accessory Dwelling Units (ADUs) to the Planning and Development Committee and City Council. The referral for the moratorium was made by Councilmembers Kelly, Burns, and Revelle.

For Introduction

This item became the second item on the agenda for consideration.

Councilmember Kelly said that this is addressing a small sliver of ADUs and this would just put a pause so that it can be examined more fully with the subcommittee.

Councilmember Reid is generally not in support of the moratorium and asked for confirmation on how long it would be in place.

Ms. Nyden responded that it would be in place for six months.

Councilmember Revelle that this will allow for us to look at a host of rental issues.

Councilmember Nieuwsma supports it in order to take a more holistic approach to this problem.

Moved by Councilmember Clare Kelly

Seconded by Councilmember Eleanor Revelle

Ayes: Councilmember Eleanor Revelle, Councilmember Melissa Wynne,
Councilmember Clare Kelly, Councilmember Jonathan Nieuwsma, and
Councilmember Bobby Burns

Nays: Councilmember Thomas Suffredin and Councilmember Devon Reid

Carried 5-2 on a recorded vote

P6. **Ordinance 83-O-21, Amending Title 6 of the City Code Concerning Occupancy of Dwelling Units and Definition of "Family"**

Staff recommends approval of Text Amendment to the Zoning Ordinance, Title 6 of the City Code, to Section 6-18-3 and Chapter 6-4 of the Evanston City Code to amend certain regulations pertaining to the occupancy of dwellings, including but not limited to, the definition of "family" as well as an implementation process for these changes. The Plan Commission is not providing a recommendation due to a split vote on a motion to recommend approval on the proposed text amendment.

For Introduction

Councilmember Reid stated that it is really important for us to amend our rules that creates a definition of family. What we do want to ensure is that people have safe places to live and we already have codes that could be enforced to do that. The definition of family is not something that creates a hazard.

Councilmember Kelly agreed that the definition of family is obsolete, however, she wants to be very careful that we react thoughtfully and not politically. She read an excerpt from a housing and group home expert. This item should be examined by the subcommittee.

Councilmember Revelle suggested that the item be tabled until January to allow the subcommittee to address this issue.

Michelle Ozuruigbo, Deputy City Attorney, confirmed that it was possible to table the item until January.

Councilmember Reid stated that if we want to regulate group homes we can do that but he doesn't feel like this is the way to address this. He does not want to table this item because it has to do with addressing affordable housing.

Councilmember Kelly responded that Councilmember Reid might be mistaken in the ability to regulate and that we would, in fact, be discriminating once we lifted a cap and a definition for family. She requested that he participate the subcommittee if he feels so strongly about it.

Councilmember Nieuwsma endorsed the subcommittee concept in order to take a holistic approach.

Councilmember Revelle moved to bring the item back to the second meeting in January (January 24, 2022).

Councilmember Kelly seconded the motion.

Moved by Councilmember Devon Reid

Seconded by Councilmember Jonathan Nieuwsma

Ayes: Councilmember Jonathan Nieuwsma, Councilmember Eleanor Revelle,
Councilmember Melissa Wynne, Councilmember Clare Kelly,
Councilmember Bobby Burns, and Councilmember Thomas Suffredin

Nays: Councilmember Devon Reid

Carried 6-1 on a recorded vote

P7. **Ordinance 61-O-21, Designating Evanston Landmark Status for the Property Located at 2715 Hurd Avenue**

The Preservation Commission recommends City Council adoption of Ordinance 61-O-21, Designating Evanston Landmark Status for the Property Located at 2715 Hurd Avenue.

For Introduction

The applicant, Andrew Nebel, spoke to his reasoning for nominating 2715 Hurd for landmark status. He ensured he went into researching the history without any preconceived notions and with no malice to the church owners. He reiterated that on two occasions by the Preservation Commission, it was voted unanimously in favor of landmark designation.

Barnard Citron, from the law firm Thompson and Coburn, stated that a number of the members from the congregation spoke earlier in the meeting but it has been pointed out that it is rare for a landmark designation would be given without the approval of the property owner. It does impose on the property owner as the windows would not be able to be repaired in an economical way. There is an extreme need for parts of this building to be redone.

Councilmember Suffredin stated that he would like to come up with a solution that would give the church an out since they want to leave. He is voting to move it forward because he believes this needs discussed further as a city to ensure that it doesn't become an abandoned property if it receives landmark status because it would become harder to find a buyer. He stated that it was inaccurate to say that the neighbors are opposed to a larger congregation being there. The concerns from the members of the congregation are real and need to be considered.

Councilmember Nieuwsma asked if the city has ever landmarked the status of the building over the rejections of the owner.

Ms. Nyden responded that staff found that Foster School was not brought forward by the owner but the owner did not necessarily come out and object to it the way we are seeing here.

Councilmember Nieuwsma then asked if City Council has ever overruled the recommendation of the Preservation Committee.

Ms. Nyden answered that it has happened before and the most recent case was with John August Nyden's (no relation) home on Hineman about four and half years ago.

Councilmember Nieuwsma gave his appreciation to the preservation staff on the presentation of the information but indicated that the arguments for landmark status have not outweighed the burden that would be placed on the congregation that is unwilling to bear the cost.

Councilmember Reid stated that he will also be voting no on this item and we don't want the building to become vacant.

Councilmember Revelle echoed Councilmember Nieuwsma's sentiment about the prepared information provided by the preservation staff but doesn't feel it would outweigh the economic hardship it would impose on the church.

Councilmember Wynne thinks that in this instance that the argument for landmark status does not seem to be as strong and the arguments in opposition to it were striking. She indicated she would not be supporting this as well.

Moved by Councilmember Thomas Suffredin

Seconded by Councilmember Devon Reid

Ayes: Councilmember Thomas Suffredin
Nays: Councilmember Eleanor Revelle, Councilmember Melissa Wynne,
Councilmember Clare Kelly, Councilmember Jonathan Nieuwsma,
Councilmember Bobby Burns, and Councilmember Devon Reid

DEFEATED. 1-6 on a recorded vote

(V) ADJOURNMENT

Councilmember Wynne moved adjournment of the meeting, seconded by Alderman Revelle.
The meeting was adjourned at 7:44 p.m.



Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Jessica Wingader, Social Services Grants & Compliance Specialist
CC: Johanna Nyden, Community Development Director, Sarah Flax,
Housing & Grants Manager, Marion Johnson, Housing & Economic
Development Analyst
Subject: Approval of \$115,000 in CDBG-CV Funding for Childcare Scholarships
for Families Impacted by COVID-19
Date: September 13, 2021

Recommended Action:

Staff recommends approval of the allocation of up to \$115,000 in Community Development Block Grant CARES Act (CDBG-CV) funding to Childcare Network of Evanston (CNE) to provide scholarships for childcare to families impacted by COVID-19. Up to \$100,000 will be used for direct subsidies to home-based and center-based providers in Evanston and \$15,000 will be used for program implementation costs.

Funding Source:

Funding of up to \$115,000 is from the City's CDBG-CV CARES Act grant, 215.21.5226.63045. The City received \$1,586,370 in CARES Act CDBG-CV funding to prevent, prepare for, and respond to the coronavirus; in addition, \$397,400 of unexpended 2019 CDBG entitlement was reallocated to address COVID-19, as allowed by the CARES Act. Of that, \$626,496 is budgeted for Public Services, of which \$430,000 has been allocated previously, leaving a balance of \$196,496 to be allocated to specific activities.

Council Action:

For Action

Summary:

Childcare Network of Evanston (CNE) has been dedicated to connecting children from birth to age 5 to high-quality early education and childcare using local resources and federal funding including Head Start/Early Head Start and funding from the Illinois State Board of Education Preschool for All. CNE does this by working with a network of center and home-based providers to connect all families, but particularly low and moderate income families, to the best care options to meet household needs. In addition to providing childcare subsidies to income eligible

households, CNE connects all households to critical community services including mental health and therapeutic services to ensure kindergarten readiness and success in school.

According to the most recent data available (2019) there are 5,226 children 5 years old or younger in Evanston; 2,328 children live at or below 400% of the federal poverty level, just over the State’s median income. Approximately 1,226 children live at or below 200% of the federal poverty line making them eligible for CCAP assistance provided households meet other eligibility requirements. One of the eligibility requirements is that the head of house must be employed or in school. Households experiencing unemployment are not eligible for CCAP. The proposed scholarship program would provide time limited subsidies to households that are experiencing job loss as a result of the pandemic. One of the biggest challenges families face is trying to find a job while also caring for small children at home. The proposed scholarship program would provide 3 to 6 month subsidies to income eligible households experiencing job loss due to COVID-19 to give the head of household the opportunity to obtain employment. Once employed, the household could transfer to another subsidy like CCAP.

CNE lists 19 home care providers on their website who are licensed to work with 8 to 12 children, the agency estimates 190 available slots that can fluctuate depending on current enrollment, social distancing regulations and mandatory reductions to capacity. CNE also works with center-based providers. For the proposed scholarship program, CNE recommends identifying a limited number of sites that are already part of the CCAP system to serve as scholarship “hubs.” The approximate average tuition for full day care in Evanston is \$79; a six month scholarship would cost approximately \$5,175. Assuming all participants required the full scholarship for the full amount of time, the program would serve 16 children.

Early Childhood Infant Toddler Site	Approximate Daily Fee
Provider #1	\$96/day
Provider #2	\$75/day
Provider #3	\$65/day

Eligibility for the scholarship program would adhere to federal guidelines; households must be under 80% AMI and be unemployed due to COVID-19 related job loss. Center-based providers already a part of the CCAP system would be able to transition families to other subsidies once the employment criteria has been met. Both home and center-based providers may have challenges providing additional capacity; centers are experiencing staffing challenges and there has been a drop in the number of home care providers since the pandemic. An added benefit of this program is that it could provide additional support to both types of businesses.

CNE has experience managing scholarship programs and was a long-time recipient of City funds to provide scholarships to low to middle-income households not eligible for other subsidies. The agency has the capacity to manage the funds, but would require 15% or \$15,000 to administer the program, an amount standard to that allowed by other scholarship programs. Administration would support staff as follows:

- Fiscal Officer: 1-2 hours/month
- Accounting and Payroll Specialist: 2-3 hours/month
- Grant Supervisor: 2-3 hours/month
- Grant Administrator: 25 hours/month

To ensure program success, staff would maintain more constant contact with families to assist with and monitor progress toward employment goals. Additionally, the agency would be subject to additional audit review given the size of the scholarship; CNE staff would experience increased hours to accommodate additional tasks.



Memorandum

To: Members of the Planning and Development Committee
CC: Members of the Planning and Development Committee
From: Johanna Nyden, Director of Community Development
Subject: Discussion of Participation in Planning & Development Sub-Committee on Housing Related Issues
Date: September 13, 2021

Recommended Action:

Staff recommends the identification of three to four City Council members from the Planning & Development Committee to review and discuss specific housing and related matters that have been referred to a sub-committee for additional discussion and consideration.

Council Action:

For Discussion

Summary:

The following matters have been recommended to be reviewed by a sub-committee of the Planning & Development Committee:

- Amending the definition of family and changes to City Code pertaining to occupancy of residential units;
- Strengthening the Nuisance Premise Ordinance to reflect the need to utilize for ongoing challenging tenancy issues in residential properties;
- Update Tenant/Landlord Ordinance requirements;
- Increase of fees for property maintenance violations; and
- Addressing issues related to internal non-owner occupied accessory dwelling units.