



# LAND USE COMMISSION

Wednesday, May 11, 2022  
7:00 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, James C. Lytle City Council Chambers

## AGENDA

Those wishing to make public comments at the Land Use Commission meeting may submit written comments in advance or sign up to provide public comment in-person during the meeting by calling/texting 847-448-4311 or completing the Land Use Commission meeting online comment form available by clicking [here](#), or visiting the Land Use Commission webpage, <https://www.cityofevanston.org/government/land-use-commission>, clicking on How You Can Participate, then clicking on Public Comment Form. Community members may watch the Plan Commission meeting online at [www.cityofevanston.org/channel16](http://www.cityofevanston.org/channel16) or on Cable Channel 16.

**I. CALL TO ORDER/DECLARATION OF A QUORUM**

**II. APPROVAL OF MEETING MINUTES: April 13, 2022**

**III. NEW BUSINESS**

**A. Appeal | 1566 Oak Avenue | 22ZMJV-0031**

Chris Dillow, appellant, appeals the decision of the Determination of Use issued by the Zoning Administrator on March 17, 2022, regarding operations of Connections for the Homeless at the Margarita Inn at 1566 Oak Avenue, which found the operations to be consistent with the Zoning Ordinance definition for Rooming House (Section 6-18-3) and also found existing Special Use Ord. 51-O-74, adopted in 1974, is no longer valid. The Land Use Commission is the determining body for this case in accordance with Section 6-3-9-8 of the Evanston Zoning Code and Ordinance 92-O-21.

**IV. COMMUNICATION**

**V. PUBLIC COMMENT**

**VI. ADJOURNMENT**

The next meeting of the Evanston Land Use Commission will be held on **Wednesday, May 25, 2022, at 7:00 pm, in the James C. Lytle Council Chambers in the Lorraine H. Morton Civic Center.**



**MEETING MINUTES**  
**LAND USE COMMISSION**

Wednesday, April 13, 2022  
7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, James C. Lytle City Council Chambers

Members Present: George Halik, Brian Johnson, Jeanne Lindwall, Kiril Mirintchev, Max Puchtel, Matt Rodgers, Kristine Westerberg

Members Absent: Myrna Arevalo, Violetta Cullen, John Hewko

Staff Present: Melissa Klotz, Meagan Jones, Katie Ashbaugh, Alexandra Ruggie

Presiding Member: Matt Rodgers

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**Call to Order**

Chair Rodgers opened the meeting at 7:00pm. A roll call was then done and a quorum was determined to be present.

**Approval of March 30, 2022 Meeting Minutes**

Commissioner Halik made a motion to approve the Land Use Commission meeting minutes from March 30, 2022. Seconded by Commissioner Puchtel. A voice vote was taken and the motion passed, 6-0, with one abstention.

**New Business**

**A Public Hearing: Special Use Permit | 1804 Maple Avenue | 22ZMJV-0016**  
**Andrew Scott, Dykema, applicant on behalf of Verano Evanston, LLC, requests a Special Use Permit for a Cannabis Dispensary in the RP Research Park District (Zoning Code Section 6-12-2-3). The Land Use Commission makes a recommendation to the City Council, the determining body for this case in accordance with Section 6-3-5-8 of the Evanston Zoning Code and Ordinance 92-O-21.**

Ms. Ashbaugh read the case into the record.

**Presentation**

Andrew Scott, of Dykema, introduced Anthony Marsico who is the principal with the petitioner, and Ed Farrell of Silverstar Protection Group which provides security for the dispensary. Mr. Scott then provided background and overview of previous operators as a medical cannabis dispensary and recent recreational-use dispensary. He explained the management agreement between Verano Evanston and MedMen and that, since

Verano Evanston, LLC is now the owner of the business (named Zen Leaf), they are obtaining a new special use permit.

Anthony Marsico, provided an overview of Zen Leaf's expansion and operations, including security and compliance standards. He explained that there is robust entry security and cameras (with 90 day cloud storage retention) that IDFPR and State Police check in. Mr. Marsico then stated that a \$1,000,000 investment was made into improvements of the space. Education is a big piece of operations- product education, how to use it and rules and regulations. Forty-five (45) full time employees work at the site that go through state and federal background checks. He explained that he believes the dispensary is also a draw to other businesses and is a regional draw.

### Questions

Commissioner Halik inquired if cameras are inside and outside. Mr. Marsico responded that there are and there have rarely been incidents at the dispensary. Chair Rodgers stated that he reached out to Police Chief Eddington, who confirmed that there have been no robberies or theft at the site, only 5 minor incidents since the dispensary began operating.

Commissioner Puchtel asked what the goal of the expansion is. Mr. Marsico responded the goal is to enhance the customer experience, create a better consult area and flow of the space, especially for medical patients and also have space to educate new customers.

Commissioner Mirintchev mentioned that with the previous special use there was interest in both the inside and outside operations of the space and asked what happens if there is a line to enter the dispensary and there is rain. Mr. Marsico reiterated the reason for the expansion and that it provides more space to queue and more points of sale. He then explained that the initial interest has worn off so the dispensary is not expecting the same lines as before. In addition to that, there is a strict no loitering or consumption policy as well as a strict delivery protocol. If lines get long, there is an existing ability to go to a reservation model. Online reservation is utilized for products and eliminates some bottle neck. Consults also help reduce traffic.

Commissioner Westerberg mentioned that one of the comments for this item mentioned a methadone clinic nearby and asked if staff had information on it. Ms. Ashbaugh responded that staff is unaware of an issue at this time but staff would look into it further if the Commission wishes staff to do so. She then stated that she called the resident to explain the process for the existing dispensary and got no reply.

Commissioner Johnson asked if the online reservation system was because of pandemic. Mr. Marsico responded no, it is a permanent part of operation but does not permit payment transactions. The Covid pandemic did introduce curbside pickup specifically for medical patients. There are 10 locations in Illinois and 100+ nationally.

Chair Rodgers asked for an explanation of the expansion of space. Mr. Scott explained the layout of the previous space and the new built out space. Chair Rodgers then asked for clarification on when the expansion took place. Mr. Scott responded that the physical expansion recently happened with the Special Use obtained several years ago, no new physical expansion is taking place. This process is legalizing the Special Use for the new owner. The space is not getting larger than 3,900 square feet, it is legalizing beyond the 2,400 square feet approved in 2016 when it was only medical cannabis sales.

#### Public Comment

There were no members of the public wishing to provide testimony. The record was then closed.

#### Deliberations

Commissioner Johnson expressed support of the request; he has never noticed a problem with loitering, traffic, or anything similar and there is likely generation parking receipts and additional shopping in the area.

Chair Rodgers pointed out that the fact that a comment received about the dispensary coming in when it has actually been in existence for several years shows that this has been operating quietly.

1. Met
2. Met. Agreement to add a condition from the previous special use re: change of ownership of the business triggering need for new special use.
3. Met
4. Met
5. Met
6. Met
7. Met
8. NA
9. Met

The Commission then reviewed possible conditions and agreed that the new special use should reinstate the condition regarding change of ownership triggering return for a new special use as well as limiting the hours of operation to 10:00 am to 8:00 pm.

**Commissioner Halik made a motion to recommend approval of the Special Use to City Council with the conditions as stated. Seconded by Commissioner Westerberg. A roll call vote was taken and the motion passed unanimously, 7-0.**

#### **B. Public Hearing: Text Amendment | Omnibus Text Amendment | 22PLND-0021**

**City-initiated Text Amendment to the Zoning Ordinance, Title 6 of the City Code, for an Omnibus Text Amendment Package relating to the following:**

- 1. Redact all mentions of the Zoning Board of Appeals and Plan Commission (Title 6) and replace with the Land Use Commission in accordance with Section 2-19 of the City Code and Ordinance 92-O-21.**
- 2. Update ADA Parking Regulations (Section 6-16) to follow current regulations of the Americans with Disabilities Act Standards for Accessible Design and use appropriate wording.**
- 3. Move the Sign Code (Section 4-10) from the Building Ordinance (Title 4) to the Zoning Ordinance (Title 6), establish variation regulations so that sign variations are no longer determined by the DAPR Committee, and establish regulations relating to billboards.**
- 4. Move the Subdivision Code (Section 4-11) from the Building Ordinance (Title 4) to the Zoning Ordinance (Title 6) and update requirements and procedures to current practices.**
- 5. Establish clear Planned Development Standards for Approval similar to Variation and Amendment Standards (Section 6-3).**
- 6. Update requirements and procedures for Planned Developments, including Neighborhood Meeting and Pre-Application steps, to current practices (Section 6-3-6).**
- 7. Add Automobile Body Repair Establishment as an eligible Special Use in the I1 Industrial/Office District (Section 6-14-2).**

**The Land Use Commission makes a recommendation to the City Council, the determining body for this case in accordance with Section 6-3-4 of the Evanston Zoning Code and Ordinance 92-O-21.**

Chair Rodgers shared that he spoke with staff and the intention is to do omnibus on a quarterly basis as needed.

Ms. Klotz read the agenda item into record and provided a brief background on the overall text amendment; she then went through each specific item.

Item 1

Ms. Klotz provided an explanation of this item. There was no discussion.

Item 2

Ms. Klotz provided a summary of this item stating intention to have regulations match current ADA regulations which is updated and is better policy.

Commissioner Mirintchev asked for clarification on code wording still using "handicapped" versus "accessible". Ms. Klotz responds that the code would only reference ADA compliance.

Item 3

Ms. Klotz provided a summary. Ms. Ashbaugh is now staff's sign reviewer, and the proposed amendment is not changing regulations, just moving them into Zoning Code and establishing minor/major variation processes for signs that do not meet the code.

She then stated that staff looked back at the previous 5 years of sign variations and is proposing thresholds for minor variations for wall and blade sign height and/or area to be no more than 35%, similar to what other existing minor variations are subject to. If a sign is significantly above that threshold it would be brought to the Commission for review.

Commissioner Lindwall clarified that the regulations within the packet existing and references would be updated. Ms. Klotz confirmed.

Commissioner Westerberg asked if sign variations currently go to DAPR for review. Ms. Klotz confirmed this has been the case then added that there is a referral from City Council to look at modifying the DAPR Committee. Depending on how that goes it may change where sign reviews go to, specifically if DAPR becomes a closed meeting.

Commissioner Halik expressed that he was disturbed at the possible elimination of DAPR, explaining that they provide a service that the Commission does not. Commissioner Lindwall agreed, explaining that the Comprehensive Plan is clear on the need for this type of Committee and it provides an important function.

Commissioner Halik asked if DAPR doesn't do the review who would; it would change the Commission's purview. Ms. Klotz responded that this and other concerns of the Commission are being taken into consideration.

Commissioner Johnson clarified if this item would be both moving the sign code and possibly adding billboard regulations into the code. Ms. Klotz confirmed this to be the case.

#### Item 4

Ms. Klotz explained that this item is a referral from the City Council to regulate billboards throughout the city and was discussed at a previous Commission meeting. She stated that staff is proposing that billboards be a Special Use in all districts should it move forward. She added that if there is significant concern, staff recommended pulling this item out for a separate discussion. Chair Rodgers stated this was discussed as the plan for this item; other things move forward with an accompanying denial for things the Commission does not agree with.

Commissioner Lindwall expressed that she has a big problem with billboards. Chapter 13 of the Comprehensive Plan has an explicit policy to eliminate billboard advertisements. Moving to allow billboards is not consistent with the plan. Purpose of sign controls is to reduce visual clutter while allowing businesses to advertise, but a big issue is safety. There are only 4: on Green Bay Road. Some on the Chicago side of Howard. Drivers in Evanston need to be careful, do not want to create an attractive nuisance. Also need to look at the notion of not impacting adjacent properties. Should not be looking to enrich one property at the expense of a neighbor. Commissioner Lindwall then suggested a discussion with the City Council. Commissioner Halik agreed,

saying the Commission made a strong recommendation against billboards and if it comes back before the Commission, that can be done again.

Commissioner Johnson agreed and asked about the best route forward. Rodgers does not think Evanston is appropriate for billboards and used Central Street as an example. Lindwall gave Chicago Avenue as an example. Halik agreed, saying it speaks to the character of the community as well. Mirintchev suggested adding language that says no billboards are allowed in Evanston.

Ms. Klotz asked if there was an appetite of the Commission for wall mounted billboards rather than freestanding. Chair Rodgers responded that he thinks the wall mounted signs are what the Commission is really thinking of. There are some businesses with their names on the side of buildings but those are more signs that fall under the sign regulations and not true billboards which could be allowed

Commissioner Puchtel expressed the same sentiment as other Commissioners and asked if item 3 would need to be held. Chair Rodgers responded that the Commission could pull billboards out of that discussion and move the rest forward.

Commissioner Lindwall stated that there is no definition that regulates how big the billboard could be which would need to be included in regulations. Also, in general billboards regulations need to be content neutral and cannot be regulated much outside of prohibiting obscene or pornographic ads. In business signs, more than likely the signage will relate to the business and likely not be as potentially problematic. There could be more messaging on billboards that someone driving by could deem offensive.

#### Item 4

Ms. Klotz provided a summary of this item which would move the subdivision regulations into zoning code where most communities have them. Planning and Zoning staff handles the subdivision process and variations come to the Land Use Commission. The amendment would codify actual steps in the process so that it is clear to the community. There was no further discussion on this item.

#### Item 5

Klotz provided a summary explaining that in the review process for planned developments, there are a large number of standards and many are more general guidelines and requirements than they are standards. Proposed standards would be more similar to those of special uses, variations or amendments. It is a policy change but the wording is very similar to that of other standards that currently exist.

Chair Rodgers requested an explanation of standard 6 as it was his understanding that public benefits had to be near the development versus city wide. Ms. Klotz stated that this is correct and this standard was pulled from major variations and was left general as there are some benefits that benefit the entire city such as on-site affordable housing. Chair Rodgers wanted the language to be clear so that developers are clear

on what can and can't be done. Ms. Klotz responded that staff makes this clear to applicants when reviewing projects.

Commissioner Lindwall stated that City Council has reserved the right to review and negotiate the public benefits and it is not in Commission's purview. She then asked if the proposed amendment would change that. Ms. Klotz responded that Commissioner Lindwall was correct in that the negotiations of public benefits are not in the Commission's purview but that this reference is not listed to go through each listed public benefit but to gauge their general appropriateness.

Commissioner Westerberg stated that the language in the first standard around potential impact is broad and can give a lot of room to the developer. Commissioner Halik expressed that he has a problem with standard 4 due to developers not really having a hardship and that it is incompatible with standard 1. Chair Rodgers gave the example of a ziggurat setback being a hardship on most lots; any development is going to have an impact, and with standard 1, maybe wording is not right but the idea is to not max out everything. Halik and Westerberg reiterated their concerns regarding impact and reasonable expectations. Commissioner Lindwall stated that there is a window of base zoning with additional building potential from site development allowance. Additional discussion continued with additional concerns being expressed on being able to approve or deny a project with conflicting standards, what would be considered a hardship, and the need to have a practical application of zoning regulations for the real world.

Chair Rodgers asked if there was a way to modify standard 4, referencing that standard number 5 for major variations- no additional income unless a public benefit offsets it. It could be used to tweak the language surrounding potential hardship.

Commissioner Halik mentioned that the public comment letter provided on this item mentioned that the existing public benefits are vague and that he believes being more specific is the way to go. Chair Rodgers pointed out that a potential problem with very specific public benefits is that good projects may die because they don't meet them and ties the Commission's hands.

Commissioner Lindwall agreed that standards would be helpful. She suggested going forth with this list and reserving the option to tweak them after some time. Commissioner Westerberg expressed concern with standard 1 and requested that stronger language be included. A brief discussion followed with Commissioner Lindwall suggesting "within the scope of the applicable site development allowances" and there being general agreement. Commissioner Lindwall suggested keeping standard 4 as it is currently proposed and see how it goes. General discussion followed with agreement to remove 4 and bring it back with the next omnibus. Ms. Klotz then clarified that Special Use standards still apply to planned developments



There was general agreement to keep standard 1 with edits, strike 4, edit standard 5 as it relates to standard 8 for special uses and change “environmental” to “climate” or “sustainability”.

#### Item 6

Klotz provided a summary of the proposed changes. Commissioner Lindwall noted that for step 7, it is important to continue having the DAPR Committee as a staff review Committee.

#### Item 7

Ms. Klotz provided a brief summary of what was proposed and why. Chair Rodgers stated that it makes sense to be able to do both auto repair and auto body repair, especially as there is more likely to be toxic issues dealing with oils and fluids. Most people doing both illegally likely do not realize that they cannot do both.

Commissioner Puchtel asked why auto body repair was not originally included. Ms. Klotz responded that that is largely lost history but is likely due to the painting of vehicles needing a painting bay with proper exhaust in order to prevent fumes. Chair Rodgers

Ms. Klotz stated that we are in danger of zoning out these types of uses out of industrial districts due to loss of its industrial properties and zoning districts. Chair Rodgers cautioned that when uses are reviewed to operate within industrial districts that the Commission makes sure they are not taking up spaces for actual industrial uses that can only operate in these districts.

#### Public Comment

There were no members of the public wishing to provide testimony. The record was then closed.

#### Deliberations

The Commission then reviewed the standards for text amendments

1. Met
2. Met (with removal of billboards from possible regulations)
3. Met
4. Met

Commissioner Puchtel motioned to approve the proposed omnibus amendment with the following changes: **In item #3 - not adding provisions for billboards into the sign regulations for their placement; and in item #5 – changing proposed standard 1 to read: “The requested Site Development Allowance(s) will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties that is beyond a reasonable expectation given the scope of the applicable site development allowances.”, striking the proposed standard 4, and changing “environmental” in proposed standard 5 to “sustainability” or “climate”. A roll call vote was taken and the motion was approved, 7-0.**

Chair Rodgers suggested that Commissioners write a note to the Council regarding their concerns and that he would make a point to the P&D meeting to share those concerns in person. Commissioner Lindwall suggested that the Commission have a discussion with Council, referencing the Comprehensive Plan explicitly stating that they be prohibit and that the appropriate time to consider billboards would be during the revision of the Comprehensive Plan

**Commissioner Lindwall made a motion to continue to prohibit billboards in the City of Evanston (emphasizing that the Commission's reasons be shared with City Council). Seconded by Commissioner Puchtel. A roll call vote was taken and the motion was approved, 7-0.**

**Recommended approval, 7-0, with the following changes:**

### **Communications**

Chair Rodgers alerted the Commission that he met with the Mayor to give him an introduction to the Commission and what he does. He stated that he and the Mayor agreed to meet on a quarterly basis and asked Commissioners to reach out to him should they have anything they want him to bring up at those meetings in an official capacity. Chair Rodgers then briefly addressed Commission decorum concerns brought up from the City Manager's office. He mentioned to the Community Development Director that he would take the issues as presented and give them the appropriate weight, which he believed was bringing them up to the Land Use Commissioners.

### **Public Comment**

Sue Loellbach of Connections for Homeless explained that the organization has been having discussions about Zoning and how it and the budget are moral documents. Dictating where people can live. She stated that she liked the discussion occurring with the omnibus and liked that standards are being looked at. She then explained that standards are focused on property values and character, not looking at economic wellbeing of all of the residents, making sure they have a place to live and equity. Ms. Loellbach stated that Connections has done a technical review of code and is now getting into more details with community conversations. She then stated she will send a note to Ms. Jones, inviting commissioners to listen in during future meetings. Multi-year period to bring equity and affordability into the Code. Halik expressed that the timing of that work is timely as the City embarks on updating the Comprehensive Plan and that this group should be part of those conversations

Chris Dillow stated that he supports Sue's comments regarding their efforts but stated there is a large gap in what we are seeing on the ground. He then explained that the Margarita Inn is being used by Connections but it is not in compliance with the Code. He expressed that pausing to do more outreach is good but the building is now an active homeless shelter operating outside of regulations and there is no guidance from the City on how they should proceed. There have been 270 police and fire calls in the last 2 years. Mr. Dillow expressed that there are insufficient rules and mental health

assistance, it is a failed experiment and there is now an immense amount of crime. He suggested that the Commission should apply some regulation while Connections applies for their special use. Chair Rodgers thanked Mr. Dillow for his comments, then explained that the Commission does not have authority to make demands on staff and encouraged him to reach out to City Council which would have the ability. He added that the Commission cannot intervene and direct staff on enforcement but knows there are application processes. He recommended that Mr. Dillow reach out to his Councilmember, Council as a whole, the City Manager's office and the Community Development Director before applications come before the Commission. This is when the Land Use Commission would be able to take some action.

Commissioner Halik expressed surprise that no regulations exist for this use and proposed that research be done. Mr. Dillow responded that he talked to a project manager of a facility in Bellvue, WA regarding their programs and did a deep dive into their ordinances which had robust regulations for homeless services which incorporates equity into their regulations. He also visited a facility in Oak Park.

Chair Rodgers shared that he used to do zoning consulting and he was approached by neighbors of Margarita Inn. He explained that he told them to consider conditions they would want associated with a possible Special Use but that he could not work with them given he is Chair of the Commission.

Ms. Jones then provided a brief status update on the Strategic and Comprehensive Plans RFP. Interviews have been conducted and there is some additional reference checking being done.

**Adjournment**

Commissioner motioned to adjourn, Commissioner seconded, and the motion carried.

Adjourned 8:50 pm

Respectfully submitted,

Meagan Jones, Neighborhood & Land Use Planner

Land Use Commission

Appeal  
22ZMVJ-0031

Determining Body



# MEMORANDUM

To: Chair and Members of the Land Use Commission

From: Johanna Nyden, Director of Community Development  
Melissa Klotz, Zoning Administrator

Subject: 1566 Oak Ave. - 22ZMJV-0031  
Land Use Commission Determining Body

Date: May 4, 2022

## Notice - Published in the April 21, 2022 Evanston Review

Chris Dillow, appellant, appeals the decision of the Determination of Use issued by the Zoning Administrator on March 17, 2022, regarding operations of Connections for the Homeless at the Margarita Inn at 1566 Oak Avenue, which found the operations to be consistent with the Zoning Ordinance definition for Rooming House (Section 6-18-3) and also found existing Special Use Ord. 51-O-74, adopted in 1974, is no longer valid. The Land Use Commission is the determining body for this case in accordance with Section 6-3-9-8 of the Evanston Zoning Code and Ordinance 92-O-21. PIN: 11-18-308-009-0000

On April 30, 2022, the application was revised to include co-Appellant John Cleave.

## Recommendation

City staff affirms the Zoning Administrator's Determination of Use regarding operations of Connections for the Homeless at the Margarita Inn at 1566 Oak Ave., which found the operations to be consistent with the Zoning Ordinance definition for Rooming House, and also found the existing Special Use ordinance no longer valid. City staff affirms the Determination meets the Standards for Use Interpretations (Section 6-3-9-5) for a Rooming House.

## Site Background

1566 Oak Ave. is located on the west side of Oak Ave., midblock between Davis St. and Grove St., in the R6 General Residential District and is surrounded by the following:

|                |  |
|----------------|--|
| North: R6 & D4 | General Residential District & Downtown Transition District  |
| East: R6 & D2  | General Residential District & Downtown Retail Core District |
| South: R6 & R5 | General Residential Districts                                |
| West: R6 & R4  | General Residential Districts                                |

The subject property features a five-story building that has, over time, featured a commercial restaurant (not currently) and lodging rooms (no kitchens provided), and up to 10 open parking spaces. The property is surrounded by a myriad of uses including the Time & Glass Museum, high-density multifamily residential apartments and condos, and King Home assisted living facility that is not currently in operation.

### Zoning Background

On February 15, 2022, a courtesy zoning violation letter was sent to Connections for the Homeless regarding the operations by Connections at the Margarita Inn at 1566 Oak Ave. The letter (attached) stated use of the Margarita Inn as an emergency homeless shelter during the Covid-19 pandemic (as strongly encouraged and paid for by the federal government) proved invaluable to the community. However, the letter stated continued use of the facility as a homeless shelter in a long-term or permanent manner was not compliant with the City's Zoning Ordinance or existing Special Use Ord. 51-O-74 for a Rooming House at the subject property. The letter requested Connections either submit for a Special Use for a Transitional Shelter (the zoning term for an emergency homeless shelter) or apply for a Determination of Use explaining what compliant use Connections believes operates at the site.

On February 24, 2022, a zoning analysis for a Determination of Use was fully submitted by Connections for the Homeless for review by the Zoning Administrator. The Determination of Use argued that the current operations at 1566 Oak Ave. comply with the zoning definition for a Rooming House and operates in compliance with existing Rooming House Special Use Ord. 51-O-74 including conditions and a recorded covenant.

On March 17, 2022, the Zoning Administrator issued a Determination of Use that stated Connections for the Homeless operates a Rooming House at 1566 Oak Ave., but that the existing Rooming House Special Use Ord. 51-O-74 is no longer valid. See Staff Determination below for additional information.

On April 4, 2022, Appellant Chris Dillow submitted an Appeal of the Zoning Administrator's Determination of Use. See Appellant's Position below for additional information.

(On April 27, 2022, Appellant Andrew Scott submitted an Appeal of the Zoning Administrator's Determination of Use on behalf of the property owner of 1566 Oak Ave. This is Appeal #2 and is scheduled for the May 25, 2022 Land Use Commission meeting.)

On April 30, 2022, Appellant Chris Dillow submitted a revised Appeal application including Appellant John Cleave as a co-appellant to the original Appeal submitted on April 4, 2022 to ensure at least one Appellant is a valid Appellant with a property interest within 500 feet of the subject property, in accordance with the Land Use Commission's Adopted Rules.

On May 1, 2022, the 45 day Appeal window closed.

Current – a new Special Use application has NOT been submitted for 1566 Oak Ave. The Zoning Ordinance requires a stay on all zoning proceedings until all Appeals resolve (Section 6-3-11-C).

### Staff Determination

The Zoning Administrator's Determination of Use found:

1. Current operations by Connections for the Homeless do comply with the zoning definition for a Rooming House.
2. Special use ordinance 51-O-74, granted in 1974 for 63 rooming units at the premises and including 6 conditions required for ongoing special use status, is deemed invalid and expired for the following reasons:
  - a) The use ceased to operate for a period of more than 2 consecutive years when it operated as a Hotel so the special use expired.

- b) Structural changes were made to the building (specifically in 1993-1994 and 2013 by permit issued by the City) which invalidates the special use approval per condition 1.
- c) Required off-site parking was not consistently leased and is not currently leased which invalidates the special use approval per condition 1.

The Zoning Administrator's Determination of Use includes Findings based on the Standards for Use Interpretations (Section 6-3-9-5):

1. **Any use defined in Chapter 18 of this Title shall be interpreted as therein defined: Standard met** - Rooming House is a defined use in Chapter 18, defined as: A building or portion thereof containing lodging rooms that accommodate more than three (3) persons who are not members of the keeper's family, and where lodging, excluding food service, is provided for compensation, whether direct or indirect.
2. **No use interpretation shall permit any use in any district unless evidence shall be presented that demonstrates that it will comply with the general district regulations established for that particular district: Standard met** -
  - R6 Purpose Statement (6-8-8-1): The R6 general residential district is intended to provide for high density residential development of primarily multiple-family dwellings particularly in and around the downtown area.
  - General Residential Requirements: Land Use Interpretation (6-8-1-1) with procedures for Administrative Interpretations.
  - General Residential Requirements: Accessory Uses and Structures (6-8-1-2) - No accessory uses or structures in question; NA.
  - General Residential Requirements: Site Plan Review (6-8-1-3) - site plan is substantially similar to other/surrounding R6 sites; no changes proposed.
  - General Residential Requirements: Off-Street Parking & Loading (6-8-1-4) - minimal parking is provided on-site as an existing condition and is not proposed to further reduce. Documentation indicates 16 off-site parking spaces are also required within 500 of the site by the current property owner. It appears those 16 spaces have not been provided in recent years. The Applicant states the 16 spaces will be leased to meet the regulation if necessary.
  - General Residential Requirements: Landscaping & Screening (6-8-1-5) - front yard open area is landscaped.
  - General Residential Requirements: Signs (6-8-1-6) - Existing identification signage for "The Margarita European Inn" is located above the front building entrance and has existed for decades. Signage was previously "The Margarita Club" and was permitted via 1979 special use for a canopy and 3 identification signs to distinguish between the Rooming House and the public Restaurant use at the property.
  - General Residential Requirements: Historic Preservation (6-8-1-7) - the property is not located within an Historic District and is not a designated Landmark. It does hold significant Evanston history as it was originally constructed as lodging for working women or "ladies".
  - General Residential Requirements: Dormers (6-8-1-8) - NA
  - General Residential Requirements: Circular Driveways (6-8-1-9) - NA

- General Residential Requirements: Planned Developments (6-8-1-10) - NA unless triggered by substantial construction or rehabilitation of the existing structure or a change in use to +24 (+30 with zoning bonuses) dwelling units that include full bathrooms and kitchens in each unit.
  - General Residential Requirements: Special Conditions for Office Uses (6-8-1-11) - NA
  - General Residential Requirements: Townhouse Orientation (6-8-1-12) - NA
  - General Residential Requirements: Inclusionary Housing Bonuses (6-8-1-13) - Dwelling units are not proposed; NA
  - General Residential Requirements: Efficiency Homes - lot is already developed; NA
  - R6 General Residential District: complies with Lot Size (6-8-8-4), Lot Width (6-8-8-5), Lot coverage (6-8-8-6) appears compliant, front and rear setbacks appear compliant while interior side yard setbacks more closely comply with the residential setbacks (3' required) than the nonresidential (10' required) (6-8-8-7).
  - R6 General Residential District: Mean Building Height (6-8-8-8) appears compliant.
  - R6 General Residential District: Impervious Surface (6-8-8-9) appears noncompliant. Regulation established in 2003 long after the building and hardscape areas were established and is legally nonconforming; may not be further increased unless approved by variation - NA
3. **No use interpretation shall permit any use in a particular district unless such use is substantially similar to other uses permitted in such district and is more similar to such other uses than to uses permitted or specially permitted in a more restrictive district: Standard met -**
- If analyzed as an eligible R6 uses such as:
    - Multiple-family Dwelling: no, units do not have kitchens and therefore do not meet the definition of dwelling.
    - Shelter for Abused Persons: no, past or current use was/is not residential accommodations that are provided on an emergency basis for persons who are victims of abusive treatment. No documentation provided by the Applicant stating occupants are victims of abusive treatment. Housing accommodations are not provided on an emergency basis - there is a wait-list and the average occupant stay is 9 months.
  - If analyzed similar to other uses in more restrictive districts (lower density residential districts) such as:
    - Residential Care Home, Type 1: no, the property does not function as “a family type environment as a single housekeeping unit” of 4-8 occupants.
    - Residential Care Home, Type 2: no, the property does not function as “a family type environment as a single housekeeping unit” of 9-15 occupants.
  - If analyzed as other potential zoning uses:
    - Hotel: A Hotel by zoning definition is intended specifically for transient guests. A Guest, Transient by zoning definition is a guest who does not have a lease and occupies an apartment, lodging room, or other living quarters on a daily or weekly basis. Since lodging at the property is not on an emergency basis and the average occupant stay is 9 months, the use is not currently a Hotel.



- Transitional Shelter: By zoning definition, a Transitional Shelter is a building, or portion thereof, in which sleeping accommodations are provided on an emergency basis for the temporarily homeless. Current operations are not providing sleeping accommodations on an emergency basis, there is a waitlist, and the average stay is 9 months. Current operations substantially match operations at other Rooming Houses such as the YMCA. The use is not currently a Transitional Shelter.
4. **If the proposed use is most similar to a use permitted only as a special use in the district in which it is proposed to be located, then any use interpretation permitting such use shall be conditioned on the issuance of a special use permit for such use pursuant to Section 6-3-5: Standard partially met and partially denied -**
- Rooming House is an eligible special use in the R6 District. When special use ordinance 51-O-74 was applied for and granted, the property was within the R7 District and Rooming House was an eligible special use in the R7 District at the time (rezoned to R6 in 1993). The facility currently operates in compliance with the Rooming House definition because it features lodging rooms (no kitchens) that accommodate more than three persons who are not members of the keeper's family, and where lodging, excluding food service, is provided for compensation, whether direct or indirect (currently indirect compensation from occupants to Connections). Of note, the average occupant stay is 9 months and is therefore not considered “emergency” (shelter) nor “transient” (hotel).
  - *Existing special use ordinance 51-O-74 is no longer a valid special use.* Although the property functioned as a Rooming House following the 1974 special use approval, and today functions as a Rooming House, the existing special use ordinance is no longer valid because:
    - The use did not consistently operate from 1974 to the present, and lapsed for more than 2 years when the property operated as a Hotel. Operations as a Hotel are substantiated through City records (but no zoning records) including the Hotel Tax, as well as Google, Yelp, Ascend Hotel Collection website, and general community knowledge. The exact date of Hotel use is unclear but likely began either following the 1993-1994 remodel or 2013 remodel. 6-3-5-15 states a special use expires once the approved use ceases to operate for 2 consecutive years.
    - Condition 1 of special use ordinance 51-O-74 states “The variation and special use permit herein granted are to be valid for so long as no structural alterations, as that term is defined in the Zoning Ordinance, are undertaken on the premises, except for plans approved by the Planning and Development Committee, or if parking required in Condition 4 is not supplied.” Structural alterations were made by approved permits throughout the years, but most notably in substantial construction in 1993-1994 and 2013 and included the addition of bathrooms to most or all units with construction/demolition of walls.
    - Condition 4 of special use ordinance 51-O-74 states “A total of 26 off-street parking spaces shall be provided, 16 of which may be supplied upon land owned or leased by the property owner herein within 500 feet of the subject

property, and the remainder located on the property.” The Applicant states the property currently has ten onsite spaces, and “could arrange for a shared parking agreement to provide the additional sixteen spaces within the required 500 feet. However, the additional spaces were required to accommodate patrons of the restaurant, which is no longer operating. The existing ten spaces provided have been sufficient for the current operations and there has been no demand for any additional parking.” The parking requirement is specifically noted in the special use ordinance and Covenant, but no documentation exists that the parking spaces were intended for the restaurant use or that those spaces cease to be required if/when the restaurant ceased to operate. As such, all 26 parking spaces are still required if the special use ordinance is in effect. However, since the applicant indicates the off-site parking is not currently leased, and no documentation exists with the City regarding off-site parking leases since 1974-1979. Therefore, per Condition 1 that states “or if parking required in Condition 4 is not supplied,” the special use is no longer valid.

- In the event special use ordinance 51-O-74 is deemed currently valid for any reason, historic documentation clearly states the number of units was reduced over time to 42. An increase in the number of units (or back to the original 63 units) is an increase of intensity beyond the current operations and would therefore require a new special use.

**5. No use interpretation shall permit the establishment of any use that would be inconsistent with the statement of purpose of the district in question: Standard met -**

- R6 Purpose Statement (6-8-8-1): The R6 general residential district is intended to provide for high density residential development of primarily multiple-family dwellings particularly in and around the downtown area. Standard met
- Interpretation of the use as it currently exists and is described is a Rooming House, which is an eligible special use in the R6 District.

See attached Determination of Use Package that includes the Determination, Findings of Fact, and Historic Timeline for further details and documentation.

Appellant's Position

The Appellant states the Rooming House designation given in the Determination of Use is incorrect and Connections for the Homeless instead operates a Transitional Shelter at 1566 Oak Ave. and should follow the regulations for Transitional Shelters instead, including the Standards for Special Use (Section 6-3-5-10). The Zoning Ordinance definition of a Transitional Shelter is (Section 6-18-3):

Transitional Shelter: a building, or portion thereof, in which sleeping accommodations are provided on an emergency basis for the temporarily homeless.

The Appellant's application states the “manner aggrieved or harmed by this zoning determination” as:

The appeal response is inconsistent with its own arguments. It is not possible for (1) Current operations by Connections for the Homeless to comply with the

zoning definition for a Rooming House while at the same time (2) invalid due to (B) Structural changes were made to the building (specifically in 1993-1994 and 2013 by permit issued by the City) which invalidates the special use approval per condition 1, and (C) Required off-site parking was not consistently leased and is not currently leased which invalidates the special use approval per condition 1.

Additionally the application either does not provide the following information and/or does not meet qualification standards or purposes:

6-3-9-5 Standards for Use Interpretations: The following standards shall govern the Zoning Administrator, and the Zoning Board of Appeals on appeals from the Zoning Administrator, in issuing use interpretations:

(C) No use interpretation shall permit any use in a particular district unless such use is substantially similar to other uses permitted in such district and is more similar to such other uses than to uses permitted or specially permitted in a more restrictive district.

(D) If the proposed use is most similar to a use permitted only as a special use in the district in which it is proposed to be located, then any use interpretation permitting such use shall be conditioned on the issuance of a special use permit for such use pursuant to Section 6-3-5.

6-3-9-7 Limitations on Favorable Use Interpretations.

(B) A use interpretation finding a particular use to be permitted, or permitted as a special use in a particular district, shall be deemed to authorize only the particular use for which it was issued, and such permit shall not be deemed to authorize any allegedly similar use for which a separate use interpretation has not been issued.

6-3-5-1 Purpose.

...in each case, of the public need and benefit against the local impact, giving effect to the proposals of the applicant for ameliorating adverse impacts through special site planning and development techniques and contributions to the provisions of public improvements, sites, right of way and services.

6-3-5-10 Standards for Special Uses

The Zoning Board of Appeals or the Plan Commission as the case may be, shall only recommend approval, approval with conditions, or disapproval of a special use based upon written findings of fact with regard to each of the standards set forth below and, where applicable, any special standards for specific uses set forth in the provisions of a specific zoning district:

(B) It is in keeping with the purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time;

(C) It will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special uses of all types on the immediate neighborhood and the effect of the proposed type of special use upon the City as a whole;

(D) It does not interfere with or diminish the value of property in the neighborhood;

(E) It can be adequately served by public facilities and services;

(F) It does not cause undue traffic congestion;

### Additional Information

On April 30, 2022, a co-Appellant application page was submitted to include co-Appellant John Cleave.

On May 4, 2022, the Appellant submitted an addendum of information further explaining the reasoning and details of the appeal (see attached).

### Appeal Procedure

Pursuant to Section 6-3-9-8 of the Zoning Ordinance, Appeals from the Zoning Administrator Decisions, the Land Use Commission shall hear and decide appeals from any order or final decision of the Zoning Administrator. An Appeal may be filed not later than 45 calendar days following the action being appealed.

Section 6-3-11 of the Zoning Ordinance, Appeals, states the appeal procedure is provided as a safeguard against arbitrary, ill-considered, or erroneous administrative decisions. The Land Use Commission shall determine if the Determination of Use made by the Zoning Administrator was arbitrary, ill-considered, or erroneous. The Zoning Ordinance specifically states “the reviewing body should give all proper deference to the spirit and intent embodied in the language of this Ordinance and to the reasonable interpretations of that language by those charged with the administration of this Ordinance.” Then, the Land Use Commission may make a new Determination of Use in light of the earlier motion and/or due to additional information provided.

The Land Use Commission’s Adopted Rules state testimony related to Appeal cases shall be limited to persons who live or own property within 500’ of the subject property. Appellant Chris Dillow owns property approximately 1,500 feet from 1566 Oak Ave. However, co-Appellant John Cleave owns property within 500 feet of 1566 Oak Ave. so the Appeal should be considered a valid Appeal.

### Attachments

Appeal Application – submitted April 4, 2022 by Chris Dillow

Appeal Application supplement (to add co-Applicant) – submitted April 30, 2022 by Chris Dillow and John Cleave

Appeal Addendum – submitted May 4, 2022 by Chris Dillow

Determination of Use Package – issued March 17, 2022 by the Zoning Administrator

Determination of Use

Findings of Fact

Timeline of Zoning Records

Historic City Documents

Zoning Analysis for a Determination of Use Application Package – submitted February 24, 2022 by Connections for the Homeless

Public Comments

Image of Property

Aerial View of Property

Zoning Map of Property



Melissa Klotz <mklotz@cityofevanston.org>

## Zoning Appeal Application

1 message

noreply@formstack.com <noreply@formstack.com>

Mon, Apr 4, 2022 at 12:00 PM

Reply-To: chrisadillow@hotmail.com

To: zoning@cityofevanston.org



### Formstack Submission For: [Zoning Appeal Application](#)

Submitted at 04/04/22 12:00 PM

**Address:** [1566 Oak](#)  
Evanston, IL 60201

**Permanent Identification Number (PIN) 1:** 11-18-308-009-0000

**Permanent Identification Number (PIN) 2:**

**Name:** Chris Dillow

**Organization:**

**Address:** [1316 Oak](#)  
Evanston, IL 60201

**Home or Office Phone Number:** (773) 610-6678

**Cell Phone Number:** (773) 610-6678

**Email:** [chrisadillow@hotmail.com](mailto:chrisadillow@hotmail.com)

**Please choose** Cell Phone

**primary means  
of contact:**

**Address (or  
location) of  
property to  
which pertains  
the decision  
you are  
appealing:**

[1566 Oak Ave, Evanston IL](#)

**Describe the  
Zoning  
Administrator's  
decision that  
you are  
appealing:**

March 17, 2022  
Connections for the Homeless  
C/O Donna Pugh  
Foley & Lardner LLP  
[2121 Dewey Ave.](#)  
Evanston, IL 60201  
RE: Zoning Analysis for a Determination of Use for operations at [1566 Oak Ave.](#),  
Evanston, IL, commonly known as the Margarita Inn  
Dear Ms. Pugh,  
The review of the Zoning Analysis for a Determination of Use submitted by Connections for the Homeless for permanent use of the Margarita Inn at [1566 Oak Ave.](#), submitted in full on February 24, 2022, indicates the following:  
1. Current operations by Connections for the Homeless do comply with the zoning definition for a Rooming House.

**Describe what  
you believe to  
be the correct  
zoning  
ordinance  
interpretation  
or what you  
believe to be  
the correct  
facts related to  
this particular  
zoning  
decision:**

6-3-5-11. - ADDITIONAL STANDARDS FOR A SPECIAL USE FOR TRANSITIONAL SHELTERS:  
(A)Based on evidence presented by the applicant, and any other evidence, the Zoning Board of Appeals may find that: 1) there exists a public need in Evanston for a transitional shelter at a given location; and 2) the property line for the proposed transitional shelter is not within one thousand (1,000) feet of the property line of an existing transitional shelter. The Zoning Board of Appeals shall determine the minimum number of beds which the applicant is to provide as a preference for those with a relationship to Evanston based on prior residence or employment in Evanston.(B)Unless otherwise restricted by the special use permit, such restrictions, based upon the Zoning Board of Appeals' determination of public need and other special use standards, the maximum number of occupants permitted to remain in any such shelter shall be determined by the applicable requirements of the adopted building code, but in no case shall exceed thirty (30) occupants (subject to requirements set forth in Subsection (A) of this Section).(C)In conjunction with the special use authorizing a transitional shelter, the owner or operator of a transitional shelter shall be required to obtain a license for the operation of a transitional shelter from the health and human services department of the City. The license shall be granted for a period of one (1) year commencing on the date of issuance. Thereafter, the license may be renewed for a one (1) year period subject to a review and determination by the health and human services department.

**Describe in  
what manner  
you believe  
yourself  
aggrieved or  
harmed by this  
zoning**

The appeal response is inconsistent with its own arguments. It is not possible for (1) Current operations by Connections for the Homeless to comply with the zoning definition for a Rooming House while at the same time (2) invalid due to (B) Structural changes were made to the building (specifically in 1993-1994 and 2013 by permit issued by the City) which invalidates the special use approval per condition 1, and (C) Required off-site parking was not consistently leased and is not currently leased which

**interpretation  
and/or  
determination:**

invalidates the special use approval per condition 1  
Additionally the application either does not provide the following  
information and/or does not meet qualification standards or purposes:

6-3-9-5. - STANDARDS FOR USE INTERPRETATIONS. The following standards shall govern the Zoning Administrator, and the Zoning Board of Appeals on appeals from the Zoning Administrator, in issuing use interpretations:

(C) No use interpretation shall permit any use in a particular district unless such use is substantially similar to other uses permitted in such district and is more similar to such other uses than to uses permitted or specially permitted in a more restrictive district.

(D) If the proposed use is most similar to a use permitted only as a special use in the district in which it is proposed to be located, then any use interpretation permitting such use shall be conditioned on the issuance of a special use permit for such use pursuant to Section 6-3-5.

6-3-9-7. - LIMITATIONS ON FAVORABLE USE INTERPRETATIONS.

(B) A use interpretation finding a particular use to be permitted, or permitted as a special use in a particular district, shall be deemed to authorize only the particular use for which it was issued, and such permit shall not be deemed to authorize any allegedly similar use for which a separate use interpretation has not been issued.

6-3-5-1. - PURPOSE

...in each case, of the public need and benefit against the local impact, giving effect to the proposals of the applicant for ameliorating adverse impacts through special site planning and development techniques and contributions to the provisions of public improvements, sites, right of way and services.

6-3-5-10. - STANDARDS FOR SPECIAL USES

The Zoning Board of Appeals or the Plan Commission, as the case may be, shall only recommend approval, approval with conditions, or disapproval of a special use based upon written findings of fact with regard to each of the standards set forth below and, where applicable, any special standards for specific uses set forth in the provisions of a specific zoning district:

(B) It is in keeping with purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time;

(C) It will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special uses of all types on the immediate neighborhood and the effect of the proposed type of special use upon the City as a whole;

(D) It does not interfere with or diminish the value of property in the neighborhood;

(E) It can be adequately served by public facilities and services;

(F) It does not cause undue traffic congestion;

**Quantity:** 1

**Price:** 275

**Credit Card:** Card number: \*\*\*\*\*7811 Expiration: 10/26

**I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge.:**

[View Signature](#)

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Formstack, [11671 Lantern Road, Suite 300, Fishers, IN 46038](#)





# APPEAL APPLICATION

CASE #: \_\_\_\_\_

zoning office use only

## 1. PROPERTY

Address 1566 OAK, EVANSTON IL 60201

Permanent Identification Number(s):

PIN 1: 

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 1 | 8 | 3 | 0 | 8 | 0 | 0 | 9 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

 PIN 2: 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

## 2. APPELLANT

Name: John Cleavos

Organization: N/A

Address: 1109 GROVE

City, State, Zip: 60201

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell/Other: 312 405 9550

Fax: Work: \_\_\_\_\_ Home: \_\_\_\_\_

E-mail: johnbcleavos@gmail.com

Please circle the primary means of contact.

## 3. SIGNATURE

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

[Signature]  
Applicant Signature - REQUIRED

4-30-22  
Date

## 4. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- (This) Completed and Signed Application Form
- Application Fee Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ (if applicable)

### Notes:

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted. Incomplete applications cannot be "held" at the zoning office.
- **Application Fees** may be paid by cash, check, or credit card.
- **Return this form and all required additional materials in person to:**

City of Evanston, Zoning Office  
2100 Ridge Avenue, Room 3202, Evanston, IL 60201

Hours of Operation: Monday – Friday, 8:30am – 5:00 pm

**primary means of contact:**

**Address (or location) of property to which pertains the decision you are appealing:**

1566 Oak Ave, Evanston IL

**Describe the Zoning Administrator's decision that you are appealing:**

March 17, 2022  
 Connections for the Homeless  
 C/O Donna Pugh  
 Foley & Lardner LLP  
 2121 Dewey Ave.  
 Evanston, IL 60201  
 RE: Zoning Analysis for a Determination of Use for operations at 1566 Oak Ave., Evanston, IL, commonly known as the Margarita Inn  
 Dear Ms. Pugh,  
 The review of the Zoning Analysis for a Determination of Use submitted by Connections for the Homeless for permanent use of the Margarita Inn at 1566 Oak Ave., submitted in full on February 24, 2022, indicates the following:  
 1. Current operations by Connections for the Homeless do comply with the zoning definition for a Rooming House.

**Describe what you believe to be the correct zoning ordinance interpretation or what you believe to be the correct facts related to this particular zoning decision:**

6-3-5-11. - ADDITIONAL STANDARDS FOR A SPECIAL USE FOR TRANSITIONAL SHELTERS:  
 (A)Based on evidence presented by the applicant, and any other evidence, the Zoning Board of Appeals may find that: 1) there exists a public need in Evanston for a transitional shelter at a given location; and 2) the property line for the proposed transitional shelter is not within one thousand (1,000) feet of the property line of an existing transitional shelter. The Zoning Board of Appeals shall determine the minimum number of beds which the applicant is to provide as a preference for those with a relationship to Evanston based on prior residence or employment in Evanston.(B)Unless otherwise restricted by the special use permit, such restrictions, based upon the Zoning Board of Appeals' determination of public need and other special use standards, the maximum number of occupants permitted to remain in any such shelter shall be determined by the applicable requirements of the adopted building code, but in no case shall exceed thirty (30) occupants (subject to requirements set forth in Subsection (A) of this Section).(C)In conjunction with the special use authorizing a transitional shelter, the owner or operator of a transitional shelter shall be required to obtain a license for the operation of a transitional shelter from the health and human services department of the City. The license shall be granted for a period of one (1) year commencing on the date of issuance. Thereafter, the license may be renewed for a one (1) year period subject to a review and determination by the health and human services department.

**Describe in what manner you believe yourself aggrieved or harmed by this zoning**

The appeal response is inconsistent with its own arguments. It is not possible for (1) Current operations by Connections for the Homeless to comply with the zoning definition for a Rooming House while at the same time (2) invalid due to (B) Structural changes were made to the building (specifically in 1993-1994 and 2013 by permit issued by the City) which invalidates the special use approval per condition 1, and (C) Required off-site parking was not consistently leased and is not currently leased which

**interpretation and/or determination:**

invalidates the special use approval per condition 1  
Additionally the application either does not provide the following information and/or does not meet qualification standards or purposes:

6-3-9-5. - STANDARDS FOR USE INTERPRETATIONS. The following standards shall govern the Zoning Administrator, and the Zoning Board of Appeals on appeals from the Zoning Administrator, in issuing use interpretations:

(C) No use interpretation shall permit any use in a particular district unless such use is substantially similar to other uses permitted in such district and is more similar to such other uses than to uses permitted or specially permitted in a more restrictive district.

(D) If the proposed use is most similar to a use permitted only as a special use in the district in which it is proposed to be located, then any use interpretation permitting such use shall be conditioned on the issuance of a special use permit for such use pursuant to Section 6-3-5.

6-3-9-7. - LIMITATIONS ON FAVORABLE USE INTERPRETATIONS.

(B) A use interpretation finding a particular use to be permitted, or permitted as a special use in a particular district, shall be deemed to authorize only the particular use for which it was issued, and such permit shall not be deemed to authorize any allegedly similar use for which a separate use interpretation has not been issued.

6-3-5-1. - PURPOSE

...in each case, of the public need and benefit against the local impact, giving effect to the proposals of the applicant for ameliorating adverse impacts through special site planning and development techniques and contributions to the provisions of public improvements, sites, right of way and services.

6-3-5-10. - STANDARDS FOR SPECIAL USES

The Zoning Board of Appeals or the Plan Commission, as the case may be, shall only recommend approval, approval with conditions, or disapproval of a special use based upon written findings of fact with regard to each of the standards set forth below and, where applicable, any special standards for specific uses set forth in the provisions of a specific zoning district:

(B) It is in keeping with purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time;

(C) It will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special uses of all types on the immediate neighborhood and the effect of the proposed type of special use upon the City as a whole;

(D) It does not interfere with or diminish the value of property in the neighborhood;

(E) It can be adequately served by public facilities and services;

(F) It does not cause undue traffic congestion;

**Quantity:** 1

**Price:** 275

## Interpretation to Appealed

3/17/22 The Zoning Administrator, through Administrative Interpretation (6-3-9), made a Determination of Use Decision:

- 'Current operations by Connections for the Homeless do comply with the zoning definition for a Rooming House.' AND
- Special use ordinance 51-O-74, granted in 1974 for 63 rooming units at the premises and including 6 conditions required for ongoing special use status, is deemed invalid and expired...

4/4/22 An appeal was filed with the City of Evanston (6-3-11) and will be heard by the Land Use committee (previously the Zoning committee).

- Originally filed by Chris Dillow and subsequently re-filed by John Cleave (4/29) in order to meet the Land Use Committee's standard of 'standing' at 500 ft (pg. 10) from the property in question.
- The Commission shall determine a) if the determination, regulation, requirement, or decision made was done so erroneously; and b) **if a different decision should be made in light of an erroneous decision or in light of additional information or evidence presented**. The Commission may reverse or affirm, wholly or partly, may modify the decision, or may overrule the decision.
- To date attempting to determine criteria for others including the City and Connections ability to testify.

## Appeal Argument

Basis of appeal: Zoning Administrator's Determination of Use is (1) procedurally indefensible (2) inaccurate and substantially similar to other special uses and finally (3) does not meet, in its current form, ANY Special Use requirements and restrictions.

(1) Procedurally Indefensible

- 1) Based on the the City's Zoning Analysis for a Determination of Use (3/17), it is not possible for the 'Current operations by Connections for the Homeless do [sic] comply with the zoning definition for a Rooming House' while **simultaneously** (and without alteration) having the Special Use....deemed invalid and expired for the following reasons:
  - a) Structural changes were made to the building (specifically in 1993-1994 and 2013 by permit issued by the City) which invalidates the special use approval..., and
  - b) Required offsite parking was not consistently leased and is not currently leased which invalidates the special use approval...
- 2) Additionally, Melissa Klotz made the Determination of Use ruling on 3/17 **without** the basic criteria for a special use decision to be made:
  - a) (6-3-5) Special uses are those uses that, because of their potential adverse impact upon the immediate neighborhood and the City, as a whole, **require a greater degree of scrutiny and review of site characteristics and impacts to determine their suitability**
    - i) *There was no review of site characteristics and impacts determining suitability prior to Determination of Use*
- 3) Under, 6-3-9-5. - STANDARDS FOR USE INTERPRETATIONS, allowing for this Determination of Use:
  - a) The Zoning Administrator shall inform the applicant in writing of his interpretation, stating the specific precedent, reasons, and analysis upon which the determination is based.
    - i) *No information was provided stating the specific precedent, reasons, and analysis upon which the determination is based specific to the Determination of Use as a Rooming House*
  - b) No use interpretation shall permit any use in any district unless evidence shall be presented that demonstrates that it will comply with the general district regulations established for that particular district.

- i) *No evidence was presented with the application nor could it have been as the facility run by Connections for the Homeless at the Margarita Inn does not comply with the general district regulations established for that particular district as we'll make clear in this testimony*

## (2) The Designation is Inaccurate and Substantially Similar to Other Special Uses

Under 6-3-9-5 (C) . - STANDARDS FOR USE INTERPRETATIONS.- No use interpretation shall permit any use in a particular district unless such use is substantially similar to other uses permitted in such district and is more similar to such other uses than to uses permitted or specially permitted in a more restrictive district.

*There can be no doubt that the facility run by Connections for the Homeless at the Margarita Inn is a homeless shelter in practice and a Transitional Shelter by code.*

With no continuation from the prior designation, (1) the Zoning Administrator must view this request as a new application (2) is not similar to other Rooming Houses, (3) is considered by the City of Evanston as a Homeless Shelter, (4) meets IDHS criteria for homeless residents and as a Transitional Shelter, and (5) house homeless individuals.

- 1) The Zoning Administrator must view this application as new, following the prescribed Zoning Ordinances as the former designation was deemed invalid and expired (Klotz email 3/17) :
  - a) *'...use because of their potential adverse impact upon the immediate neighborhood and the City, as a whole, require a greater degree of scrutiny and review of site characteristics and impacts to determine their suitability in a given location' (6-3-5-1)*
  - b) *Additionally, 'a special use shall be deemed to relate to, and be for the benefit of, the use and lot in question, rather than the owner or operator of such use or lot...' (6-3-5-15 (C))*
- 2) The homeless shelter run by Connections for the Homeless at the Margarita is not like any Rooming House in Evanston

- a) (Rooming Houses Research Presented to City Council Date: January 24, 2018) Presently, there are a total of 76 buildings registered as rooming houses in Evanston. However, most of the buildings are owned by Northwestern University and operate as dorms or fraternity/sorority houses. Evanston hotels are also registered as rooming houses
  - b) The nature of the residents that Connections plans house in the building are unlike those housed in rooming houses: a study of homelessness in the US found that half suffer from mental illness and 25% from severe mental illness, and many have drug and alcohol addictions.
- 3) The City has made clear that it considers the facility run by Connections for the Homeless at the Margarita Inn a **homeless shelter**:
- a) (11/9/2020) Staff recommends approval of \$80,000 in CDBG-CV funding for Connections for the Homeless for Homeless Shelter Operations, specifically to provide three meals per day for homeless persons in the Margarita Inn
  - b) Allocated money for Connections under the CARES act for needs of **homeless and unstably housed families**
  - c) Proposed the partnership with Connections for the Homeless for **Short- & Long-term Homeless needs**
  - d) Plus a litany of other references at the Housing and Community Development Act Committee Meeting on Tuesday May 18th., 2021.
    - i) Including referring to the Margarita Inn as a 24/7 [homeless] **shelter** for up to 80 people.
- 4) Connections for the Homeless itself refers to the Margarita Inn as a homeless shelter. Here is the Connections for the Homeless's "About" page, see my underline:



## History

Connections was founded more than 37 years ago by rebellious religious leaders and community volunteers committed to providing support, with dignity and compassion, to individuals and families who were homeless. This same commitment is the heart of who we are today. We serve people of all ages who are homeless and those who are on verge of losing their home. And, the program that launched our founding in 1984, Hilda's Place, has grown to provide shelter to the homeless 365 days a year, now at the Margarita Inn.

Furthermore, Connections spokespeople have referred to the facility as a homeless shelter numerous times in speaking to the public and reporters. For example, in an ABC news story, Nia Tavoularis, Director of Development and Communications at Connections, called it a "hotel-style shelter."

- 5) Even further, an argument can be made that Connections for the Homeless seeks to run the Margarita Inn as a Transitional Treatment Facility, as defined by Evanston Zoning Code.
  - a) Betty Bog, CEO of Connections, told the Housing and Homeless Commission that "we have substance use disorder support, employment counseling and many additional supportive services,"
  - b) Larry Donoghue, Chair of the Evanston Housing and Homelessness Commission, said the goal was to "...move people into stable housing as quickly as possible, **with no barriers, such as banning drug use.**"
  - c) Its use, then, is largely aligned with a Transitional Treatment Facility, which in Section 6.18.3 of the Title, is to "...provides supervision, counseling and therapy through a temporary living arrangement for individuals recovering from addiction



to alcohol or narcotic drugs in order to facilitate their transition to independent living.”

6) IDHS states:

- a) A person is considered homeless if they lack a regular and adequate nighttime residence. A person whose residence is a public or privately operated temporary shelter is considered homeless
- b) And a Transitional Shelter: Providing shelter, food, and supportive services for up to 24 months.

7) Residents of the homeless shelter run by Connections for the Homeless at the Margarita Inn are the same individuals that would be served Hilda’s place or any other homeless shelter if not for the facility at the Margarita.

- a) In fact, after the City council meeting on 4/25 Betty Bogg indicated the homeless they take in at the Margarita have no other place to go, and no other program will accept them.

(3) The Facility Does Not Meet, in its current form, ANY Special Use Designation

The facility run by Connections for the Homeless at the Margarita Inn does not meet the criteria for *any* special use designation especially that of a Rooming House for the following reasons:

**6-3-5-10. STANDARDS FOR SPECIAL USES.** The Zoning Board of Appeals or the Plan Commission, as the case may be, shall only recommend approval, approval with conditions, or disapproval of a special use based upon written findings of fact with regard to each of the standards set forth below:

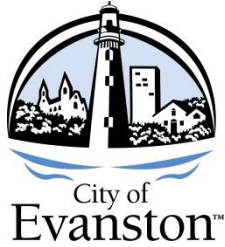
- a) It is in keeping with purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time;
  - i) *It does not as the 2000 General Plan (Chapter 3 Plan for Housing) GOAL: MAINTAIN AND ENHANCE THE DESIRABILITY AND RANGE OF CHOICE (IN TERMS OF STYLE AND PRICE) THAT THE HOUSING STOCK OFFERS BOTH BUYERS AND RENTERS*
- b) It will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special uses of all types on the

immediate neighborhood and the effect of the proposed type of special use upon the City as a whole;

- i) *In the 4th Ward Council Person's own words from Oct 2020 in reference to another facility in the 4th Ward, 'a lot of these services that Evanston offers are actually here in the Fourth Ward. Not exclusively, but **disproportionately**,' ..."So we are seeing the impact here that other neighborhoods and Evanston [as a whole] aren't necessarily feeling."*
  - ii) *The 4th [Ward] already contains the highest density of public services in Evanston including Albany Care, Greenwood Care, the YMCA, the YWCA, Hilda's Place, as well as charitable religious organizations serving free meals such as St Mark's, St. Paul's Lutheran (others?)*
- c) It does not interfere with or diminish the value of property in the neighborhood;
- i) *The presence of a Homeless Shelter diminishes the value of property. See articles included with this submission including:*
    - (1) *From Realtor.com* (- 12.7% YoY)
    - (2) *How Homeless Shelters Affect Property Values - The New York Times* (24 to 25% less)
    - (3) *Does Proximity to a Homeless Shelter Affect Residential Property Values in Manhattan?* (-7.1%)
    - (4) *Effect of Emergency Winter Homeless Shelters on Property Crime* (cause property crime to increase by 56% within 100m of that shelter)
- d) It can be adequately served by public facilities and services
- i) *It cannot be served adequately by the police and fire departments, Chief Eddington and Officer Mike Jones have both stated publicly that this facility is a burden on an already diminished police force.*
  - ii) *Neither the city nor connections have sought nor produced data showing the impact on community health services, mental health services, or addiction services nor how it would be funded. **Lack of information is not sufficient to satisfy this requirement.***
- e) It complies with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation.

- i) It does not comply with the 30 residents thresholds (6-3-5-11) for any applicable designation

Connections for the Homeless is operating a homeless shelter at the Margarita Inn, not a rooming house. Saying otherwise will dismantle the City's Transitional Shelter special use rules with nothing to stop other property owners from creating unregulated housing in every ward. What is to stop other property owners in R4, R5, and R6 districts from applying for the rooming house designation, if the Commission grants it to the Margarita Inn?



Melissa Klotz  
Planning & Zoning Division  
Community Development  
Dept.  
2100 Ridge Avenue  
Evanston, Illinois 60201  
T 847-448-8153  
TTY 847-448-8052  
[www.cityofevanston.org](http://www.cityofevanston.org)

March 17, 2022

Connections for the Homeless  
C/O Donna Pugh  
Foley & Lardner LLP  
2121 Dewey Ave.  
Evanston, IL 60201

**RE: Zoning Analysis for a Determination of Use for operations at 1566 Oak Ave., Evanston, IL, commonly known as the Margarita Inn**

Dear Ms. Pugh,

The review of the Zoning Analysis for a Determination of Use submitted by Connections for the Homeless for permanent use of the Margarita Inn at 1566 Oak Ave., submitted in full on February 24, 2022, indicates the following:

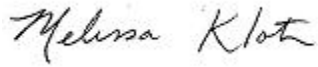
1. Current operations by Connections for the Homeless do comply with the zoning definition for a Rooming House.
2. Special use ordinance 51-O-74, granted in 1974 for 63 rooming units at the premises and including 6 conditions required for ongoing special use status, is deemed invalid and expired for the following reasons:
  - a) The use ceased to operate for a period of more than 2 consecutive years when it operated as a Hotel so the special use expired.
  - b) Structural changes were made to the building (specifically in 1993-1994 and 2013 by permit issued by the City) which invalidates the special use approval per condition 1.
  - c) Required off-site parking was not consistently leased and is not currently leased which invalidates the special use approval per condition 1.

It is clear that, in general, the facility operated as a Hotel, potentially from 1994 - 2020. It is also clear that building permits issued in both 1993-1994 and 2013 were reviewed by the City in detail and approved. However, zoning records during this time are nearly non-existent and only provide approval by brief mention of the existing special use approval for the Rooming House use based on the 1974 ordinance. Full zoning reviews were not done, which is highly unusual. A Hotel use at 1566 Oak Ave. is not an eligible permitted or special use.

For Connections to proceed with a Rooming House use at 1566 Oak Ave., a new special use is required that includes a public hearing with the Land Use Commission and a final determination by the City Council. If the Applicant so chooses, an accompanying parking variation request may be made to reduce or eliminate the off-site parking requirement.

The City of Evanston appreciates your ongoing willingness to work together to resolve this issue. Please contact me with any questions or concerns at [mklotz@cityofevanston.org](mailto:mklotz@cityofevanston.org) or if you would like to meet to discuss next steps in the zoning process.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Klotz".

Melissa Klotz  
Zoning Administrator

CC: Betty Bogg, Connections for the Homeless Executive Director  
Johanna Nyden, Community Development Director  
David Stoneback, Acting Deputy City Manager  
Nicholas Cummings, Corporation Counsel  
Kelley Gandurski, Interim City Manager  
Jonathan Nieuwsma, Councilmember

Enclosure: Findings of Fact, Timeline of Zoning Records, Historic City Documents

## Findings of Fact for Determination of Use, 1566 Oak Ave.

All Standards below must be met in order to appropriately interpret a zoning use and find it compliant with the zoning district in which it exists or is proposed. Connections for the Homeless' operations at the Margarita Inn, 1566 Oak Ave., documentation provided, and City records, indicate the following Findings based on 6-3-9-5 Standards for Use Interpretations:

1. Any use defined in Chapter 18 of this Title shall be interpreted as therein defined.
  - Rooming House is a defined use in Chapter 18, defined as: A building or portion thereof containing lodging rooms that accommodate more than three (3) persons who are not members of the keeper's family, and where lodging, excluding food service, is provided for compensation, whether direct or indirect.
2. No use interpretation shall permit any use in any district unless evidence shall be presented that demonstrates that it will comply with the general district regulations established for that particular district.
  - R6 Purpose Statement (6-8-8-1): The R6 general residential district is intended to provide for high density residential development of primarily multiple-family dwellings particularly in and around the downtown area.
  - General Residential Requirements: Land Use Interpretation (6-8-1-1) with procedures for Administrative Interpretations.
  - General Residential Requirements: Accessory Uses and Structures (6-8-1-2) - No accessory uses or structures in question; NA.
  - General Residential Requirements: Site Plan Review (6-8-1-3) - site plan is substantially similar to other/surrounding R6 sites; no changes proposed.
  - General Residential Requirements: Off-Street Parking & Loading (6-8-1-4) - minimal parking is provided on-site as an existing condition and is not proposed to further reduce. Documentation indicates 16 off-site parking spaces are also required within 500 of the site by the current property owner. It appears those 16 spaces have not been provided in recent years. The Applicant states the 16 spaces will be leased to meet the regulation if necessary.
  - General Residential Requirements: Landscaping & Screening (6-8-1-5) - front yard open area is landscaped.
  - General Residential Requirements: Signs (6-8-1-6) - Existing identification signage for "The Margarita European Inn" is located above the front building entrance and has existed for decades. Signage was previously "The Margarita Club" and was permitted via 1979 special use for a canopy and 3 identification signs to distinguish between the Rooming House and the public Restaurant use at the property.
  - General Residential Requirements: Historic Preservation (6-8-1-7) - the property is not located within an Historic District and is not a designated Landmark. It does hold significant Evanston history as it was originally constructed as lodging for working women or "ladies".
  - General Residential Requirements: Dormers (6-8-1-8) - NA

- General Residential Requirements: Circular Driveways (6-8-1-9) - NA
  - General Residential Requirements: Planned Developments (6-8-1-10) - NA unless triggered by substantial construction or rehabilitation of the existing structure or a change in use to +24 (+30 with zoning bonuses) dwelling units that include full bathrooms and kitchens in each unit.
  - General Residential Requirements: Special Conditions for Office Uses (6-8-1-11) - NA
  - General Residential Requirements: Townhouse Orientation (6-8-1-12) - NA
  - General Residential Requirements: Inclusionary Housing Bonuses (6-8-1-13) - Dwelling units are not proposed; NA
  - General Residential Requirements: Efficiency Homes - lot is already developed; NA
  - R6 General Residential District: complies with Lot Size (6-8-8-4), Lot Width (6-8-8-5), Lot coverage (6-8-8-6) appears compliant, front and rear setbacks appear compliant while interior side yard setbacks more closely comply with the residential setbacks (3' required) than the nonresidential (10' required) (6-8-8-7).
  - R6 General Residential District: Mean Building Height (6-8-8-8) appears compliant.
  - R6 General Residential District: Impervious Surface (6-8-8-9) appears noncompliant. Regulation established in 2003 long after the building and hardscape areas were established and is legally nonconforming; may not be further increased unless approved by variation - NA
3. No use interpretation shall permit any use in a particular district unless such use is substantially similar to other uses permitted in such district and is more similar to such other uses than to uses permitted or specially permitted in a more restrictive district.
- If analyzed as an eligible R6 uses such as:
    - Multiple-family Dwelling: no, units do not have kitchens and therefore do not meet the definition of dwelling.
    - Shelter for Abused Persons: no, past or current use was/is not residential accommodations that are provided on an emergency basis for persons who are victims of abusive treatment. No documentation provided by the Applicant stating occupants are victims of abusive treatment. Housing accommodations are not provided on an emergency basis - there is a wait-list and the average occupant stay is 9 months.
  - If analyzed similar to other uses in more restrictive districts (lower density residential districts) such as:
    - Residential Care Home, Type 1: no, the property does not function as “a family type environment as a single housekeeping unit” of 4-8 occupants.
    - Residential Care Home, Type 2: no, the property does not function as “a family type environment as a single housekeeping unit” of 9-15 occupants.
  - If analyzed as other potential zoning uses:

- Hotel: A Hotel by zoning definition is intended specifically for transient guests. A Guest, Transient by zoning definition is a guest who does not have a lease and occupies an apartment, lodging room, or other living quarters on a daily or weekly basis. Since lodging at the property is not on an emergency basis and the average occupant stay is 9 months, the use is not currently a Hotel.
  - Transitional Shelter: By zoning definition, a Transitional Shelter is a building, or portion thereof, in which sleeping accommodations are provided on an emergency basis for the temporarily homeless. Current operations are not providing sleeping accommodations on an emergency basis, there is a waitlist, and the average stay is 9 months. Current operations substantially match operations at other Rooming Houses such as the YMCA. The use is not currently a Transitional Shelter.
4. If the proposed use is most similar to a use permitted only as a special use in the district in which it is proposed to be located, then any use interpretation permitting such use shall be conditioned on the issuance of a special use permit for such use pursuant to Section 6-3-5.
- Rooming House is an eligible special use in the R6 District. When special use ordinance 51-O-74 was applied for and granted, the property was within the R7 District and Rooming House was an eligible special use in the R7 District at the time (rezoned to R6 in 1993). The facility currently operates in compliance with the Rooming House definition because it features lodging rooms (no kitchens) that accommodate more than three persons who are not members of the keeper's family, and where lodging, excluding food service, is provided for compensation, whether direct or indirect (currently indirect compensation from occupants to Connections). Of note, the average occupant stay is 9 months and is therefore not considered “emergency” (shelter) nor “transient” (hotel).
  - **Existing special use ordinance 51-O-74 is no longer a valid special use.** Although the property functioned as a Rooming House following the 1974 special use approval, and today functions as a Rooming House, the existing special use ordinance is no longer valid because:
    - The use did not consistently operate from 1974 to the present, and lapsed for more than 2 years when the property operated as a Hotel. Operations as a Hotel are substantiated through City records (but no zoning records) including the Hotel Tax, as well as Google, Yelp, Ascend Hotel Collection website, and general community knowledge. The exact date of Hotel use is unclear but likely began either following the 1993-1994 remodel or 2013 remodel. 6-3-5-15 states a special use expires once the approved use ceases to operate for 2 consecutive years.
    - Condition 1 of special use ordinance 51-O-74 states “The variation and special use permit herein granted are to be valid for so long as no structural alterations, as that term is defined in the Zoning Ordinance,



are undertaken on the premises, except for plans approved by the Planning and Development Committee, or if parking required in Condition 4 is not supplied.” Structural alterations were made by approved permits throughout the years, but most notably in substantial construction in 1993-1994 and 2013 and included the addition of bathrooms to most or all units with construction/demolition of walls.

- Condition 4 of special use ordinance 51-O-74 states “A total of 26 off-street parking spaces shall be provided, 16 of which may be supplied upon land owned or leased by the property owner herein within 500 feet of the subject property, and the remainder located on the property.” The Applicant states the property currently has ten onsite spaces, and “could arrange for a shared parking agreement to provide the additional sixteen spaces within the required 500 feet. However, the additional spaces were required to accommodate patrons of the restaurant, which is no longer operating. The existing ten spaces provided have been sufficient for the current operations and there has been no demand for any additional parking.” The parking requirement is specifically noted in the special use ordinance and Covenant, but no documentation exists that the parking spaces were intended for the restaurant use or that those spaces cease to be required if/when the restaurant ceased to operate. As such, all 26 parking spaces are still required if the special use ordinance is in effect. However, since the applicant indicates the off-site parking is not currently leased, and no documentation exists with the City regarding off-site parking leases since 1974-1979. Therefore, per Condition 1 that states “or if parking required in Condition 4 is not supplied,” the special use is no longer valid.
  - In the event special use ordinance 51-O-74 is deemed currently valid for any reason, historic documentation clearly states the number of units was reduced over time to 42. An increase in the number of units (or back to the original 63 units) is an increase of intensity beyond the current operations and would therefore require a new special use.
5. No use interpretation shall permit the establishment of any use that would be inconsistent with the statement of purpose of the district in question.
- R6 Purpose Statement (6-8-8-1): The R6 general residential district is intended to provide for high density residential development of primarily multiple-family dwellings particularly in and around the downtown area. Standard met
  - Interpretation of the use as it currently exists and is described is a Rooming House, which is an eligible special use in the R6 District.

Timeline of 1566 Oak Ave. zoning based on the Applicant's documentation, historic documents, and permit records:

- The building was originally constructed in 1927 and approved as a Rooming House/Boarding House. No documentation exists regarding this but it is mentioned briefly in the 1974 special use application. Original Rooming House approval lapsed when the property owner accidentally did not renew the approval with the City.
- 1974: The property sold to a new owner, who was required to obtain a new special use. The applicant requests to reinstate the same approval that was previously granted. Special use Ordinance 51-O-74 for the Margarita Club in the R7 District was granted, and included a use variation to allow a restaurant open to the public on the ground floor. The restaurant was previously for the Rooming House occupants but over time occupants used the restaurant less. The special use approval included a required covenant to be recorded against the property that restates conditions listed in the special use ordinance. Conditions include a requirement for off-site parking, no structural alterations allowed without approval by the Planning & Development Committee, and payment in lieu of taxes if the building is ever removed from the property tax roll. **The ordinance specifically states that failure to comply with the structural or parking requirement will invalidate the special use approval.**
- 1979: Special use requested for a canopy and identification signage for the restaurant to distinguish the private residence entrance/area from the restaurant entrance/area that was open to the public. Special use 22-O-80 was granted, but the canopy was not installed (restaurant closed or changed hands) and expired in 1981.
- 1974-1979: Documentation of off-site parking provided as required by 1974 special use ordinance. Parking leases existed at 1016-1022 Davis St. and at NU's Dryden Hall.
- 1974-1992: Zoning documentation repeatedly states approval for a Rooming House and Restaurant per the 1974 special use. Various documents (from zoning and other divisions/departments) indicate the property was used for housing purposes consistently throughout that time and was not used for transient guests or in any form of a typical Hotel type of use.
- 1984: Property Standards violation inspection report details indicate property is operating as a traditional Rooming House and not a Hotel for transient occupancy.
- 1986: The City provided a document stating the 1974 Special Use runs with the land and not a specific owner, and insinuated the special use was still valid at that time.
- 1987-1988: Structural alterations were made to the building via approved permits. Any structural alterations to the restaurant space feature documentation of zoning approval per the 1974 special use ordinance. Restaurant Va'Pensiero is established at the property.
- 1989: Liquor license request by Va'Pensiero to the City Council notes the Rooming House occupants largely do not use the restaurant so something more (liquor) is needed to entice the public to patronize the establishment or it will close.
- 1993: City adopts a new zoning ordinance and zoning map. The property is rezoned from R7 to R6. Rooming House is still an eligible special use; Hotel is still not an eligible use.

- 1993-1994: Substantial remodel of entire building. Remodel included adding bathrooms to most units which reduced the number of Rooming House units from 63 to 44. Significant documentation and approvals by other divisions and departments exist. No zoning records exist.
- 2001: Further reduced from 44 Rooming House units to 42.
- 2013: Substantial remodel of entire building. Significant documentation and approvals by other divisions and departments exist. Zoning approval is minimal, and only states “SUBJECT TO PROVIDING 18 OFF-STREET PARKING SPACES WITHIN 500’ OF MARGARITA INN (ORD 51-O-74)”. To discern the parking requirement, the Special Use ordinance had to be read, but the condition that the special use expires if the parking is not provided or if structural alterations are made was not noted or enforced. **There is no record of the off-site parking provided after 1979, and significant documentation of structural alterations (including the 2013 permit) exist.**
- The Margarita European Inn is still listed as an Ascend Hotel on the Ascend website, features Yelp reviews that reflect a boutique hotel use (48 reviews and 72 photos over the last few years prior to Connections’ use of the property). Interior photos verify the use appears to look like a Hotel use for transient occupants rather than a Rooming House with longer occupancy. The City has collected a Hotel tax on the property in recent years and Property Standards licenses the property as a Rooming House as it does all other Hotels in Evanston. (Note: In Property Standards (different uses than Zoning), all Hotels are licensed and inspected as Rooming Houses. However, not all Rooming Houses are Hotels).

8. d. Describe existing buildings or other improvements on the property, and the use and occupancy of said buildings.

Built in 1927 as a "genuine home for respectable young girls in Evanston.....", this building was VERY well built--brick, with Bedford Stone trim and of fireproof construction.

It was built to house 100 girls and in addition to the rooms for individuals, there is a recreation room (27 x 50) with a stage and a wood-burning fireplace, a large parlor off the lobby (fireplace, too), a library, 4 suites for managers and housekeepers, laundry room, trunk and storage rooms, a sewing room, a roof terrace of quarry tile, living quarters on the first floor (rear) for maintenance help and complete facilities for food preparation and service for 100 people.

The dining room is no longer being used but the rest of the building was continued through all these years to be used for the purpose for which it was built--to provide housing for ladies.

Introduced as Revised 6-3-74

Adopted as Amended 6-24-74

51-0-74

AN ORDINANCE

Granting a Variation From the  
Use and Off-Street Parking  
Provisions of the Zoning Ordinance  
and a Special Use Permit to the  
Catholic Bishop of Chicago, Inc.,  
and Patricia and Richard Barnes  
Relating to 1566 Oak Avenue

WHEREAS on April 16, 1974, the Zoning Board of Appeals conducted a public hearing upon the application of the Catholic Bishop of Chicago, Inc., and Patricia and Richard Barnes for a variation from the use and off-street parking provisions of the Evanston Zoning Ordinance adopted November 1, 1960, and a special use permit to allow use of the premises located at 1566 Oak Avenue, Evanston, Illinois, as a rooming house in an R-7 general residence district, said public hearing having been conducted pursuant to notice and publication thereof as provided by law; and

WHEREAS, the Zoning Board of Appeals has recommended that such relief be granted;

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

SECTION 1: That the application of the Catholic Bishop of Chicago, Inc., and Patricia and Richard Barnes for a variation from the use and off-street parking provisions of the Evanston Zoning Ordinance, adopted November 1, 1960, and for a special use permit to allow the use of the building as a rooming house insofar as the provisions of the Evanston Zoning Ordinance

pertain to the property located at 1566 Oak Avenue, and legally described as:

The north 58-1/3 feet of Lot 3 and the south 8-1/3 feet of Lot 4 in Block 61 in Section 18, Township 41 North, Range 14 East of the Third Principal Meridian in Evanston, Cook County, Illinois,

is hereby granted so as to permit the following:

1. Use of the building as a rooming house;
2. Use of the premises as a restaurant open to the public in a residential district;
3. To permit the establishment of a restaurant open to the public and to operate a rooming house without supplying the required off-street parking,

subject to compliance with all other provisions of the Zoning Ordinance, other applicable laws and the following conditions:

1. The variation and special use permit herein granted are to be valid for so long as no structural alterations, as that term is defined in the Zoning Ordinance, are undertaken on the premises, except for plans approved by the Planning and Development Committee, or if parking required in Condition 4 is not supplied;
2. That the restaurant established pursuant to this variation shall be restricted to the floor of the building identified as first floor in Exhibit 3 submitted to the Zoning Board of Appeals;

3. The special use to operate the premises as a rooming house shall be limited to a maximum occupancy of 63 roomers;
4. A total of twenty-six (26) off-street parking spaces shall be provided, sixteen (16) of which may be supplied upon land owned or leased by the property owner herein within 500 feet of the subject property, and the remainder located on the property;
5. That the owner make an annual payment in lieu of taxes if the property is ever exempted from taxation pursuant to the provisions of Chapter 120 of the Illinois Revised Statutes, as now or hereafter amended, at the rate the property would have been taxed had it been subject to levies only by School Districts 65 and 202 and the City of Evanston and those corporate taxing bodies whose boundaries do not extend beyond the geographical limits of the City of Evanston; and
6. That a covenant of agreement to the above conditions shall be submitted in recordable form by the applicants;

all in accordance with the recommendations of the Zoning Board of Appeals.

SECTION 2: The Director of Inspections and Permits is hereby ordered and directed to grant such permits as shall be required to effectuate the provisions of this ordinance.

SECTION 3: This ordinance shall be in full force and effect

from and after its passage and approval in the manner provided by law.

Introduced JUNE 3, 1974

Adopted JUNE 24, 1974

~~APPROVED~~ JUNE 24, 1974

[Signature]  
Mayor

Attest:

Marianne P. Krum

City Clerk

Approved as to form: Jack M. Siegel  
Corporation Counsel



22 951 716

DECLARATION OF COVENANTS

ARTICLES OF DECLARATION made this 21st of November, 1974,  
by the First National Bank & Trust Company of Evanston, <sup>NOT PERSONALLY BUT</sup> /as trustee  
under trust agreement dated July 19, 1974, and known as trust  
number R-1759, (hereinafter called the "Owner") being the owner of  
record of the following described land (hereinafter called "subject  
land") situated in the City of Evanston, Cook County, Illinois:

The North 58-1/3 feet of Lot 3 and the  
South 8-1/3 feet of Lot 4 in R. 61  
in Section 18, Township 41 Range 14  
East, in Cook County, Illinois

W I T N E S S E T H

WHEREAS, upon the application of the Catholic Bishop of  
Chicago, Inc., and Richard S. Barnes and Patricia N. Barnes, the  
City of Evanston has granted variations from the use provisions in  
off-street parking requirements of its zoning ordinance to allow  
a restaurant open to the public in the building on subject land, and  
also for a special use permit to allow use of the building as a room-  
ing house; and

WHEREAS, as a condition to the aforesaid zoning variations  
and the special use permit by the City of Evanston, the Owner of  
subject land has consented and agreed to make this DECLARATION OF  
COVENANTS and to cause the same to be recorded;

NOW, THEREFORE, the Owner hereby declares, covenants and  
agrees as follows:

1. The Owner will not make to the building on subject land  
any "structural alterations" as defined in the Evanston Zoning Ordinance on the date hereof, without first applying to the Evanston

22 951 716

Planning and Development Committee for permission to do so.

2. The Owner will not operate a restaurant serving meals to the public in the building on subject land except upon the first floor thereof without the prior approval of the proper municipal officials.

3. The Owner will not allow more than 63 roomers to live in the existing building on the subject land.

4. The Owner will provide 26 off-street parking places for said building, 16 of which may be supplied within 500 feet of subject land on land owned or leased by the Owner with the remaining 10 places to be on subject land.

5. The Owner will make an annual payment in lieu of taxes if the subject land is ever exempted from taxation pursuant to the provisions of Chapter 120 of the Illinois Revised Statute as now or hereafter amended at the rate the property would have been taxed had it been subject to levies only by School Districts 65, 202 and the City of Evanston and the corporate taxing bodies whose boundaries do not extend beyond the geographical limits of the City of Evanston.

6. The covenants herein set forth shall run with the subject land and shall bind the Owner and its grantees, successors and assigns. The City of Evanston is intended to be benefited by the covenants here in set forth and may enforce compliance thereof in any equity court of competent jurisdiction. The provisions of this Declaration may be changed, modified or rescinded by an instrument in writing setting forth such change, modification or rescission and signed and approved by the then Owner of subject land and the City of Evanston. Nothing in this Declaration, expressed or implied, is intended or shall be construed to confer upon, or to give to any person or persons, other than the City of Evanston, any right, remedy or claim under or by reason of this Declaration or any covenant, condition or stipulation.

951 716

hereof, the same being for the sole and exclusive benefit of the City of Evanston and the Owner of subject land.

7. This Declaration is executed by the First National Bank & Trust Company of Evanston, not personally but solely as trustee aforesaid, in the exercise of the power and authority conferred upon and vested in it as such trustee. It is expressly understood and agreed that nothing herein shall be construed as creating any personal liability in the First National Bank & Trust Company of Evanston as trustee.

FIRST NATIONAL BANK & TRUST COMPANY  
OF EVANSTON, as trustee aforesaid  
and not individually

BY *Patricia B. Ley*  
Vice President and Trust Officer



*[Signature]*  
Assistant Secretary  
Trust Officer

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF C O O K )

I, Kathleen O'Brien, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY that PATRICIA B. LEY, Vice President of the FIRST NATIONAL BANK & TRUST COMPANY OF EVANSTON, Illinois, and ALAN H. SHIPPEE, ASST. TRUST OFFICER, Assistant Secretary of said Bank, who are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Vice President, and Assistant/Secretary, respectively, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary of said Bank, as Trustee as aforesaid, for the uses and purposes therein set forth; and the said Assistant Secretary then and there acknowledged that he, as custodian of the corporate seal of said Bank did affix the corporate seal of said Bank

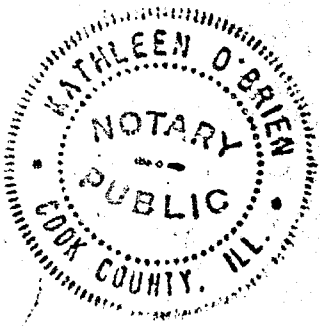
22 951 716

to said instrument as his own free and voluntary act and as the free and voluntary act of said Bank, as Trustee aforesaid, for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal, this 25th day of November, 1974.

[Signature]  
Notary Public

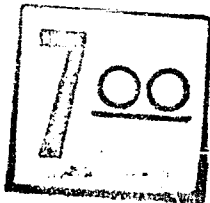
My Commission Expires June 20, 1977



22 951 716

This instrument was prepared by:  
Robert O. Wienke, Esq.  
Hubachek, Kelly, Rauch & Kirby  
3100 Prudential Plaza  
Chicago, Illinois 60601

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MAIL

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CITY OF EVANSTON  
EVANSTON, ILLINOIS

July 3, 1974

Richard Ungaretti  
Kirkland and Ellis  
2700 Prudential Plaza  
Chicago, Ill. 60601

Re: Zoning Board Case  
11-78-17 & SU(R), for the  
property at 1566 Oak Avenue

Dear Mr. Ungaretti:

The City Council, at a meeting held on June 28, 1974, substantially in accordance with the recommendation of the Zoning Board of Appeals, granted the application of the Catholic Bishop of Chicago, Inc., and Richard and Patricia Barnes for variations from the use provisions and the off-street parking requirements of the zoning ordinance to allow a restaurant open to the public, and also for a special use permit to allow use of the building as a rooming house on the property at 1566 Oak Avenue, subject to compliance with all other provisions of the zoning ordinance, other applicable laws, and the following conditions:

1. The variation and special use permit herein granted are to be valid for so long as no, structural alterations as that term is defined in the zoning ordinance, are undertaken on the premises, except for plans approved by the Planning and Development Committee, or if parking required in condition 4 is not supplied.
2. that the variation to allow a restaurant open to the public shall be limited to the floor of the building identified as the first floor in exhibit 3 submitted to the Zoning Board of Appeals;
3. the special use for a rooming house shall be limited to a maximum occupancy of sixty-three roomers;

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CITY OF EVANSTON

EVANSTON, ILLINOIS

-2-

4. that twenty-six off-street parking spaces shall be provided, sixteen of which may be supplied within five hundred feet of the subject property on land owned or leased by the property owner, and the remainder located on the property;
5. that the owner make an annual payment in lieu of taxes if the property is ever exempted from taxation, pursuant to the provisions of Chapter 120 of the Illinois Revised Statutes, as now or hereafter amended, at the rate the property would have been taxed had it been subject to levies only by School Districts 25, 202, and the City of Evanston and those corporate taxing bodies whose boundaries do not extend beyond the geographical limits of the City of Evanston; and
6. that a covenant of agreement to the above conditions shall be submitted on recordable form by the applicants.

Ordinance 51-9-74, confirming this action, was adopted by the City Council on June 24, 1974.

Any variation or special use granted by the City Council is subject to Section XII.C.4.c. which is quoted below for your information.

A variation or special use permit approved by the City Council by ordinance shall not be valid after a period of one (1) year, except for planned developments as otherwise set forth in the zoning ordinance, unless during such period such variation or special use shall be established or unless any required building, development or erection permit for an approved variation or special use is obtained within this period, after which construction shall proceed to completion within a reasonable time. Said one (1) year period may be extended in writing for good cause by the Director of Inspections and Permits or the City Manager or his authorized representative for up to an additional one year, if no other zoning changes affecting the property have been made or

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CITY OF EVANSTON  
EVANSTON, ILLINOIS

-3-

are formally pending before the City Council or Zoning Amendment Committee; or said period may be extended by the Council for such time as it shall determine, for good cause shown and without further hearing before the Board.

Sincerely yours,

*David N. Rasmussen*

David N. Rasmussen  
Secretary, Zoning Board of Appeals

CC: Richard A. Beyer  
Property Standards Div.  
Technical Codes Div.  
File

DNR:jb

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1566 OAK STREET, EVANSTON

BASEMENT

Furnace Room  
Coal Storage  
Pantry  
Generator  
Stairs  
Cleaning Room

FIRST FLOOR

oyer, bath, elevator, recreation room, stage, 2 storage rooms, TV room, 2nd kitchen, china storage. Dining room, kitchen, pantry, employees' dining room, security guard room, freezer room, pantry room, bath, cook's sitting room, stairs.

SECOND FLOOR

Room 200-207. Manager's 2 rooms and bath. 1 large dormitory bathroom with showers, toilets, sinks & tubs. Living room, reception telephone, library, 2 fire escapes.

THIRD FLOOR

Room 300-318. ~~4 large bedrooms~~, 1 large dormitory bathroom with showers, <sup>6</sup>toilets, <sup>8</sup>sinks & <sup>3</sup>tubs. 1 room with bath. 2 stairways & 2 fire escapes.

FOURTH FLOOR

Room 401-419. ~~4 large bedrooms~~, 1 large dormitory bathroom with showers, <sup>6</sup>toilets, <sup>8</sup>sinks and <sup>3</sup>tubs. 1 room with bath. 2 stairways and 2 fire escapes.

FIFTH FLOOR

Room 501-506. 1 stairway and 1 fire escape. 1 large dormitory bathroom with showers, toilets, sinks and tubs. Laundry room, trunk room.

At one time it housed 100 girls.



22-0-80

AN ORDINANCE

Granting a Variation and a Special Use  
for the Property Located  
at 1566 Oak Avenue

WHEREAS, the Evanston Zoning Board of Appeals conducted public hearings on December 18, 1979, January 15, 1980 and February 19, 1980 upon the application of the First National Bank and Trust Co. of Evanston as trustee under trust R-1759 and Patricia N. Barnes and Richard S. Barnes, beneficiaries, for a variation from the yard obstruction regulations of the Evanston Zoning Ordinance to permit erection of a canopy in the front and side yard; and for a special use to allow identification signs as a part of said canopy on the property commonly known as 1566 Oak Avenue, property located in an R-7 General Residence District; said public hearing having been conducted pursuant to notice and publication thereof in the manner prescribed by law; and

WHEREAS, the Zoning Board of Appeals has recommended that such variation and special use permit be granted;

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

SECTION 1: That the application of the First National Bank, Patricia N. Barnes and Richard S. Barnes for a variation from the yard obstruction regulations to permit erection of a canopy partially located in the required side and front yards, and for a special use to allow three identification signs on the premises as a part of said canopy on the property located at 1566 Oak Avenue, Evanston, Illinois and legally described as follows:

The North 58 1/3 feet of Lot 3 and the South 8 1/3 feet of Lot 4 in Block 61 in Evanston, in Section 18, Township 41 North, Range 14, East of the Third Principal Meridian, in Cook County, Illinois

be and hereby is granted subject to compliance with all other provisions of the Evanston Zoning Ordinance and other applicable laws and the condition that said canopy and signs be installed in conformity with the site plan and drawings submitted with the application and identified by the date stamp of the appeals officer of November 16, 1979, with the following modifications thereto:

1. The characters used for the three signs shall be limited to a maximum height of 8 inches; and
2. The two identification signs which are to be printed on each of the side curtains of the canopy may identify any one lawfully established, non-residential use located on the premises.

SECTION 2: The Director of Inspections and Permits is hereby directed to issue such permit pursuant to the terms of this ordinance.

SECTION 3: This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by the law.

Adopted April 8, 1980

Introduced March 24, 1980

Approved April 10, 1980

[Signature]  
Mayor

ATTEST: [Signature]  
City Clerk

Approved as to form: [Signature]  
Corporation Counsel

Civic Center

2100 Ridge Avenue  
Evanston, Illinois  
60204

Telephone  
312/328-2100

# City of Evanston

May 19, 1981

Mr. and Mrs. Richard S. Barnes  
225 Hamilton Avenue  
Evanston, Illinois

Re: Zoning Board Case 79-26-V & SU(R)  
for the property at  
1566 Oak Avenue.

Dear Mr. and Mrs. Barnes:

Please be advised that the variations granted by the City Council, by adoption of Ordinance 22-0-80, following a hearing before the Zoning Board of Appeals of the above cited case, became invalid on April 8, 1981, under the terms of Section 6-12-4(C) of the Zoning Ordinance which is quoted below for your guidance.

A variation or special use permit approved by the City Council by ordinance shall not be valid after a period of one year, except for planned developments as otherwise set forth in the Zoning Ordinance, unless during such period such variation or special use shall be established or unless any required building, development or erection permit for an approved variation or special use is obtained within this period, after which construction shall proceed to completion within a reasonable time. Said one year period may be extended in writing for good cause by the Director of Amendments and Appeals or, in the event of a vacancy in that office, by the City Manager or his authorized representative for up to an additional one year, if no other zoning changes affecting the property have been made or are formally pending before the City Council or Zoning Amendment Committee, or said period may be extended by the Council for such time as it shall determine, for good cause shown and without further hearing before the Board. (Ords. 28-0-65, 22-0-68, 4-0-72, 49-0-79)

Mr. and Mrs. Richard S. Barnes -2-

May 19, 1981

If I may be of any assistance to you with respect to this matter, please contact me.

Sincerely yours,

*David N. Rasmussen*

David N. Rasmussen, Appeals Officer  
Department of Amendments & Appeals

DNR:gbs

cc: Frank Clark, Director of Building & Zoning  
Nancy Grimmer, Director of Property Standards  
Central Records, Property Standards Department

FIELD INSPECTION REPORT  
 DEPT. OF INSPECTION AND PERMITS  
 2100 RIDGE AVE.  
 EVANSTON, IL 60204  
 (312) 328-2100 EXT. 2170



ADDRESS 1566 OAK ST.

TYPE OF INSPECTION STRUCTURAL

PERMIT NO. BUSINESS LICENSE

COMMENTS: NEW OWNER

STRUCTURAL -  
O.K FOR LICENSE (BUT -  
EXIT SIGN IN PRIVATE DINING  
ROOM MUST BE LOCATED OVER  
NEW EXIT DOOR - ALSO STEPS  
MUST HAVE HAND RAILINGS (BOTH  
SIDES). CALL FOR INSPECTION  
WHEN THESE ITEMS ARE COMPLETED.

[Signature]  
 INSPECTOR'S SIGNATURE

5-4-81  
 DATE OF INSPECTION

[Signature]  
 OCCUPANT OR BUILDER  
 SIGNATURE

RE-INSPECTION DATE

INSPECTOR'S SIGNATURE

CITY OF EVANSTON

January 18, 1984

Margarita Club  
1566 Oak Avenue  
Evanston, Illinois 60201  
Attn: Mr. Brown

Re: 1566 Oak Avenue

Dear Mr. Brown:

Date Our visit to the subject address revealed the following  
Approved violations of the Ordinances enforced by the City of Evanston,  
as administered by the Property Standards Department.

11-8-84

1 HOUSING CODE: Section 5-1-5-1(A)  
Repair or replace the entire water damaged roof that has caused interior damage to rear common hallway between the fifth and sixth floor.

2-4-85

2 HOUSING CODE: Section 5-1-5-1(A)  
Repair or replaster the entire ceiling and walls to the rear interior stairwell between the fifth and sixth floors where moisture has penetrated from the damaged roof. Paint after repairs.

12-10-84

3 HOUSING CODE: Section 5-1-5-3(D)  
Properly cap open junction box to ceiling in the sixth floor rear interior common hallway where wires are exposed.

Room Number 406

2-29-84

4 R.U. 5-1-1  
Remove toaster broiler.

Room Number 407

2-29-84

5 R.U. 5-1-1  
Remove toaster broiler.

2-29-84

6 R.U. 5-1-1  
Remove coffee maker.

Margarita Club  
Re: 1566 Oak Avenue

-2-

January 18, 1984

Room Number 409

- 2-29-84 7 R.U. 5-1-1  
Remove hot plate.
- 2-29-84 8 R.U. 5-1-1  
Remove coffee maker.
- 2-29-84 9 R.U. 5-1-1  
Remove toaster broiler.

Room Number 408

- 2-29-84 10 R.U. 5-1-1  
Remove coffee maker.

Room Number 404

- 2-29-84 11 R.U. 5-1-1  
Remove toaster broiler.
- 2-29-84 12 R.U. 5-1-1  
Remove coffee maker.

Room Number 411

- 2-29-84 13 R.U. 5-1-1  
Remove hot pot.

Room Number 414

- 2-29-84 14 R.U. 5-1-1  
Remove electric skiller.

Room Number 417

- 2-29-84 15 R.U. 5-1-1  
Remove skiller.
- 2-29-84 16 R.U. 5-1-1  
Remove blender.
- 2-29-84 17 R.U. 5-1-1  
Remove hot plate.

Room Number 418

- 2-29-84 18 R.U. 5-1-1

Margarita Club  
Re: 1566 Oak Avenue

-3-

January 18, 1984

Remove hot plate.

Room Number 419

11-8-84<sup>66</sup> 19

HOUSING CODE: Section 5-1-5-1(A)  
Repair or replaster the entire ceiling and west wall where plaster damage has occurred. Paint after repairs.

Fourth Floor Womens' Washroom

11-8-84<sup>66</sup> 20

HOUSING CODE: Section 5-1-5-1(A)  
Repair or replaster the entire ceiling and west walls in washroom where plaster damage has occurred. Paint after repairs.

Room Number 312

2-29-84 21

R.U. 5-1-1  
Remove skillet.

Room Number 300

2-29-84 22

R.U. 5-1-1  
Remove hot plate.

Room Number 305

2-29-84 23

R.U. 5-1-1  
Remove popcorn popper.

2-29-84 24

R.U. 5-1-1  
Remove toaster broiler.

2-29-84 25

R.U. 5-1-1  
Remove hot pot.

2-29-84 26

R.U. 5-1-1  
Remove electric skillet.

Room Number 208

2-29-84 27

R.U. 5-1-1  
Remove electric skillet.

Room Number 204

4-5-84<sup>66</sup> 28

HOUSING CODE: Section 5-1-5-1(A)  
Find cause of moisture that has deteriorated the south wall in this room and repair room.



Civic Center

2100 Ridge Avenue  
Evanston, Illinois  
60204

Telephone  
312/328-2100



# City of Evanston

December 18, 1986

Richard Barnes  
225 Hamilton St.  
Evanston, Illinois  
60202

Re: Restaurant and Rooming House Use at 1566 Oak Avenue

Dear Mr. Barnes:

Per our conversation of December 17, 1986, the above captioned property was granted a variation to operate a restaurant and a special use for a rooming house. Ordinance 51-0-74, which granted these uses, does not limit the restaurant or rooming house to a specific owner or operator and therefore, runs with the land as long as the other conditions contained therein are met.

Enclosed please find a copy of Ordinance 51-0-74 as adopted on June 24, 1974.

If you have any questions regarding this matter, contact me at 866-2930.

Sincerely,

A handwritten signature in cursive script that reads "Frank Aguado".

Frank Aguado  
Zoning Officer II  
Building and Zoning Department

FA:jm

Enclosure

cc: Robert Rudd  
David Rasmussen  
Central Records



*The Margarita  
European Inn*

1566 Oak Avenue  
Evanston, Illinois 60201  
(847) 869-2273  
FAX (847) 869-2353

**RECEIVED**  
COMMUNITY DEVELOPMENT

OCT 25 2001

October 22, 2001

Mr. Eugene Wharton  
City of Evanston  
Community Development Department  
2100 Ridge Avenue  
Evanston, IL 60201

RE: Margarita European Inn  
1566 Oak Avenue, Evanston 60201  
License # C-407

Dear Mr. Wharton:

*1566 - 01RHC - 00016*

This is in response to your request for written verification of the current number of "roomers" in the Margarita European Inn so you can revise our "Rooming House Invoice Fee".

The number of "roomers" in the Inn has been decreased from forty-four {44} to forty-two {42}.

Yours very truly,

*Barbara Gorham*  
Barbara Gorham



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# City of Evanston, Illinois

---

## CERTIFICATE OF ZONING COMPLIANCE

---

*APPROVED*

**ZONING CERTIFICATE NUMBER: 13ZONA-0016**

**DATE ISSUED:**

---

In accordance with Section 6-3-2 of the Zoning Ordinance, the building, structure, and/or use described below complies with the provisions of the Zoning Ordinance governing the proposed use.

**PROPERTY ADDRESS:** 1566 OAK AVE

**ZONING DISTRICT:**

**OVERLAY DISTRICT:**

**USE:**

**CONDITIONS OR  
COMMENTS:**

SUBJECT TO PROVIDING 18 OFF-STREET PARKING SPACES WITHIN 500' OF MARGARITA  
(ORD 51-O-74)

**CERTIFICATE BASED ON:** Plans Prepared As:

Plans Dated:

Plans Prepared By:

Plat of Survey Dated:

Plans Originating As:

Related Application ID:

Miscellaneous:

THIS ZONING  
CERTIFICATE IS NOT A  
BUILDING PERMIT.

**ISSUED BY:**

---

Zoning Officer



# ZONING ANALYSIS APPLICATION

Date Received: \_\_\_\_\_ ZONING OFFICE USE ONLY  
 Ward: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_  
 Preservation: \_\_\_\_\_  
 Case Number: \_\_\_\_\_

**I am applying for a zoning review of a:**

- Construction project of less than 10,000 sq. ft.
- Construction project of 10,000 sq. ft. or more
- Determination of Use
- Other

## PROPERTY

Address: \_\_\_\_\_

- Mixed-use
- Non-Residential
- Residential # of Units \_\_\_\_\_

For projects required to comply with Inclusionary Housing Ordinance:

- In TOD Area
- Outside of TOD Area

(for more information visit: <http://www.cityofevanston.org/IHO>)

Proposed Project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPLICANT

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please circle the primary means of contact.

## PROPERTY OWNER (if different than applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**What is the relationship of the applicant to the property owner?**

- same
- attorney
- builder/contractor
- lessee
- architect
- other: \_\_\_\_\_
- real estate agent

## REQUIRED DOCUMENTS AND MATERIALS

Please submit the following:

- (This) Completed Application Form**
- Completed Inclusionary Housing Plan Proposal Form**  
If the project includes five (5) or more new residential units in TOD Areas or ten (10) or more residential units outside of TOD Areas. This includes new for sale, or rental developments, and condominium conversions.
- One (1) Copy of Plat of Survey**                      Date of Survey: \_\_\_\_\_  
Plat of survey must be completed by a licensed surveyor and must be current so that it displays every structure, patio, deck, walkway, etc. that is currently on the property. Copies must be legible for all dimensions and details.
- One (1) Set of Building Plans**                      Date of Drawings: \_\_\_\_\_  
Building plans must be drawn to scale and must include interior floor plans and exterior elevations. For simple projects such as flat-work patios, plans may be hand drawn to scale directly onto the Plat of Survey.
- Determination of Use Description**  
If you are applying for a Determination of Use, skip to the end of the application, sign and date, include a simple site plan of the proposed use (interior floor layout, seating, parking, etc.) and a one page letter that describes all aspects of the use (employees, hours of operation, loading/unloading, deliveries, parking, noise, etc.).
- Application Fee**    Amount \$ \_\_\_\_\_  
Application Fees may be paid by cash, check, or credit card.

Zoning Analysis Applications take up to 10 business days for initial review. Alterations or modifications that require re-review may take longer. Feel free to contact the Zoning Office directly at 847.448.8230 with any questions. Complete applications may be submitted in person or by mail to:

**City of Evanston**  
Zoning Division, Room 3202  
2100 Ridge Avenue  
Evanston, IL 60201

### PROPERTY INFORMATION

|                                | EXISTING | PROPOSED |
|--------------------------------|----------|----------|
| Lot Area                       |          |          |
| Lot Width (frontage)           |          |          |
| Dwelling Units / Rooming Units |          |          |
| Open Parking Spaces            |          |          |
| Enclosed Parking Spaces        |          |          |
| Off-site Parking Spaces        |          |          |
| Loading Berths - Short         |          |          |
| Loading Berths - Long          |          |          |
| Employees                      |          |          |

**BUILDING SETBACKS**

|                                  | EXISTING | PROPOSED |
|----------------------------------|----------|----------|
| Front yard                       |          |          |
| Street side yard (if corner lot) |          |          |
| Interior side yard (1)           |          |          |
| Interior side yard (2)           |          |          |
| Rear yard                        |          |          |

**RESIDENTIAL & TRANSITIONAL CAMPUS DISTRICTS ONLY**

**BUILDING LOT COVERAGE**

|   | EXISTING | PROPOSED |
|---|----------|----------|
| Principal Structure Footprint (excluding front porch) |          |          |
| Roofed Front Porch (receives 50% credit)              |          |          |
| Detached Garage Footprint                             |          |          |
| Other Accessory Structures' Footprints                |          |          |
| Other Roofed Areas                                    |          |          |
| <b>TOTAL BUILDING LOT COVERAGE</b>                    |          |          |

**IMPERVIOUS SURFACE COVERAGE** (hard surfaced areas not under a roof: asphalt, concrete, decks, brick pavers, etc.)

|   | EXISTING | PROPOSED |
|---|----------|----------|
| Patios & Terraces (brickwork receives 20% credit) |          |          |
| Sidewalks   |          |          |
| Driveways   |          |          |
| Decks   |          |          |
| Stairs/Landings                                   |          |          |
| Other Impervious Areas                            |          |          |
| <b>SUB-TOTAL</b>                                  |          |          |
| <b>+ Building Lot Coverage</b>                    |          |          |
| <b>TOTAL IMPERVIOUS SURFACE AREA</b>              |          |          |

**BUILDING HEIGHT**

|  | EXISTING | PROPOSED |
|--|----------|----------|
| Principal Structure – Peak Height        |          |          |
| Principal Structure – Number of Stories  |          |          |
| Detached Garage – Peak Height            |          |          |
| Other Accessory Structures – Peak Height |          |          |

**ALL OTHER DISTRICTS (Business, Commercial, Downtown, Industrial, Mixed Use, University)**

|           | EXISTING         |                |                                  |                             |                                      |       |                   |  | PROPOSED         |                |                                  |                             |                                      |       |                   |
|-----------|------------------|----------------|----------------------------------|-----------------------------|--------------------------------------|-------|-------------------|--|------------------|----------------|----------------------------------|-----------------------------|--------------------------------------|-------|-------------------|
|           | Parking/ Loading | Dwelling Units | Hallways/ Elevator/ Stairs/Lobby | Mechanical/ Accessory Space | Non- Residential Gross Leasable area | Other | Gross Floor Area* |  | Parking/ Loading | Dwelling Units | Hallways/ Elevator/ Stairs/Lobby | Mechanical/ Accessory Space | Non- Residential Gross Leasable area | Other | Gross Floor Area* |
| Basement  |                  |                |                                  |                             |                                      |       |                   |  |                  |                |                                  |                             |                                      |       |                   |
| 1st floor |                  |                |                                  |                             |                                      |       |                   |  |                  |                |                                  |                             |                                      |       |                   |
| 2nd floor |                  |                |                                  |                             |                                      |       |                   |  |                  |                |                                  |                             |                                      |       |                   |
| 3rd floor |                  |                |                                  |                             |                                      |       |                   |  |                  |                |                                  |                             |                                      |       |                   |
| 4th floor |                  |                |                                  |                             |                                      |       |                   |  |                  |                |                                  |                             |                                      |       |                   |
| 5th floor |                  |                |                                  |                             |                                      |       |                   |  |                  |                |                                  |                             |                                      |       |                   |
| Total     |                  |                |                                  |                             |                                      |       |                   |  |                  |                |                                  |                             |                                      |       |                   |

\*GROSS FLOOR AREA: The sum of areas of all floors of a building measured from the exterior walls or from the center line of walls separating 2 buildings. The gross floor area of a building shall also include but not be limited to: basements, interior balconies and mezzanines, enclosed porches, and attic space finished or unfinished having minimum 5-foot floor to rafters height. The following areas shall be excluded from the calculation of gross floor area: elevator shafts, stairwells, space used solely for heating, cooling, mechanical, electrical and mechanical penthouses, refuse rooms and uses accessory to the building, off-street parking and loading.

**BUILDING REGULATIONS**

|  | EXISTING | PROPOSED |
|--|----------|----------|
| Principal Structure – Peak Height        |          |          |
| Principal Structure – Number of Stories  |          |          |
| Other Accessory Structures – Peak Height |          |          |
| FAR (Floor to Area Ratio)                |          |          |

**AUTHORIZING SIGNATURE**

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Donna Pugh, Foley & Lardner, Attorney for Applicant

Print Name

*[Handwritten Signature]*

Applicant's Signature

*2/21/2022*  
Date

Please refer to the Zoning Ordinance at [www.cityofevanston.org/zoning](http://www.cityofevanston.org/zoning) for all City of Evanston zoning regulations. To determine which zoning district a property is located in, visit the City's website at [www.cityofevanston.org](http://www.cityofevanston.org), click on the Resident link on the City's home page, then click on About My Place from the drop-down menu. Enter the house number in the field provided and select the street from the drop-down menu. Press the "Get Info" button. This will either take you directly to the information for the property, or a list of all tax parcels at the inputted address that may be selected for information on the property.

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**1566 Oak Avenue**

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**EXHIBIT A**

Site Plan/ Floor Plans

CONSULTANT:

12015  
MARGARITA INN  
1566 OAK AVENUE  
EVANSTON, IL 60201

|      |                         |      |
|------|-------------------------|------|
| MARK | ISSUED FOR CONSTRUCTION | DATE |
| MARK | ISSUED FOR BID          | DATE |
| MARK | ISSUED FOR PERMIT       | DATE |
| MARK | DESCRIPTION             | DATE |

REGISTRATION  
STAMP  
HERE

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Do Not scale drawings.

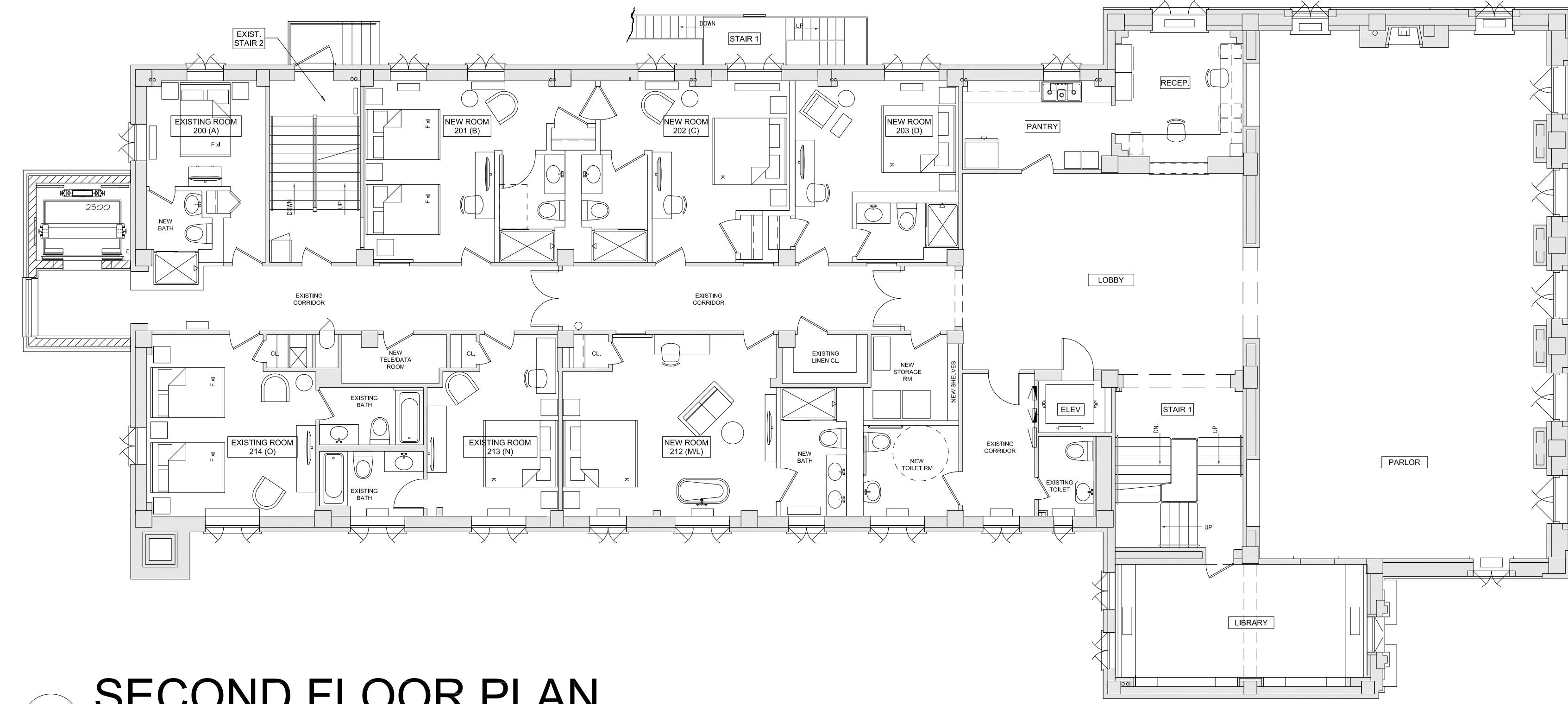
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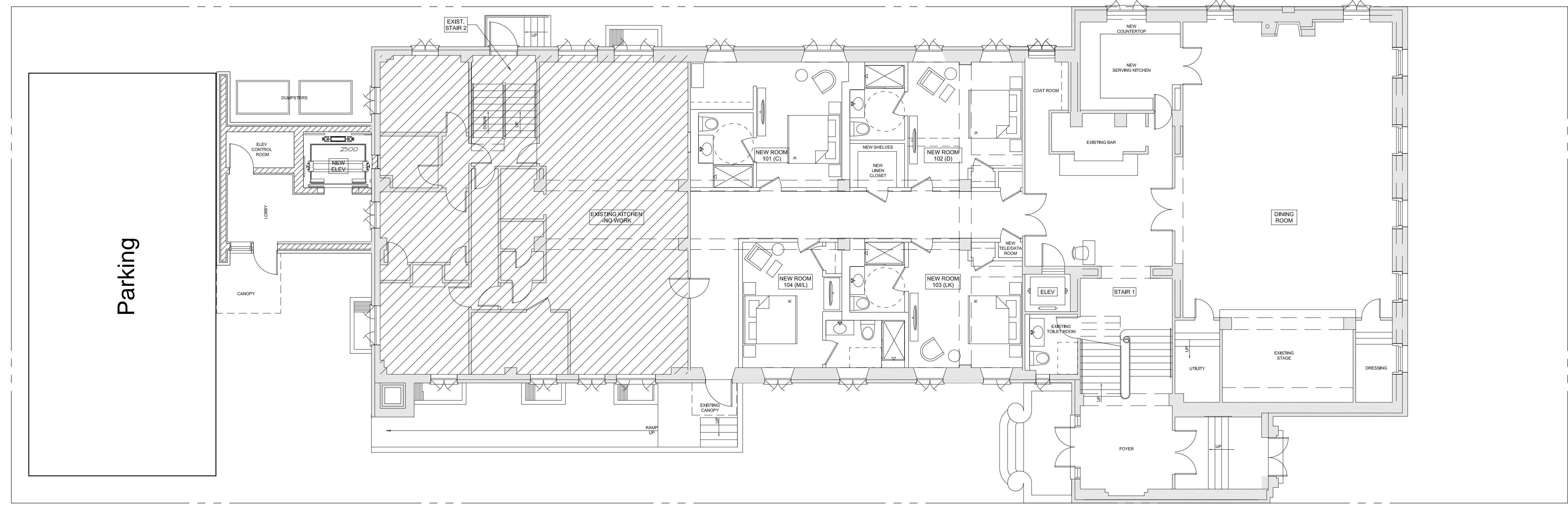
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2 SECOND FLOOR PLAN  
1/8" = 1'-0"



1 FIRST FLOOR PLAN  
1/8" = 1'-0"

# Site Plan/ Floor Plan

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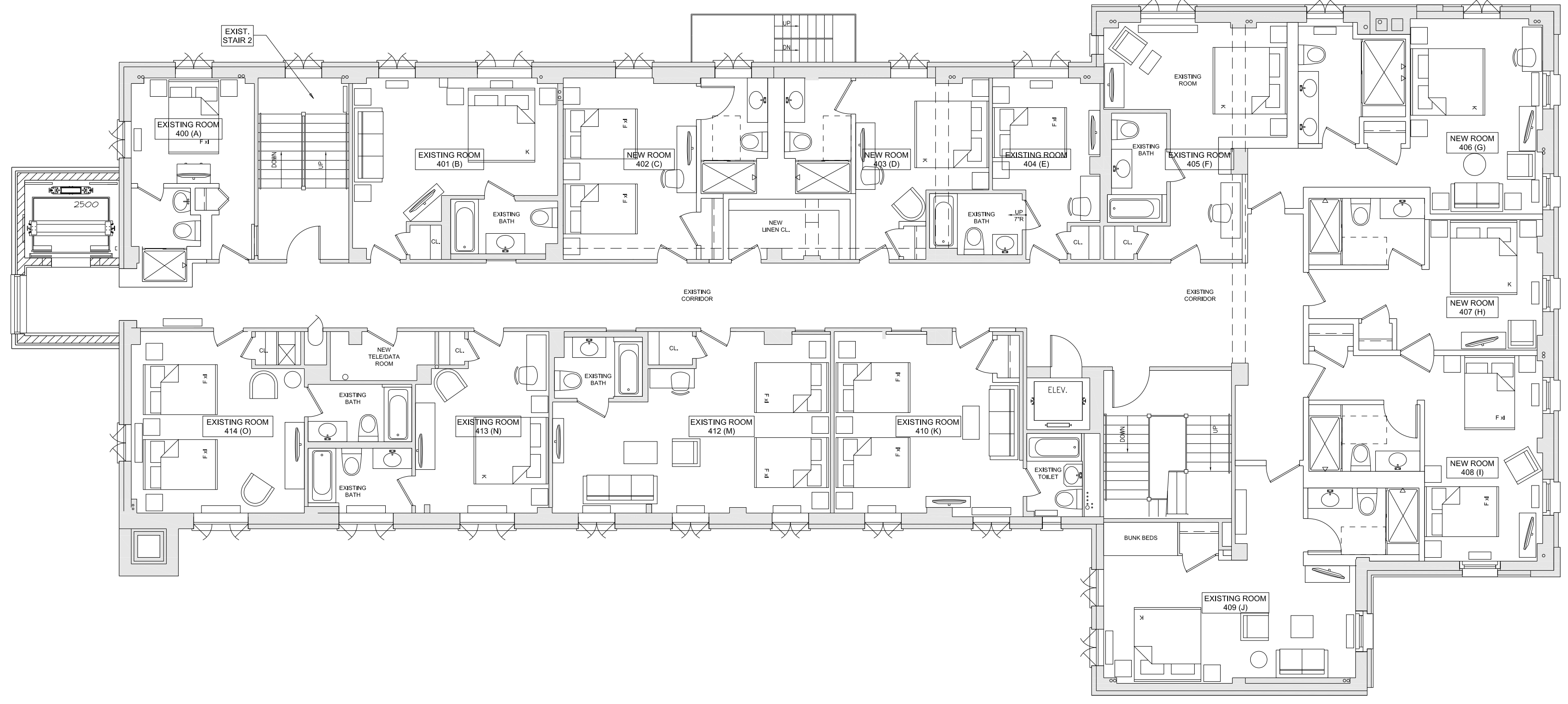
Oak Ave.

CONSULTANT:

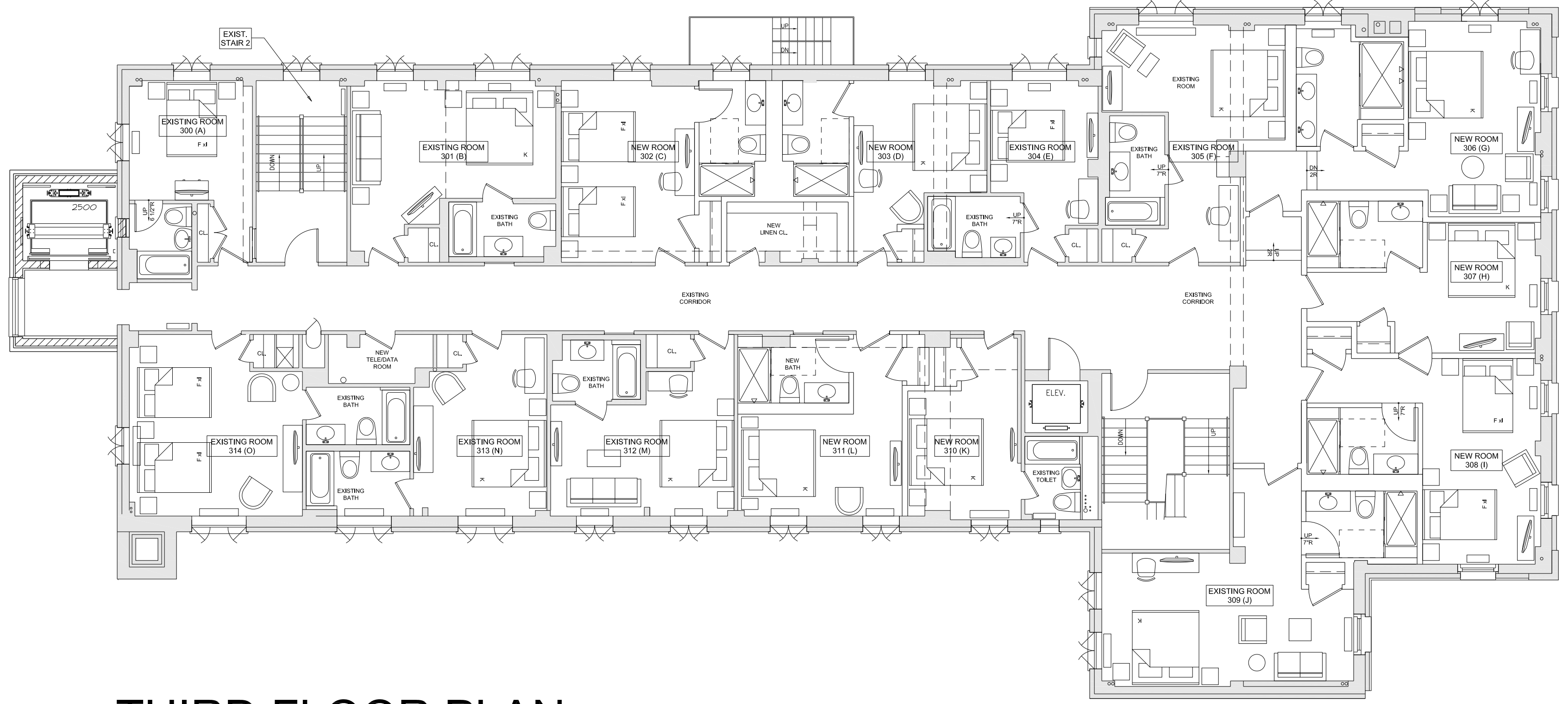
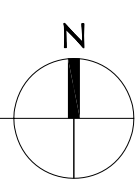
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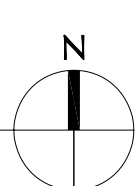
1566 OAK AVENUE  
EVANSTON, IL 60201



**2** FOURTH FLOOR PLAN  
1/8" = 1'-0"



**1** THIRD FLOOR PLAN  
1/8" = 1'-0"



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Do Not scale drawings.

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CONSULTANT:

12015  
MARGARITA INN  
1566 OAK AVENUE  
EVANSTON, IL 60201

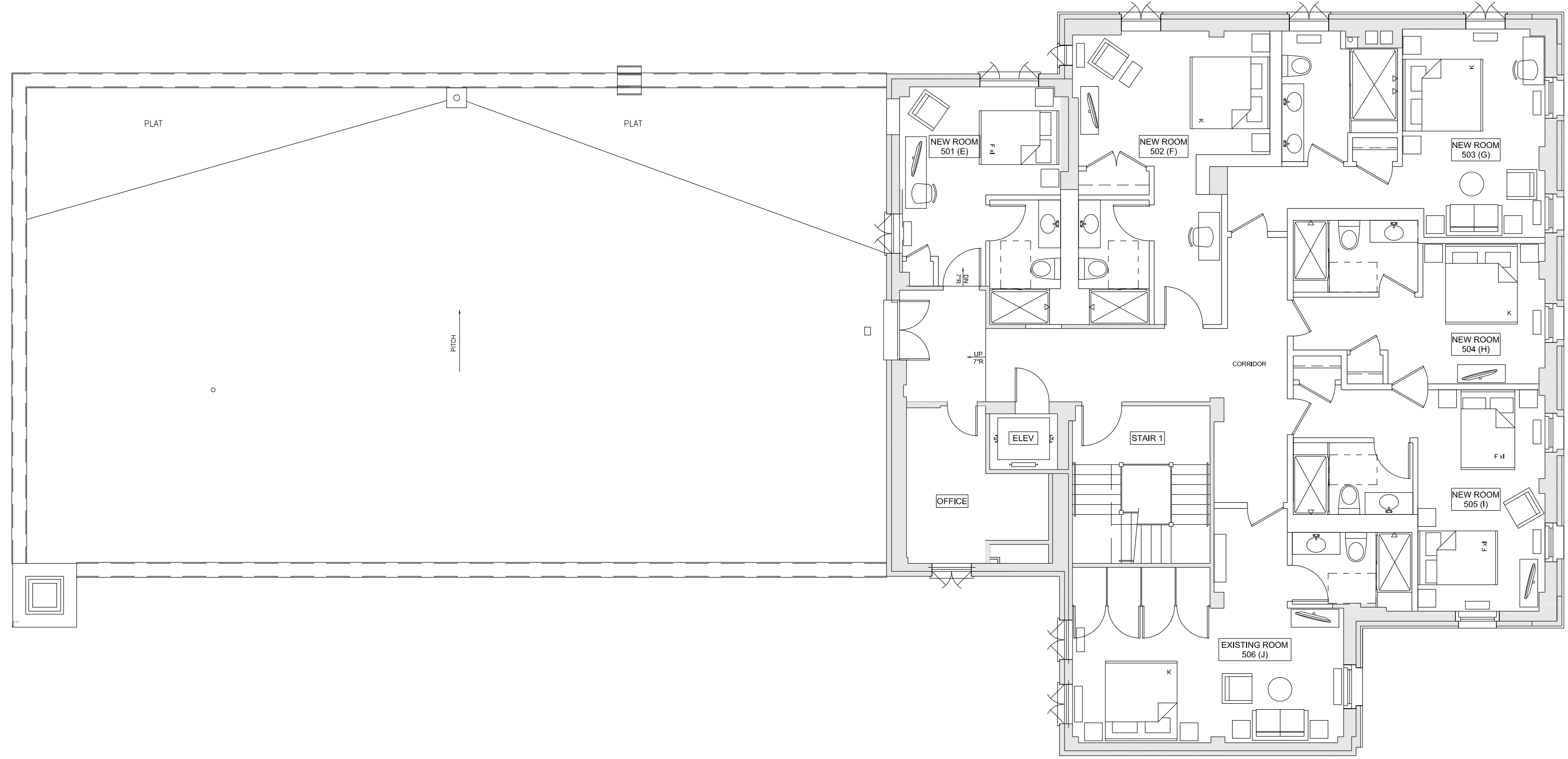
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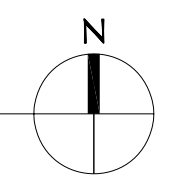
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Do Not scale drawings.



**FIFTH FLOOR PLAN**  
1/8" = 1'-0"



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**EXHIBIT B**

History of Property

## **History of 1566 Oak Ave.**

### **Establishment**

The subject property, 1566 Oak Ave. (the “Property” or “the Margarita Inn”) has a long history of providing housing solutions for the Evanston community. The Property was built in 1927, to provide workforce housing for women. At that time, the Property had mostly shared bathrooms except those reserved for “house mothers.” In the 1960’s, the Property was operated as a Single Room Occupancy facility for weekly rental. In 1974, the Zoning Board of Appeals approved a Special Use for a Rooming House and restaurant on the first floor. The Special Use permitted up to sixty-three roomers. In 1980, the Evanston Zoning Board of Appeals approved a canopy with signage at the site. The Property was remodeled to have entirely en-suite bathrooms in 2013, and as a result of remodeling, the Property ceased to be open to the public for 2 months. The restaurant ceased operations some time ago. The Property continued to operate as a Rooming House, uninterrupted (for more than 6 months) through March 2020.

### **Present Day**

The beginning of the COVID-19 Pandemic caused a significant disruption to the housing industry, including homelessness prevention and aid. The demand for housing was so great, that creative solutions were necessary to respond to those in need. Connections for the Homeless’ (“CFH”) had operated Hilda’s Place, which provides congregate beds to those in need of emergency shelter, for 35 years. As a response to a Presidential Order issued in 2020, CFH was authorized by the City of Evanston to operate out of existing empty hotels. Between the months of March 2020 and June 2020 the City of Evanston, with reimbursement from FEMA, paid the rental cost of all the rooms at the Property. Operations at the Margarita Inn began in March 2020. In May 2020 participants were moved from the Margarita to the larger Orrington Hotel and Hilton Garden Inn, but CFH continued to rent the rooms at the Margarita, maintaining the sole occupancy of the facility. In October 2020 participants were moved back to the Margarita, and CFH has continued to provide services since.

**EXHIBIT C**

Existing Rooming House Special Use Ordinance (51-O-74)

Introduced as Revised 6-3-74

Adopted as Amended 6-24-74

51-0-74

AN ORDINANCE

Granting a Variation From the  
Use and Off-Street Parking  
Provisions of the Zoning Ordinance  
and a Special Use Permit to the  
Catholic Bishop of Chicago, Inc.,  
and Patricia and Richard Barnes  
Relating to 1566 Oak Avenue

**WHEREAS** on April 16, 1974, the Zoning Board of Appeals conducted a public hearing upon the application of the Catholic Bishop of Chicago, Inc., and Patricia and Richard Barnes for a variation from the use and off-street parking provisions of the Evanston Zoning Ordinance adopted November 1, 1960, and a special use permit to allow use of the premises located at 1566 Oak Avenue, Evanston, Illinois, as a rooming house in an R-7 general residence district, said public hearing having been conducted pursuant to notice and publication thereof as provided by law; and

**WHEREAS**, the Zoning Board of Appeals has recommended that such relief be granted;

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

**SECTION 1:** That the application of the Catholic Bishop of Chicago, Inc., and Patricia and Richard Barnes for a variation from the use and off-street parking provisions of the Evanston Zoning Ordinance, adopted November 1, 1960, and for a special use permit to allow the use of the building as a rooming house insofar as the provisions of the Evanston Zoning Ordinance

NO ADOPTED



AS ADOPTED

-2-

pertain to the property located at 1566 Oak Avenue, and legally described as:

The north 58-1/3 feet of Lot 3 and the south 8-1/3 feet of Lot 4 in Block 61 in Section 18, Township 41 North, Range 14 East of the Third Principal Meridian in Evanston, Cook County, Illinois,

is hereby granted so as to permit the following:

1. Use of the building as a rooming house;
2. Use of the premises as a restaurant open to the public in a residential district;
3. To permit the establishment of a restaurant open to the public and to operate a rooming house without supplying the required off-street parking,

subject to compliance with all other provisions of the Zoning Ordinance, other applicable laws and the following conditions:

1. The variation and special use permit herein granted are to be valid for so long as no structural alterations, as that term is defined in the Zoning Ordinance, are undertaken on the premises, except for plans approved by the Planning and Development Committee, or if parking required in Condition 4 is not supplied;
2. That the restaurant established pursuant to this variation shall be restricted to the floor of the building identified as first floor in Exhibit 3 submitted to the Zoning Board of Appeals;

AS ADOPTED

AS ADOPTED

-3-

3. The special use to operate the premises as a rooming house shall be limited to a maximum occupancy of 63 roomers;
4. A total of twenty-six (26) off-street parking spaces shall be provided, sixteen (16) of which may be supplied upon land owned or leased by the property owner herein within 500 feet of the subject property, and the remainder located on the property;
5. That the owner make an annual payment in lieu of taxes if the property is ever exempted from taxation pursuant to the provisions of Chapter 120 of the Illinois Revised Statutes, as now or hereafter amended, at the rate the property would have been taxed had it been subject to levies only by School Districts 65 and 202 and the City of Evanston and those corporate taxing bodies whose boundaries do not extend beyond the geographical limits of the City of Evanston; and
6. That a covenant of agreement to the above conditions shall be submitted in recordable form by the applicants;

all in accordance with the recommendations of the Zoning Board of Appeals.

SECTION 2: The Director of Inspections and Permits is hereby ordered and directed to grant such permits as shall be required to effectuate the provisions of this ordinance.

SECTION 3: This ordinance shall be in full force and effect

AS ADOPTED

AS ADOPTED

-4-

from and after its passage and approval in the manner provided by law.

Introduced \_\_\_\_\_, 1974

Adopted \_\_\_\_\_, 1974

Adopted \_\_\_\_\_, 1974

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form: \_\_\_\_\_  
Corporation Counsel

AS ADOPTED

**EXHIBIT D**

Declaration of Covenants, 1974

22 951 716

DECLARATION OF COVENANTS

ARTICLES OF DECLARATION made this 21st of November, 1974,  
by the First National Bank & Trust Company of Evanston, <sup>NOT PERSONALLY BUT</sup> /as trustee  
under trust agreement dated July 19, 1974, and known as trust  
number R-1759, (hereinafter called the "Owner") being the owner of  
record of the following described land (hereinafter called "subject  
land") situated in the City of Evanston, Cook County, Illinois:

The North 58-1/3 feet of Lot 3 and the  
South 8-1/3 feet of Lot 4 in R. 61  
in Section 18, Township 41 Range 14  
East, in Cook County, Illinois

W I T N E S S E T H

WHEREAS, upon the application of the Catholic Bishop of  
Chicago, Inc., and Richard S. Barnes and Patricia N. Barnes, the  
City of Evanston has granted variations from the use provisions in  
off-street parking requirements of its zoning ordinance to allow  
a restaurant open to the public in the building on subject land, and  
also for a special use permit to allow use of the building as a room-  
ing house; and

WHEREAS, as a condition to the aforesaid zoning variations  
and the special use permit by the City of Evanston, the Owner of  
subject land has consented and agreed to make this DECLARATION OF  
COVENANTS and to cause the same to be recorded;

NOW, THEREFORE, the Owner hereby declares, covenants and  
agrees as follows:

1. The Owner will not make to the building on subject land  
any "structural alterations" as defined in the Evanston Zoning Ordinance on the date hereof, without first applying to the Evanston

22 951 716

Planning and Development Committee for permission to do so.

2. The Owner will not operate a restaurant serving meals to the public in the building on subject land except upon the first floor thereof without the prior approval of the proper municipal officials.

3. The Owner will not allow more than 63 roomers to live in the existing building on the subject land.

4. The Owner will provide 26 off-street parking places for said building, 16 of which may be supplied within 500 feet of subject land on land owned or leased by the Owner with the remaining 10 places to be on subject land.

5. The Owner will make an annual payment in lieu of taxes if the subject land is ever exempted from taxation pursuant to the provisions of Chapter 120 of the Illinois Revised Statute as now or hereafter amended at the rate the property would have been taxed had it been subject to levies only by School Districts 65, 202 and the City of Evanston and the corporate taxing bodies whose boundaries do not extend beyond the geographical limits of the City of Evanston.

6. The covenants herein set forth shall run with the subject land and shall bind the Owner and its grantees, successors and assigns. The City of Evanston is intended to be benefited by the covenants here in set forth and may enforce compliance thereof in any equity court of competent jurisdiction. The provisions of this Declaration may be changed, modified or rescinded by an instrument in writing setting forth such change, modification or rescission and signed and approved by the then Owner of subject land and the City of Evanston. Nothing in this Declaration, expressed or implied, is intended or shall be construed to confer upon, or to give to any person or persons, other than the City of Evanston, any right, remedy or claim under or by reason of this Declaration or any covenant, condition or stipulation.

951 716

hereof, the same being for the sole and exclusive benefit of the City of Evanston and the Owner of subject land.

7. This Declaration is executed by the First National Bank & Trust Company of Evanston, not personally but solely as trustee aforesaid, in the exercise of the power and authority conferred upon and vested in it as such trustee. It is expressly understood and agreed that nothing herein shall be construed as creating any personal liability in the First National Bank & Trust Company of Evanston as trustee.

FIRST NATIONAL BANK & TRUST COMPANY  
OF EVANSTON, as trustee aforesaid  
and not individually

BY Patricia B. Ley  
Vice President and Trust Officer



Alan H. Shippe  
Assistant Secretary  
Trust Officer

22 951 716

STATE OF ILLINOIS )  
                              ) SS.  
COUNTY OF COOK )

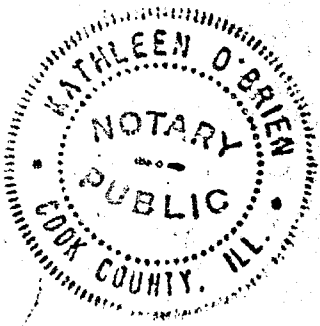
I, Kathleen O'Brien, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY that PATRICIA B. LEY, Vice President of the FIRST NATIONAL BANK & TRUST COMPANY OF EVANSTON, Illinois, and ALAN H. SHIPPE, ASST. TRUST OFFICER, Assistant Secretary of said Bank, who are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Vice President, and Assistant Secretary, respectively, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary of said Bank, as Trustee as aforesaid, for the uses and purposes therein set forth; and the said Assistant Secretary then and there acknowledged that he, as custodian of the corporate seal of said Bank did affix the corporate seal of said Bank

to said instrument as his own free and voluntary act and as the free and voluntary act of said Bank, as Trustee aforesaid, for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal, this 25th day of November, 1974.

[Signature]  
Notary Public

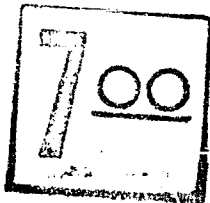
My Commission Expires June 20, 1977



22 951 716

This instrument was prepared by:  
Robert O. Wienke, Esq.  
Hubachek, Kelly, Rauch & Kirby  
3100 Prudential Plaza  
Chicago, Illinois 60601

REC'D BY CH 12 30  
924436 • 22951716 A



MAIL

22951716



**CITY OF EVANSTON**

**INSPECTIONS AND PERMITS DEPT.**

**328 DAVIS STREET • EVANSTON, ILLINOIS 60204 • PHONE GR 5-3103**

**M E S S A G E**

**R E P L Y**

TO

Technical Codes Div

J

Property Standards Div

DATE

2/13/75

DATE

-Re. 1566 OAK AVE, Z BA 11-74-Va 50

Please be advised that a copy of a covenant recorded in document 22-951-716 has been received in my office to satisfy the requirement of condition 6 in Ordinance 51-0-74

BY

D. Rasmussen

SIGNED

For: The Drawing Board, Inc., Box 535, Dallas, Texas

**RECIPIENT KEEP THIS COPY. RETURN WHITE COPY TO SENDER**

## **EXHIBIT E**

### Connections for the Homeless Operations Details

## Connections for the Homeless Operational Details

### Operational Details

Connections for the Homeless (“CFH”) strives to end homelessness one person at a time. From July 2020 – June 2021, CFH was able to serve 4,055 individuals. CFH addresses homelessness in three ways: by providing eviction preventions, shelter, and housing. The need to assist those facing homelessness is greater now than ever, due to joblessness caused by the pandemic. In addition to the increased demand, federal requirements and restrictions on facilities addressing homelessness make establishing new facilities difficult. It is imperative that operators like CFH are able to maintain existing facilities if homelessness is to be effectively combated. Those facing dire circumstances have been proven to have the best chance of success if their housing needs are met in a dignified way. This approach is known as the “Housing First model.” It has been proven that without safe housing, a person cannot effectively address health, legal, or career issues. The quality of housing is an important element of successful housing. Individuals facing increasingly difficult situations need stable housing, a sense of security for themselves and their belongings, as well as amenities such as a bathroom and laundry facilities which allow participants to maintain their sense of dignity.

### Margarita Inn Operations

When a person experiencing homelessness is identified as a suitable participant for Connections for the Homelessness program at the Margarita Inn, they are added to an ever-growing waiting list. When a space opens up at the facility, the CFH staff identify who on the waitlist is in greatest need, with priority being given to women and children. Additionally, there are two beds set aside for young adults, age 18-24 years old. This population is often comprised of young adults who have aged out of foster system, or no longer have access for family support or resources. The participants begin their residency by signing an intake form, agreeing to abide by a code of conduct, and are assigned a room. Once residents have secured housing at the Margarita Inn, CFH provides laundry, housekeeping, and other services. The program works towards getting participants prepared for successful long-term housing, and connecting them to opportunities for long-term housing. The average length of stay in the facility is nine months.

The facility is currently staffed with two hotel workers, and two CFH staff, at all times. If the property is transferred to CFH, they will have two staff on site overnight, and five to six throughout the day to address participant needs, property maintenance, and case management.

Food is not paid for; rather, food is provided by donation from community partners or purchased on behalf of the residents by CFH and provided free of charge. Three meals are served daily. Prior to the COVID-19 pandemic, CFH learned from their long-time shelter facility, Hilda’s place that a great way for participants and community members to connect is over a meal. In the future, CFH would like to open up their meal time to community members, to serve and eat with participants.

## Connections for the Homeless Operational Details

### Rooming House

Connections for the Homeless' operations at the Margarita Inn are most closely related to the Rooming House definition, in part, because the participants in the program are brought into the program not on an emergency basis, but for long term support. The waiting list is approximately 100 people long. The average participant stays at the facility for nine months. The Margarita Inn has been operating as a Rooming House for decades, and as such, conforms to the requirements set forth in the Property Maintenance Code, including the requirement for the operator to maintain clean quarters, linens, and water closets. Additionally, upon obtaining a room at the facility, the participant will sign an agreement which states that the food provided via donation. The fee for each room is received indirectly from State and County programs established to provide aide for low-income residents.

### Shelter

Per Evanston Code (8-17-6-3; 8-17-6-4) in order for a facility to be considered a Shelter, it must require that a person occupying a shelter space do so on a temporary basis, and not as a permanent resident. Further, they are not permitted to stay a Shelter for longer than twelve hours. Per the Zoning Code definition, a "permanent guest" refers to anyone that occupies a residential accommodation for greater than 30 days. The average stay of Connections participants is nine months. During their stay, participants are permitted their own room, with an en-suite bathroom, and space to leave their belongings in a secure manner. Their time in the facility is not dependent upon a daily reservation, and there is no need to queue outside the facility, like a traditional transitional shelter, which provides for those in need of emergency temporary housing on a short-term basis.

### Hotel

The Evanston Zoning Code defines a Hotel as "a building in which lodging is offered with or without meals principally to transient guests and that provides a common entrance, lobby, halls and stairways." As previously indicated, the average stay of participants is nine months, and the term 'transient guests' refers to guests who stay for less than 30 days. As such, "Hotel" does not closely match the current or proposed operations.

### Compliance with existing Special Use

The existing Special Use for a Rooming House, approved in 1974, limits the facility to 63 roomers, which CFH is happy to comply with. The 1974 Special Use also requires that 26 parking spaces are provided; 10 onsite and 16 offsite. These spaces were likely to serve the patrons of the restaurant, which no longer exists. The site still maintains 10 parking spaces which is sufficient for current operations. The property is currently subject to real estate taxes so no Payment in Lieu of Taxes is applicable, as noted in the Special Use.

**EXHIBIT F**

Parking Arrangement

## Parking

Per the 1974 Special Use (See Exhibit C), the parking requirement is for twenty-six total parking spaces, ten of which are to be located onsite, and the additional sixteen are to be located offsite, within 500 feet of the site. Currently, the Margarita Inn has ten onsite spaces, and could arrange for a shared parking agreement to provide the additional sixteen spaces within the required 500 feet. However, the additional spaces were required to accommodate patrons of the restaurant, which is no longer operating. The existing ten spaces provided have been sufficient for the current operations and there has been no demand for any additional parking.

## **EXHIBIT G**

Example of Plan of Operations (“Good Neighbor Agreement”)

## Plan of Operations “Good Neighbor Agreement”

Connections for the Homeless is proposing a Good Neighbor Agreement, which will detail conduct expectations for residents, and provide a conduit for communications with the community. The Agreement will aim to reduce any unnecessary calls for service, while allowing Connections for the Homeless to address any concerns the neighbors might have.





## Good Neighbor Agreement Template

**Background:** This Good Neighbor Agreement Template (referred to in this document as agreement) was developed by [Homeless Leadership Coalition](#) and community stakeholders to provide a strategy to address neighbor concerns that often arise when new resources to support those experiencing homelessness are developed or expanded within a community.

**Parties to the agreement:** Parties to this agreement include business and residential neighbors living around the *facility at 1566 Oak Ave.*, and as represented by their neighborhood association, business association and other key stakeholders.

- *NAME Neighborhood Association*
- *Connections for the Homeless*
- *Downtown Evanston*
- *NAME Other stakeholders such as schools, churches, Parks and Recreation etc*

**Boundaries of this agreement:**

*Property located at 1566 Oak Ave., Evanston, IL*

**Legal Status of Agreement:** Parties to this agreement are committed to maintaining safety and livability of the area; it is to this end they enter into this agreement. All participants understand this agreement is not a legally binding contract, nor is it intended to be. Further, all parties acknowledge that they have been advised and given time to review and present this document to independent counsel.

**Purpose, Assumptions, & Goals:** The purpose of this agreement is to identify ways for community stakeholders to work together to address potential impacts of the facility as well as be good neighbors in support of clients/residents/guests of the shelter/ facility and to formalize the goodwill and positive working relationships between stakeholders for the benefits of all neighbors. Discussion of this agreement can be a tool to clarify the best ways to address neighborhood concerns.

Inherent in this agreement is the assumption that all parties have certain basic rights; these include:

- All neighbors have the right to feel safe and welcome.
- All neighbors have the right to safe and quiet enjoyment of their properties and public spaces.
- All neighbors have the right to access available community resources, services and public facilities to meet their needs.

**Goals:**

- Initiate and maintain open communications and understanding among all parties
- Encourage all parties to be proactive and ready to respond to concerns that may arise
- Develop procedures or protocols for resolving concerns and problems
- Enhance neighborhood safety while promoting access to services
- Reduce crime and fear of crime and nuisance complaints within the neighborhood

**All parties agree to:**

- Participate in this agreement
- Participate in collaborative problem solving around issues that arise within the boundaries of this agreement
- Develop, maintain and enhance good working relationships between the above named parties
- Use and promote direct, respectful, and civil communications while promoting responsiveness to community concerns by
  - Resolving problems quickly and as directly as possible
  - Encouraging first line communications occur one-one via in person, phone or video communication or email.
  - Providing participants in this agreement with updated contact information if there are key leadership changes (Addendum contains contact list)
  - Reserve email for productive purposes such as information, planning, logistics, reminders or confirming prior conversations
  - Encourage neighbors or other community members to contact *Connections for the Homeless* directly regarding questions or concerns as they relate to the shelter property or the local Neighborhood Association
- Enhance neighborhood safety and livability and promote access to services by
  - Fostering positive relationships between the shelter/facility and neighbors
  - Encouraging a sense of safety, welcome and investment in the neighborhood among all community members
  - Reporting crime and suspicious activity in the neighborhood to law enforcement

**Service Provider Agreements *Connections for the Homeless*:**

- Offer ongoing services that support clients/residents in achieving long-term personal goal that contribute to their self-sufficiency
- Train staff to address client needs with a trauma informed approach, motivational interviewing, de-escalation skills, conflict resolution skills
- Encourage clients/residents to be good neighbors by abiding by the facility/shelter code of conduct or trespassing through neighboring properties or rights of way
- Livability
  - Encourage clients/residents to reduce litter and provide opportunities for litter patrol
  - Assign staff or residents to pick up litter in the perimeter on a regular schedule
  - Provide regular trash disposal

- Ensure that client/resident belongings are not left on sidewalks
- Designate smoking and outdoor space provided on facility/shelter property
- Designate parking and outdoor space provided on facility/shelter property
- Encourage residents to have a sense of ownership in the neighborhood and pride in their residence
- Hold clients/residents responsible for their actions. *As described in the code of conduct attached as an addendum to this agreement.*
- Prioritize outreach to individuals experiencing homelessness who are referred to the designated point of contact for the shelter/facility by signatories to this agreement

#### **Neighborhood Association Agreements:**

- Neighborhood Association board serves as a point of contact for residents of the neighborhood when they have questions and concerns that arise from the shelter/facility.
- Elevate neighbor concerns to the appropriate party in a timely manner
- Educate neighborhood on the existence of this agreement and the best ways to positively resolve concerns
- Invite and welcome service providers and shelter residents to attend neighborhood association meetings and offer opportunities for regular updates on the successes of the facility
- Engaging in ongoing problem solving with parties to this agreement to maintain clear lines of communication and an orientation to problem solving

#### **Business/ Business Association Agreements:**

- Maintain lines of open communication with parties to this agreement
- Communicate concerns of unneighborly behavior when they may relate to known clients/shelter guests
- Direct in an efficient and timely way questions/comments received by staff and customers to the shelter provider
- Immediately report to the shelter provider/facility any issues which arise relating to the physical or structural aspects of shared or adjacent spaces

#### **Law Enforcement Agreements:**

- Maintain lines of communication open with parties to this agreement
  - Note: Emergency situations should always be reported by calling 911 and Non-emergency situations can be addressed by calling the non-emergency phone number **(list for county)**
- Enforce laws according to policies and resources
- Provide education about the role of law enforcement as it relates to the homeless crisis

#### **Communication Protocol:**

1. Communicate directly and with respect and civility to the individual, shelter, business, or applicable association or service provider whenever possible

2. Meet approximately 90 days after shelter/facility opening to review agreements and problem solve issues that may have arisen
3. Create an opportunity for service providers and residents to speak at upcoming neighborhood association meeting
4. Livability issues should be addressed by associated parties to this agreement as soon as possible once notified via email, phone or in person communications
5. When issues or concerns related to this agreement are not resolved, participants agree to seek mediation services with the support of the **neighborhood association** prior to pursuing other remedies.

### Signatories

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### Suggested Attachments

1. Contact Lists
2. Code of Conduct
3. Map
4. Glossary of terms

### Glossary of Terms

Neighbor: residents, business owners, agencies and property owners, clients, residents and facility staff

Service Provider: an agency usually a nonprofit or government service that is provided for the health, well-being or self-sufficiency of an individual or group of individuals.

**EXHIBIT H**

Document Signed Upon Intake

### Document Signed Upon Intake

Upon becoming a participant in CFH's program, participants are required to review and sign the enclosed document, which outlines code of conduct, the food arrangement, and the services provided.



**connections**  

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**FOR THE HOMELESS**

# **SHELTER PARTICIPANT HANDBOOK**

*Revised 01.15.2022*

# WELCOME

Welcome to Connections' Shelter program! At Connections, we recognize that safe and stable housing is the foundation from which we grow and reach our full potential. As we work to get you connected to a housing opportunity suited to your needs, we are happy to have you here at our Shelter.

By accepting you into our Shelter, Connections makes a commitment to shelter you until we are able to secure safe, stable housing for you. This is dependent on you actively working with our Staff to identify, plan, and execute your housing plan.

To help provide a safe and supportive environment for all Participants, we have put together this Shelter Resident Handbook to explain the services, expectations, and policies of our shelter program. Please read through this handbook thoroughly. You are responsible for being familiar with all our policies and procedures. If you have questions beyond the information provided to you in this Handbook, please speak with our Staff.

On behalf of everyone at Connections, welcome home!

Tina White  
*Director of Community Programs*

James Barnett  
*Community Programs Manager*

Andrew Seibert  
*Operations Manager*

Jeffrey Leach  
*Shelter Case Manager*

Maria Ynot  
*Shelter Case Manager*

Malik Muhammad  
*Shelter Operations Supervisor*





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## A. OUR PHILOSOPHY OF CARE

We work to end homelessness using a philosophy and approach that includes two evidenced-based practices:

- **Harm reduction** embraces respect, trust, and a nonjudgmental stance as essential components of an effective relationship. A harm reduction approach includes the following beliefs and practices:
  - Each individual is the expert in his/her own life
  - Individuals have the right to make their own choices
  - Any positive change is acknowledged and celebrated
  - Based in relationship building, honesty, and treating all people with dignity and respect
  - Emphasis on personal responsibility for behavior and separating behavior from the value of a person
  - Individuals have a voice in their care and treatment
  - Focus on reducing harm, not total abstinence from risky behavior, such as drug use
  
- **Trauma-Informed Care** is a strengths-based approach that is grounded in an understanding of, and responsiveness to, the impact of trauma and includes and emphasizes physical, emotional, and psychological safety and creates opportunities for individuals to rebuild a sense of control and heal from past traumas. A trauma-informed approach includes the following:
  - Realizes the widespread impact of trauma and understands potential paths towards recovery
  - Recognizes the signs and symptoms of trauma in individuals and families
  - Responds by fully integrating knowledge about trauma into policies, procedures, and practices
  - Seeks to actively resist re-traumatization

## **B. OUR CORE VALUES**

In support of our mission, we operate using the following Core Values to guide our interactions between participants, colleagues, and our community.

### **Equity and Inclusion**

- We acknowledge that privilege exists and intentionally promote equitable access to resources and representation in leadership and decision making.
- We design solutions with humility and intentionally include voices that have been historically and structurally excluded.

### **Community**

- We are more effective in community than in isolation.
- We build partnerships through authentic relationships.
- We value the expertise of all and use empathy and collaboration to fulfill our mission.

### **Transparency**

- We operate with integrity by being forthright, honest, and open with participants, staff, volunteers, supporters, and our community.
- We invite feedback in all relationships, commit to self-reflection and strive for continuous improvement.

### **Generosity of Spirit**

- We create spaces that are kind, non-judgmental and affirming of the entirety of every individual's experience.
- We believe that hope, growth, and healing take place in a safe, welcoming and respectful environment.

### **Resilience**

- We honor the courage, perseverance, and grit of those who deliver, receive and support our services.
- We believe individuals are defined by their strengths and they are experts in their own lives.
- We persevere through challenges and view setbacks as opportunities to redefine and refocus our work.

## C. VIOLATIONS OF THE SHELTER RULES

This Handbook outlines rules and policies that have been put in place for the safety and well-being of all individuals living and working in the Shelter. Unless otherwise stated in the Handbook, Connections uses an incremental process to address behaviors that negatively impact the community and/or violate the Shelter rules\*. This process provides Participants an opportunity to change their behavior and includes:

- **1<sup>st</sup> Incident:** Connections Staff will give a verbal warning to reiterate the rule or guideline that was not followed and let the Participant know what is expected moving forward.
- **2<sup>nd</sup> Incident:** Connections Staff will complete a written Learning Agreement that outlines what the issue is, what is expected of the Participant moving forward, how Staff will support the Participant, and the potential consequences of continuing the behavior. Staff will provide the Participant with a copy of the Agreement.
- **3<sup>rd</sup> Incident:** Participant will be suspended from the Shelter for 24 hours. Refusal to leave the Shelter will result in immediate dismissal.
- **4<sup>th</sup> Incident:** Participant will be dismissed from the Shelter.

\* **This includes a failure or refusal to engage and participate in a meaningful way in case management services in order to identify a permanent housing solution.** {Also see CASE MANAGEMENT}

## D. ZERO TOLERANCE BEHAVIORS

Connections has a “zero tolerance” policy for the following behaviors when they occur on-site, either inside the Shelter or on the exterior property, and can be substantiated. Any incident involving these offenses will result in the Participant’s immediate dismissal from the Shelter.

- 1) Possession of a weapon, regardless of whether it is used.
- 2) Physical violence toward Connections Staff, Participants, and/or other individuals involved with its programs (ie. hotel staff, volunteers).
- 3) Illegal and/or illicit activity including, but not limited to, drug dealing and sex work.

## E. ATTENDANCE

Attendance is tracked daily as you pick up your meals. While meals are not required, even if you don’t want meals, you should check in with Connections Staff at least once a day so that you can be marked as being present.

With a waitlist of more than 100 individuals in need of shelter, we expect that you are taking advantage of and utilizing the bed in the Shelter that has been made available to you. If you need to be absent for more than 48 hours (ie. visit family, work), you must notify Staff before leaving the Shelter. Unexcused absences of more than 72 hours may result in your dismissal from the Shelter.

## **F. ON-SITE STAFF**

Connections Staff are present in the Shelter at all times. Participants should address all concerns, issues, etc. with Connections Staff. If the issue needs to be escalated to the hotel staff (ie. Housekeeping, Maintenance), Connections Staff will handle doing so. {Also see TOILET PAPER + TOILETRIES.}

## **G. 911 CALLS**

Calling 911 should be limited strictly to life-threatening emergencies. For non-life-threatening medical needs, please contact Connections Staff to determine appropriate course of action. If the staff member determines an ambulance is necessary, one will be called. If it is determined that a non-emergency transport is more appropriate, Staff will help arrange for you to get to the hospital.

## **H. ALCOHOL + OTHER SUBSTANCES**

Alcohol is allowed in the Shelter, but may only be consumed in your room. At no time is open alcohol permitted in any common area, including the hallways, Courtyard, or anywhere outside on the shelter property. Non-prescription substances that are illicit/illegal are not allowed anywhere in the Shelter, including in individual rooms, or on the property.

## **I. BICYCLES**

Bicycles are not permitted inside the Shelter. All bicycles must be stored outside. Connections has provided a bike rack at the back of the Shelter and installed a security camera monitoring this area. Connections will provide each Participant with one (1) bike lock, if needed. *Neither Connections nor the Margarita Inn assume responsibility for lost or stolen bicycles.*

All bikes kept on the shelter property must be registered with Staff. Any unregistered bikes are subject to removal. Please see a Connections Staff member to register your bike.

## **J. BUILDING ACCESS**

All Participants must enter and exit the building through the Shelter's main front entrance. Use of the rear entrance, located on the 1<sup>st</sup> Floor, is strictly restricted to Participants with handicap accessibility needs who have received prior approval from Connections Management to use that entrance. Use of any of the marked emergency exit doors is strictly prohibited, except in the event of a fire alarm.

Participants are strictly prohibited from entering the Kitchen or rear balconies at any time. Participants are also not permitted to enter the Parlor, Library, or Rooftop without being accompanied by Connections Staff.

Because unauthorized entry and exit from the building creates a serious security risk for everyone, repeated unauthorized entry and/or exit from any entrance other than the main entrance may result in dismissal from the Shelter.

## K. CASE MANAGEMENT

The Case Management office is located on the 1<sup>st</sup> Floor in Room 107. All Participants residing in the Shelter will be assigned a Shelter Case Manager and will be transitioned from the Case Manager(s) who they were previously working with. All Participants of the Shelter program are required to engage in regular sessions with their assigned Case Manager to identify, and work towards, a permanent housing solution.

Shelter Case Managers are available to assist Participants from Monday through Friday during normal business hours. Accommodations can be made for Participants who are not able to meet with their Case Manager during regular business hours. If this is the case for you, let your Case Manager know so they can make arrangements to meet at a time that works for you.

## L. CHILD SUPERVISION

All Staff members at Connections are mandated reporters and are required by law to make a report of the following concerns:

- Suspected abuse or neglect of a child
- Suspected abuse or neglect of a senior, elderly person or an individual with a disability
- If we believe you or someone in your household could become a harm to yourself or others, we will help you get to the hospital for a psychiatric assessment and support you through this process

The Illinois state laws, which Connections abides by, around children being left unattended are:

- Children under the age of 12 cannot be left unattended.
- If a child under the age of 12 is left by their parent/guardian, they must be left with someone over the age of 15. Any caretaker over the age of 15 must be awake while caretaking.

Additionally, it is Connections' policy that **NO children (ages 17 and younger) may be left alone OVERNIGHT (11:00pm - 7:00am).**

If a child on the premises is put in a situation that jeopardizes his/her safety, Connections Staff are required by law to file a report with child protective services.

Because of the nature of staying in a hotel setting, where children can easily leave the room on their own and face threats to their safety, these guidelines must be followed at all times. **Leaving your child(ren) includes coming down to microwave food or going outside for a cigarette. Your child(ren) should be with you at all times or following the age guidelines above.**

It is also Connections' policy that children under age 12 are not permitted to wander around the Shelter unsupervised, this includes running "errands" within the hotel to get food, etc. Children of any age are not permitted in the Courtyard at any time without their parent/guardian present.

If you are having childcare issues or other challenges, please speak with your Case Manager.

## **M. CLOTHING CLOSET + HAIR CUTS**

Participants in the Shelter may sign up to visit Hilda's Place on Thursdays to access the Clothing Closet and/or get a haircut. Participants must sign up for an appointment in advance. Walk ups will not be accepted. Please see Connections Staff at the Shelter to schedule an appointment.

## **N. COMPUTERS + WIFI**

A computer for Participant use is located in the Lobby. Rules regarding its use are posted at the desk and will be enforced. The Shelter is equipped with WIFI. Connectivity to the network may vary throughout the building and is beyond the control of Connections.

Network: Margarita Guest    Passcode: Inn1566

## **O. COURTYARD**

Use of the Courtyard is a privilege. The Courtyard is intended to be used for short-term use, no longer than 15 minutes. Capacity limits for the space are posted on the door and are enforced at all times. Playing music, etc on phones/speakers is not allowed at any time. Food and beverages are not allowed in the Courtyard. All garbage is to be properly disposed of. Repeated violation of the Courtyard rules may result in suspension of access to this space and/or further disciplinary action.

## **P. CURFEW + QUIET HOURS**

For everyone's safety, a curfew will be in effect daily from 11:00pm – 5:00am. During this time, Participants may exit the Shelter at any time, however entry into the building is at the discretion of Connections Staff.

Quiet hours are in effect throughout the Shelter from 10:00pm – 8:00am daily. This applies inside the building, as well as in the Courtyard.

## **Q. ELEVATORS + STAIRS**

The Shelter is equipped with an elevator servicing all floors. Due to its limited size, no more than 2 individuals or 1 family may occupy the elevator at any time. Please use great care when using the elevator and do not force the doors and/or gate open. If you need instruction on how to operate the elevator, please contact a Connections Staff member.

Participants may only use the main stairwell for accessing their assigned floor. The North Stairs are only to be used in the event of an emergency. {Also see BUILDING ACCESS.}

## **R. FIRE ALARM**

In the event of a fire alarm, please proceed to the nearest stairs and exit the building. Do not use the elevator. Once outside, all Participants should gather across the street in front of The King Home (1555 Oak Ave). Connections Staff will let you know when it is safe to come back inside the Shelter.

## S. HOUSEKEEPING

Maintaining a clean living environment is essential for not only your own health and well-being, but that of everyone living and working in the Shelter. Each Participant is responsible for ensuring that his/her/their room is kept in a clean and sanitary condition.

Once a week, the Housekeeping staff will visit your room – please see the Housekeeping Schedule (Appendix 1). To ensure the care of the rooms and Shelter property, housekeeping is not an optional service.

At your assigned time, Connections Staff will come to your door and ask you to step out of the room while the Housekeeping staff complete the weekly cleaning. If you are not in your room at the assigned time, Housekeeping will still enter the room. Each week, Housekeeping will exchange bed linens and remake the bed(s), exchange bath towels, disinfect the bathroom, and vacuum the carpet.

In preparation for Housekeeping each week, Participants should not remove bed linens from the bed, but should remove all personal items from on and/or around the bed.

Participants should not remove bed linens from the bed. At no time are any Shelter linens, both bedding or bath, to be placed in the hallway or removed from the room. Shelter linens are not to be put in your laundry bag with clothes and sent out for cleaning. {Also see LAUNDRY.}

Please note that bed linens and towels will only be replaced once a week at your assigned time. If you have an urgent need for your linen to be replaced at any other time, please contact a Connections Staff member to make arrangements.

Connections staff also reserve the right to conduct room checks as needed to ensure that the room is in good condition and sanitary.

## T. ITEMS NOT ALLOWED IN THE SHELTER

For the health and safety of everyone living and working in the Shelter, the following items are expressly prohibited from being in the building. Having any of these items in your possession or in your room may result in dismissal from the Shelter. Connections Management reserves the right to determine that items, beyond the list below, are not permitted in the Shelter.

- Candles, Incense, and/or Sterno
- Gasoline, Lighter Fluid, and/or Other Accelerants
- Glitter
- Grills
- Hot Plates + Pressure Cookers
- Motor Oil
- Paint
- Propane
- Space Heater
- Weapons (including but not limited to: Guns\* and Knives with a blade longer than 3")

**\* The possession of a weapon will result in the immediate dismissal from the Shelter. Connections Management reserves the right to search a room at any time if there is cause to believe a weapon is present.**



## U. LAUNDRY

Laundry service is provided once a week. Your dirty laundry should be placed in the grey, numbered laundry bag you were assigned upon moving into the Shelter. Bags should be drawn tight and placed outside your door between 8:00p – 11:00p on the assigned night. Late laundry will not be accepted and must wait until the following week.

### 4<sup>th</sup> + 5<sup>th</sup> Floors

**Pick Up:** Sunday night | **Returned:** Tuesday afternoon

### 1<sup>st</sup>, 2<sup>nd</sup> + 3<sup>rd</sup> Floors

**Pick Up:** Tuesday night | **Returned:** Thursday afternoon

If you are not in your room when laundry is returned, Connections Staff will key into your room and leave the bag just inside your door.

At no time are hotel linens (towels, bedding, etc) to be sent with laundry or taken out of the building. Do not put these items in your laundry bag.

Neither Connections nor its laundry vendor are responsible for lost or damaged items.

## V. LOITERING + GATHERING OUTSIDE

Loitering and/or gathering outside the Shelter, in both the front or the rear, is prohibited. At all times, the public sidewalks and those leading to and from the building must be clear for people to walk by. {Also see SMOKING.}

## W. MAIL

If you receive your mail at Connections, it will be delivered to your room on Tuesdays, Thursdays, and Saturdays. If you are not present in your room at the time of delivery, the mail will be returned to the Operations Office (Rm 108) and you may pick it up at your convenience from Connections Staff. Mail will not be left under your door.

Participants are not to go to Connections' Main Office or Hilda's Place to pick up mail. Mail and/or packages are not to be mailed directly to the Shelter.

If you are not currently receiving your mail at Connections, but would like to, please see your Case Manager for further instruction.

## X. MASKS

To protect everyone's health and safety, and because we have individuals living and working in the Shelter who are at high risk, **we continue to require the wearing of face masks at all times by anyone over the age of 2 when you are outside your room. Absolutely no exceptions will be permitted. Bandanas, scarves, face wraps, and/or neck gaiters are not acceptable.**

**Masks are to be properly put on BEFORE you walk out of your room and BEFORE you walk into the Shelter from outside.** Masks must be on to run down the hall for ice or to throw away garbage.

If you lose your mask, please contact Connections Staff. Safeguard and take good care of your mask.

Repeated failure to comply with wearing your mask will result in dismissal from the Shelter.

## **Y. MEALS**

Connections partners with Volunteers and organizations throughout the city to provide you with three meals a day. Meals will be served on the 1<sup>st</sup> Floor during the following times:

Breakfast (8:30a – 10:00a)

Lunch (12:30p – 2:00p)

Dinner (5:45p – 7:15p)

After picking up your meal, you must return to your room to eat it. Meals may not be eaten in the common areas, including the Lobby, Courtyard, or hallways.

Still hungry? If you'd like an extra meal, you are welcome to check with Connections Staff to see if there are any leftover meals from the prior day available. To ensure that everyone has an opportunity to receive a meal, we are unable to provide you with an additional serving of the current day's meal.

Connections provides each Participant with a cup when he/she/they move into the Shelter, which can be brought to Dinner to receive lemonade with the meal. No other cups or containers may be used to receive the beverage.

## **Z. MICROWAVES + REFRIGERATORS**

All rooms are equipped with a refrigerator. Refrigerators are to be kept clean and food should be regularly thrown away to keep from spoiling and/or developing mold. Refrigerators are not to be moved or unplugged.

Microwaves are available 24/7 on the 1<sup>st</sup> and 2<sup>nd</sup> Floors. You must remain at the microwave while your food is cooking. If your food creates any mess inside the microwave, please clean it out. All trash and debris are to be cleaned off the countertop and properly disposed of. At no time are any metal objects (ie. coffee travel mugs, aluminum foil containers) to be placed inside the microwave.

## **AA. PARKING**

Connections and the Margarita Inn are unable to provide on-site parking for Participants who have vehicles. Street parking is available on the surrounding streets. Please pay close attention to parking restrictions, including time limits and street sweeping. Participants are solely responsible for any parking tickets they received while staying at the Shelter; Connections will not pay for tickets.

## **BB. PERSONAL PROPERTY**

Participants are responsible for the safe storage of their own personal property. Neither Connections nor the Margarita Inn accept responsibility for lost, stolen, or damaged personal property. If a Participant believes their personal property has been stolen, he/she/they should inform Connections Staff. Connections will not search rooms for allegedly stolen property unless a Connections Staff member witnessed the theft or it was captured on a security camera. In such instances, Participants will be redirected to file a police report for the property.

**Connections strongly discourages the loaning and borrowing of money and/or property between Participants.** Participants are not to solicit Staff members.

## **CC. PEST CONTROL (Ants, Bed Bugs, etc.)**

Please review the Connections' Pest Policy at the end of this handbook (Appendix 2).

## **DD. PETS**

Animals of any kind are strictly prohibited from the Shelter, unless authorized in writing by Connections Management before the Participant moves into the Shelter.

## **EE. PHOTO DIRECTORY**

In lieu of issuing ID Badges to Participants, all adult Participants residing in the Shelter will have a headshot taken upon moving into the Shelter so that Connections can maintain a photo directory of Participants. Photos will not be used or shared publicly in any way. Photos must clearly show each Participant's face – sunglasses, hats, etc must be removed.

## **FF. ROOM INSPECTIONS**

Connections Staff will routinely enter Participant rooms, typically in conjunction with scheduled housekeeping, to visually inspect the cleanliness of the room, condition of the furniture, etc. Connections Management reserves the right to enter a room at any time if there is believed to be a health or safety issue within the room.

## **GG. SMOKING**

Smoking is not allowed inside of the Shelter **at any time**. Smoking inside the Shelter and/or tampering with or disabling smoke detectors can lead to immediate dismissal from the Shelter.

Smoking is permitted 24/7 in the Courtyard, which can be accessed near the main entrance. Participants smoking in the Courtyard must remain 15' front the doors and at least 6' from any other individuals in the Courtyard. Repeated failure to social distance while in the Courtyard will result in a Participant's loss of access to this area. All cigarette butts are to be properly disposed of in the provided receptacles. {Also see COURTYARD.}

Participants are not permitted to smoke anywhere else on the Shelter property, including in front, behind or along the side of the building.

## **HH. TOILET PAPER + TOILETRIES**

Participants will be supplied with toilet paper, if needed, as part of the weekly housekeeping. If toilet paper is needed at another point during the week, please contact the Connections Staff.

Connections maintains a stock of toiletry items (ie. deodorant, toothpaste) and is happy to provide participants with toiletries, when available. Please understand that we may not always have every item available and that we may limit the quantity of an item to ensure that we have enough for all Participants in the Shelter.

## **II. TRASH**

Participants are expected to remove trash from their room frequently, particularly leftover food and food containers. This is essential to maintaining a clean and healthy environment for everyone in the Shelter. It is also critical in helping to reduce the presence of pest, such as ants.

Participants will be provided trash bags by the Connections Staff. Large trash bins are located on each floor near the elevator. Participants should bag their room trash and then place their individual bag of trash in the trash bin. Connections Staff will routinely empty the large bins.

At no time are bags of trash to be placed in the hallway. If the large trash bin is full, please contact the Connections Staff so that it can be emptied.

## **JJ. VISITING OTHER ROOMS/PARTICIPANTS**

Participants are not to be in any Participant's room other than their own at any time or on a different floor (other than common areas) from their assigned room. Repeated violation of this rule will result in dismissal from the Shelter.

Participants not residing in the Congregate Room are prohibited from entering the Congregate Room and/or Room 106 at any time.

## **KK. VISITORS + OUTSIDE SERVICE PROVIDERS**

**There will be no visitors or guests allowed at any time in the Shelter.** This includes children, grandchildren, and/or partners who are not determined to be a part of the Participant's household at the time of moving into the Shelter.

The only exception to this rule is in the case of a child custody change. In the event that there is a custody change and you are now in custody of your child(ren), you must speak to a Case Manager at least 48 hours before bringing your child(ren) to the Shelter. Any change to the number of occupants in a room must be approved in advance by Connections Management.

Participants who have caretakers or other outside service providers (i.e. in-home health aide) who need to enter the Shelter must receive approval from Connections Management at least 24 hours in advance.

## APPENDIX 1: HOUSEKEEPING SCHEDULE

Each room has been assigned a 45-minute time frame during which the housekeeping will occur each week.

The actual cleaning is anticipated to take 15-20 minutes, during which time you will need to exit your room.

| TUESDAY |         |         | THURSDAY |          |          | FRIDAY |          |          |
|---------|---------|---------|----------|----------|----------|--------|----------|----------|
| 414     | 9:15 A  | 10:00 A | 506      | 9:15 A   | 10:00 A  | 314    | 9:15 A   | 10:00 A  |
| 411     | 9:15 A  | 10:00 A | 504      | 9:15 A   | 10:00 A  | 313    | 9:15 A   | 10:00 A  |
| 412     | 9:30 A  | 10:15 A | 503      | 9:30 A   | 10:15 A  | 312    | 9:30 A   | 10:15 A  |
| 409     | 9:30 A  | 10:15 A | 502      | 9:30 A   | 10:15 A  | 311    | 9:30 A   | 10:15 A  |
| 410     | 9:45 A  | 10:30 A | 501      | 9:45 A   | 10:30 A  | 310    | 9:45 A   | 10:30 A  |
| 407     | 9:45 A  | 10:30 A | 500      | 9:45 A   | 10:30 A  | 309    | 9:45 A   | 10:30 A  |
| 408     | 10:00 A | 10:45 A |          |          |          | 308    | 10:00 A  | 10:45 A  |
| 405     | 10:00 A | 10:45 A | 213      | 10:00 A  | 10:45 A  | 307    | 10:00 A  | 10:45 A  |
| 406     | 10:15 A | 11:00 A | 212      | 10:15 A  | 11:00 A  | 306    | 10:15 A  | 11:00 A  |
| 404     | 10:15 A | 11:00 A | 211      | 10:15 A  | 11:00 A  | 305    | 10:15 A  | 11:00 A  |
| 403     | 10:30 A | 11:15 A | 210      | 10:30 A  | 11:15 A  | 304    | 10:30 A  | 11:15 A  |
| 402     | 10:30 A | 11:15 A | 208      | 10:30 A  | 11:15 A  | 303    | 10:30 A  | 11:15 A  |
| 401     | 10:45 A | 11:30 A |          |          |          | 302    | 10:45 A  | 11:30 A  |
| 400     | 10:45 A | 11:30 A | 105      | 10:45 A  | 11:30 A  | 301    | 10:45 A  | 11:30 A  |
|         |         |         | Cong     | 11:00 AM | 11:45 AM | 300    | 11:00 AM | 11:45 AM |

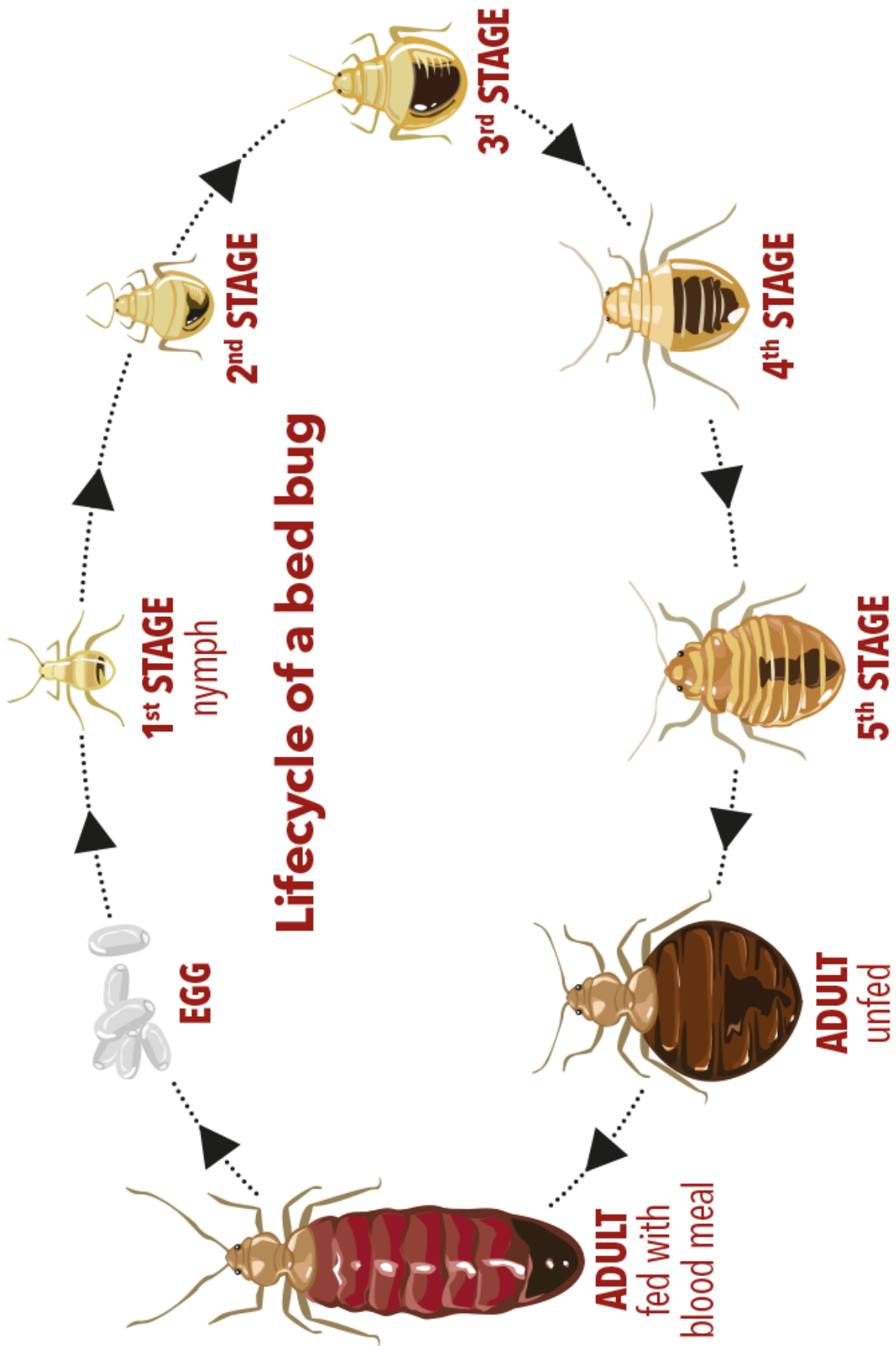
## APPENDIX 2: PEST POLICY

### Shelter Pest Policy + Guidelines

All Participants in Connections' Shelter are expected to follow the guidelines below as a condition of their stay in the Shelter. Failure to comply may result in dismissal from the Shelter.

- **Any indication of pests in your room is to be immediately reported to Connections Staff.** This includes, but is not limited to, bed bugs and/or ants.
- **Do not spray anything on the pests.** Connections Staff will use approved treatment products and/or methods once made aware of the pests.
- **Connections Staff will access your room weekly per the housekeeping schedule posted in each room.** During these visits, Staff will monitor for any pest issues and/or housekeeping issues that could lead to a pest problem developing in the room.
- **Regarding bed bugs:**
  - **When changing your sheets weekly, you should inspect the outer perimeter of the mattress encasement (cover),** both on the top and bottom of the mattress. *Do not open or remove the encasement at any time.* Look for castings, feces, and/or blood stains.
  - **Not everyone reacts to bites** (less than 50% of those bitten), so “no bites” doesn’t necessarily mean “no bugs.”
  - **Do NOT use bed bug sprays you can buy at the store.** Research does not recommend this. They just leave toxins in your room, send the bugs “hiding” for a bit, and then help them return even stronger which makes expert extermination even more difficult.
  - **Refer to the backside of this document for a diagram of the growth stage of a bed bug.** Note that they can look different over the course of their life cycle.

*See following page for diagram of what bed bugs look like.*



## **APPENDIX 3: INCLUSION POLICY FOR PARTICIPANTS**

### **Inclusion Policy for Participants**

**You belong here! You deserve to be included and served with respect! Connections for the Homeless promises to serve all Participants fairly, and without discrimination based on any of these things:**

- Your gender, gender status or gender expression
- If you're LGBTQI+
- Your race, color, tribe or ethnicity
- Your immigration, refugee or citizenship status or what country you're from
- Your income or lack of income, or source of income
- How well you read, write or speak English
- Your job status
- Your education level
- Your marital, family or partnership status
- Your religion or non-religion or personal philosophy
- Your health or mental health status
- Your physical, developmental, intellectual or emotional ability
- If you have HIV or AIDS
- If you have alcohol or drug use or addiction, or other addictions
- Your legal history
- Your veteran or military discharge status
- Your participation in the street economy
- Whether or not you follow a doctor's or therapist's medical or treatment suggestions
- Your body size
- Your age

**This means when we assess your service needs and match you to programs you're eligible for, we will make decisions and provide care and services fairly and with respect.**

**These are some of the ways we do this:**

1. We do not allow any speech, language, or behavior that is hateful or abusive for anyone who might come into our spaces. If you feel other Participants or Staff have mistreated you or made you feel bad or unsafe because of your identity, please let Staff know right away.
2. If you are transgender, genderqueer or gender non-conforming in your identity or experience, you can choose whether or not to discuss this with Staff or others. Your gender self-identity will be respected, regardless of whether you express that identity in a way others might expect. It won't matter whether you have chosen medical interventions, or changed your gender marker on your IDs. What matters is how you



identify. Staff will use your chosen name and pronouns and protect your privacy. You can work with Staff to decide what is safest for you in gendered spaces.

3. We don't need to know your immigration, refugee or citizenship status. We will not work together with ICE or any other law enforcement people, or even let them know we are serving you, unless they present an arrest warrant that is signed by a judge and names you.
4. We have these things to help you communicate with us if you need them:
  - a. TDD/TTY access
  - b. Large print forms and policies- available upon request
  - c. Language translation service
5. If you find it hard to read or write, Staff will read forms and other written things to you, or help you write on forms. We try hard to make our forms and writing easy to read and understand.
6. If you have mobility difficulties, Staff will help you decide which buildings are most accessible for you. We will send an Outreach worker as soon as possible to a mutually agreed upon location if needed.
7. Your family is your family, no matter what the ages and genders of the family members are. It's up to you to tell us who's in it, and you can stay together in the same program regardless if you're legally married, and no matter what your sexual or romantic orientation is, as long as space and housing stock make it possible to accommodate you safely.
8. You can have whatever religion or personal philosophy you want, and we don't expect you to go along with any religious activity while you're with us.
9. We really value diversity and want you to be feel safe expressing and celebrating your own culture!
10. Our programs might have rules that you can't drink alcohol or use illegal drugs on-site, but as long as you are behaving respectfully and being safe, it's your business about what you use off-site and whether or not you are intoxicated when you come to us. We do not do drug testing or keep people out because of drinking or using outside program spaces.
11. You don't need to tell us if you have HIV or AIDS, but if you do, we will protect your privacy, and it might help us find you housing faster.
12. If you feel you have been excluded or discriminated against because of your identity as listed above, you can file a complaint with Connections for the Homeless. The complaint process is below.
13. We hold everyone accountable to the same standards of inclusion and non-discrimination and anticipate that you will extend the same inclusive and non-discriminatory attitudes and behaviors toward other Participants, Connections for the Homeless agency program Staff, and program Volunteers.

## Discrimination Complaint Process:

**Step 1:** As soon as possible after the discrimination happens, contact the Program Manager by filling out the Discrimination Complaint Form. Your worker will get you the form, and help you get the completed form to the Program Manager.

**Step 2:** The Program Manager will take up to 30 days to investigate your complaint by reviewing documents and talking to people who might know about the complaint. They will make a decision, and then will communicate the decision to you and others in 30 days after that.

**Step 3:** If you feel the Program Manager made the wrong decision, you may appeal the decision made by the Program Manager with their Supervisor. The grievance will be reviewed again and within 30 days you will be informed of the decision. This decision is final.

Discrimination complaints can also be directed to the Department of Housing and Urban Development: Chicago Regional Office: (800) 765-9372; or online at: [https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/online-complaint](https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/online-complaint)

## Inclusion / Non-discrimination policies:

**Discrimination:** Suburban Cook County Coordinated Entry (Entry Point) and its agencies do not discriminate in the course of assessment, matching, and referral for housing and other services on the sole basis of anyone's:

- gender, gender status or gender expression
- sexual identity or orientation
- race or color
- tribal identity or ethnicity
- immigrant or citizenship status or nationality
- income or lack of income, or source of income
- English language literacy or proficiency
- employment status
- marital, familial or partnership status
- education level
- religion or non-religion or personal philosophy
- health or mental health status
- physical, developmental, intellectual or emotional ability
- HIV serostatus
- alcohol or drug use or addiction, or other addictions
- veteran or military discharge status
- participation in the street economy
- adherence or non-adherence to medical or treatment recommendations
- physical size
- age
- alcohol or drug use or addiction, or other addictions
- veteran or military discharge status
- participation in the street economy
- adherence or non-adherence to medical or treatment recommendations
- physical size
- age

- legal history<sup>1</sup>

We seek to serve those who have been marginalized or previously rendered service-ineligible for these or any other reasons. Therefore, we do not tolerate any speech, language, or behavior that is abusive or demoralizing to anyone who might participate in our services. We expect staff, interns, and volunteers to be vigilant in enforcing this standard.

Some programs may be required to prioritize enrollment based on regulations imposed by their funding sources and/or state or federal law. For example, a HOPWA-funded project might be required to serve only participants who have HIV/AIDS. Some programs are dedicated to veterans, youth, or survivors of domestic violence, etc. All such programs will avoid discrimination to the maximum extent allowed by their funding sources and their authorizing legislation.

All aspects of Entry Point will comply with all Federal, State, and local Fair Housing laws and regulations. Participants will not be “steered” toward any particular housing facility or neighborhood based on their race, color, national origin, religion, sex or gender identity, sexual orientation, disability, or the presence of children.

The Entry Point Lead Agency conducts quarterly rotating training of staff on Coordinated Entry basic training, this Anti-Discrimination Policy and procedures, and on a wide array of cultural competency topics.

This Inclusion and Non-Discrimination policy pertains specifically to the client assessment, matching and referral processes, but it is assumed that each agency maintains an Inclusion and Non-Discrimination policy regarding their services and programs that substantially and materially echoes this policy, and this policy is not intended to circumvent or exempt an agency’s own policies.

**Discrimination Complaint Process:** Participants will be shown / read the Inclusion and Non-Discrimination policy as part of the standard assessment, and will sign to indicate that they have had it presented. The policy will also be posted in a visible location at all access points. The policy page will inform participants of their right to file a verbal or written Discrimination Complaint, and will contain all information needed to file the complaint.

When a Discrimination Complaint about the Entry Point process is received in verbal or written form, the Entry Point Lead Agency will complete an investigation of the complaint within 30 calendar days by attempting to contact and interview a reasonable number of persons who are likely to have relevant knowledge about the circumstances surrounding the complaint, and by collecting any documents that are likely to be relevant to the investigation. If a complaint is determined to pertain to matters outside the realm of assessment, prioritization, matching

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<sup>1</sup> In the case that a client presents at an access point who is the subject of a Protective Order held by another client also being served at that access point, Entry Point will prioritize right of service at that location to the client holding the order. The client prohibited from proximity or contact will be referred to another Entry Point access point for assessment and/or service. If, during the course of housing matching and referral, it comes to the attention of the Entry Point Lead Team that a client has experienced abuse by their partner who would otherwise be housed together with them, the wishes of the abuse survivor regarding cohabitation will be honored. If a perpetrator of abuse cannot then be housed with their partner, they will be housed separately as an individual.

and/or referral, but is related to housing, shelter or other services of a particular agency or program, or involved complaint of mistreatment or discriminatory behavior between clients, grievances will be directed back to the appropriate agency for resolution. Within 30 days after concluding the investigation, the Entry Point Lead Agency will write a report of the investigation's findings, including a proposed decision about whether inappropriate discrimination occurred, and any action(s) recommended to prevent discrimination from occurring in the future. The findings of the investigation will be shared with the Entry Point Committee at the next scheduled meeting to finalize the decision, and will thereafter be shared with the client as soon as practicable. If necessary, the Entry Point Lead Agency may recommend that the client be re-assessed or re-prioritized for housing or services. The report will be retained on file at the Alliance to End Homelessness in Suburban Cook County (Alliance) for two years. If the complainant or other parties continue to dispute the conclusion of the investigation and wish to appeal the decision, they may file an appeal through the Alliance with the Entry Point Committee within 30 calendar days after notice of the Entry Point Lead Team's determination. The Entry Point Committee will address the complaint appeal within 30 calendar days of its receipt by reviewing all relevant materials, notes and reports from the Entry Point Lead Team's investigation, and within 30 calendar days, will notify all parties of their disposition, which will be considered final.

Discrimination complaints can also be directed to the Department of Housing and Urban Development: Chicago Regional Office: (800) 765-9372; or online at: [https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/online-complaint](https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/online-complaint)

**Equal Access and Inclusion Regardless of Family Composition:** Clients' designation of their familial relationships will be honored and respected, regardless of marital status, gender identity or expression, sexual or romantic orientation, age, disability, proof of legal guardianship, or any other feature of identity or circumstance. Family members will not be denied access or separated based upon these reasons, and will be accommodated together, when possible, within space limits of available shelter or housing stock.

**Equal Access and Inclusion of Transgender ("trans\*") and Gender Non-conforming Clients:** In accordance with federal guidelines and pursuant to standard best practices, we recognize that trans\* and gender non-conforming clients are among the most vulnerable who will enter our service spaces and programs. We respect the gender self-identification of all of our clients, use people's preferred names and pronouns, and invite trans\* clients to consider and indicate what would be the safest arrangement for them for sleeping quarters and bathroom use. We do not consider gender markers on people's IDs, people's appearance, the gender assigned to someone at birth, or anything other than or over the person's self-identity. (In other words, regardless of how a client's gender features are read by staff or others or what her ID might say, if the client identifies as female, she may use the women's bathroom and shower and sleep in the women's section if she feels that is safest for her.) We do not ask intrusive questions about a clients' anatomy or medical business, or seek "proof" of anyone's gender status, and do not allow gossip or speculation about these things. We do not single out trans\* clients for different treatment, but consider their comfort and safety to be paramount above the comfort level of cisgender (non-trans) clients, staff and volunteers. If a client feels more privacy is needed, we discreetly provide individual private shower or bathroom time for the client as much as possible. We do not, however, prescribe or demand more privacy or modesty from trans\* clients than from their cisgender peers.

**Access for people with disabilities:** Appropriate auxiliary aids and services will be available for individuals with disabilities to ensure effective communication. The Suburban Cook Call Center has a TDD number, and each agency will utilize a TDD service as necessary to serve people who are Deaf or hard of hearing. Large type (and ability to enlarge text) versions of documents will be made available for people with visual impairments. Picture communication cards are available for those who are non-verbal. Staff will offer to assist clients in reading any forms, policies or written correspondence, and will offer to write on forms as needed.

Entry Point will ensure that individuals with disabilities, including individuals who use wheelchairs are able to access the Entry Point Assessment process by providing ADA accessible Access Points or arranging reasonable accommodations for mobility-impaired individuals such as assigning a Street Outreach worker or Housing Navigator to provide mobile assessment services. Marketing materials will clearly convey ADA accessible Access Points and processes.

**Access for clients with limited English language literacy or proficiency:** Forms and policies are to be made available in Spanish. Translation services are secured when needed to communicate with anyone whose primary language cannot be engaged by staff. Entry Point will take reasonable steps to offer process materials and participant instructions in multiple languages to meet the needs of minority, ethnic, and groups with Limited English Proficiency. Staff will offer to assist clients in reading any forms, policies or written correspondence, and will offer to write on forms as needed. The Inclusion and Non-Discrimination Policy and all other important policies and forms will be screened for literacy level using widely accepted best practices.

**Cultural and Linguistic Competence:** Staff use identity language chosen by clients, and do not select identity descriptors for clients during assessment. Assessments use culturally and linguistically competent questions for all persons that reduce cultural or linguistic barriers to housing and services for special populations, including LGBTQI people and families, youth, immigrants or refugees, devotees of minority religions, etc.

## **APPENDIX 4: GRIEVANCE POLICY, PROCEDURE + FORM**

### **Grievance Policy + Procedure**

A Grievance can be filed at any time if a Participant feels that they have been treated unfairly or would like to communicate a concern they have with Connections Staff or procedures. The procedure for submitting a Grievance is as follows:

- When a Participant would like to make a Grievance, it is asked that they complete it on the attached Grievance Form.
- The grievance can be given directly to a Case Manager or can be given to the Supervisor of whoever the Grievance is regarding. The Participant will be contacted regarding the grievance within 48 hours. If a Participant needs assistance writing the Grievance, Connections Staff can connect you with assistance.
- The Participant will be contacted with the outcome of the Grievance and any result of the Grievance will be communicated to the Participant. In some cases, there are confidential outcomes of a Grievance that cannot be shared and the Participant will be made aware of this.
- The Participant has the right to appeal the decision of a Grievance if they believe it was unfair and the Grievance will be passed to the next level manager.

*For discrimination matters, please see the Inclusion Policy.*



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

# PARTICIPANT GRIEVANCE FORM

*A copy of our full Inclusion and Grievance Policy will be provided upon request.*

**Participant Name:** \_\_\_\_\_

**Date filed:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Best way to contact me:** \_\_\_\_\_

**Please describe the incident, mistreatment, or discrimination in as much detail as you can:**

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**When did this event happen?** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**What staff and others were present or aware of the incident?**

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**Were there any other witnesses? (If so, how can we reach them?)**

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**What are you hoping will happen as a result of filing a complaint?**

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**If you feel that you have been discriminated against at Connections for the Homeless, please specify how you were discriminated against:**

- |  |   |
|--|---|
| <input type="checkbox"/> My gender, gender status or gender expression                               | <input type="checkbox"/> My physical, developmental, intellectual, or emotional ability |
| <input type="checkbox"/> Being LGBTQI+   | <input type="checkbox"/> My alcohol or drug use or addiction, or other addictions       |
| <input type="checkbox"/> My race, color, tribe, or ethnicity   | <input type="checkbox"/> My legal history   |
| <input type="checkbox"/> My immigration, refugee or citizenship status or nationality                | <input type="checkbox"/> My veteran or military discharge status                        |
| <input type="checkbox"/> My income or lack of income, or source of income                            | <input type="checkbox"/> My body size   |
| <input type="checkbox"/> My not following a doctor's or therapist's medical or treatment suggestions | <input type="checkbox"/> My participation in the street economy                         |
| <input type="checkbox"/> How well I read, write, or speak English                                    | <input type="checkbox"/> My religion or personal philosophy                             |
| <input type="checkbox"/> My job status or education level  | <input type="checkbox"/> My health or mental health status, or having HIV or AIDS       |
| <input type="checkbox"/> My marital, family or partnership status                                    | <input type="checkbox"/> My age   |

**I promise that everything I have said is true to the best of my memory:**

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Participant Name (Print)                      Participant Signature                      Date



**FOR PROGRAM USE ONLY**

Date complaint received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Findings:**

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**Resolution:**

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Date participant informed of disposition: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff printed name: \_\_\_\_\_

Title: \_\_\_\_\_

## APPENDIX 5: TV CHANNEL LINE UP

**DIRECTV RESIDENTIAL EXPERIENCE**



### Margarita European Inn Ascend Collection Hotel

|   |   |   |
|---|---|---|
| 2 CBS-WBBM <b>HD</b>                      | 265 A&E <b>HD</b>                             | 361 AccuWeather <b>HD</b>                 |
| 5 NBC-WMAQ <b>HD</b>                      | 269 History <b>HD</b>                         | 363 GEB: Golden Eagle Broadcasting        |
| 7 ABC-WLS <b>HD</b>                       | 271 Viceland <b>HD</b>                        | 364 Inspiration <b>HD</b>                 |
| 9 IND-WGN <b>HD</b>                       | 274 Ovation <b>HD</b>                         | 365 GOD TV                                |
| 11 PBS-WTTW <b>HD</b>                     | 275 QVC <b>HD</b>                             | 366 Jewish Life TV                        |
| 20 PBS-WYCC                               | 276 National Geographic <b>HD</b>             | 367 World Harvest Television              |
| 23 IND-WWME                               | 278 Discovery Channel <b>HD</b>               | 368 Hope Channel                          |
| 26 CW-WCIU <b>HD</b>                      | 280 TLC <b>HD</b>                             | 369 Daystar                               |
| 32 FOX-WFLD <b>HD</b>                     | 281 MotorTrend <b>HD</b>                      | 370 EWTN                                  |
| 38 ION-WCPX                               | 282 Animal Planet <b>HD</b>                   | 371 Hillsong Channel                      |
| 44 TMO-WNSN <b>HD</b>                     | 285 Investigation Discovery <b>HD</b>         | 372 TBN                                   |
| 50 MNT-WPWR <b>HD</b>                     | 289 Disney Junior <b>HD</b>                   | 373 The Word                              |
| 56 PBS-WYIN <b>HD</b>                     | 290 Disney Channel (East) <b>HD</b>           | 374 BYU TV                                |
| 60 UMA-WXFT <b>HD</b>                     | 291 Disney Channel (West)                     | 375 Link TV                               |
| 62 IND-WJYS                               | 292 Disney XD <b>HD</b>                       | 376 Christian Television Network          |
| 66 UNI-WGBO <b>HD</b>                     | 293 BabyFirstTV                               | 377 TCT Network                           |
| 100 DirecTV Cinema Screening Room         | 296 Cartoon Network (East) <b>HD</b>          | 378 NRB Network                           |
| 202 CNN <b>HD</b>                         | 297 Cartoon Network (West)                    | 379 Uplift                                |
| 204 Headline News <b>HD</b>               | 299 Nickelodeon/Nick at Nite (East) <b>HD</b> | 380 Impact                                |
| 206 ESPN <b>HD</b>                        | 300 Nickelodeon/Nick at Nite (West)           | 388 JBS                                   |
| 207 ESPNNews <b>HD</b>                    | 301 Nick Jr <b>HD</b>                         | 401 Aquí                                  |
| 208 ESPNU <b>HD</b>                       | 303 TeenNick                                  | 402 Univision <b>HD</b>                   |
| 209 ESPN2 <b>HD</b>                       | 304 TV Land <b>HD</b>                         | 404 Galavision <b>HD</b>                  |
| 214 MAVTV <b>HD</b>                       | 311 Freeform <b>HD</b>                        | 447 ONCE Mexico                           |
| 219 Fox Sports 1 <b>HD</b>                | 312 Hallmark Channel <b>HD</b>                | 448 Enlace                                |
| 226 Shop LC                               | 313 Jewelry Television Network                | 461 HITN TV                               |
| 228 Gem Shopping Network                  | 315 QVC 2                                     | 501 HBO <b>HD</b>                         |
| 229 HGTV <b>HD</b>                        | 316 EVINE                                     | 502 HBO2 East <b>HD</b>                   |
| 231 Food Network <b>HD</b>                | 319 NEW Channel                               | 503 HBO Signature East <b>HD</b>          |
| 236 E! Entertainment Television <b>HD</b> | 321 Russia Today TV                           | 504 HBO West <b>HD</b>                    |
| 237 Bravo <b>HD</b>                       | 327 CMT <b>HD</b>                             | 505 HBO2 West <b>HD</b>                   |
| 238 REELZ Channel <b>HD</b>               | 329 BET <b>HD</b>                             | 506 HBO Comedy <b>HD</b>                  |
| 239 Audience Network <b>HD</b>            | 331 MTV <b>HD</b>                             | 507 HBO Family East <b>HD</b>             |
| 240 HSN <b>HD</b>                         | 332 MTV2                                      | 508 HBO Family West                       |
| 241 Paramount <b>HD</b>                   | 335 VH1 <b>HD</b>                             | 509 HBO Zone East <b>HD</b>               |
| 242 USA Network <b>HD</b>                 | 340 AXS <b>HD</b>                             | 511 HBO Latino <b>HD</b>                  |
| 244 Syfy <b>HD</b>                        | 344 Son Life Broadcasting Network             | 515 Cinemax East <b>HD</b>                |
| 245 TNT <b>HD</b>                         | 345 RFD-TV <b>HD</b>                          | 516 Cinemax West <b>HD</b>                |
| 246 truTV <b>HD</b>                       | 347 OAN <b>HD</b>                             | 517 MoreMax <b>HD</b>                     |
| 247 TBS <b>HD</b>                         | 348 Free Speech TV                            | 519 ActionMax <b>HD</b>                   |
| 248 FX <b>HD</b>                          | 349 Newsmax                                   | 520 5StarMax <b>HD</b>                    |
| 249 Comedy Central <b>HD</b>              | 350 C-SPAN                                    | 521 MovieMax <b>HD</b>                    |
| 252 Lifetime <b>HD</b>                    | 351 C-SPAN2                                   | 522 ThrillerMax <b>HD</b>                 |
| 254 AMC <b>HD</b>                         | 353 Bloomberg Television <b>HD</b>            | 523 Cinemáx <b>HD</b>                     |
| 256 TCM <b>HD</b>                         | 355 CNBC <b>HD</b>                            | 557 Sundance <b>HD</b>                    |
| 259 FXX <b>HD</b>                         | 356 MSNBC <b>HD</b>                           | 565 Hallmark Movies & Mysteries <b>HD</b> |
| 260 WE: Women's Television <b>HD</b>      | 359 Fox Business Network <b>HD</b>            | 604 Pursuit Channel <b>HD</b>             |
| 264 BBC America <b>HD</b>                 | 360 Fox News Channel <b>HD</b>                |   |



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

# SHELTER RESIDENT HANDBOOK ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received a copy of Connections' Shelter Resident Handbook (*revised 11.01.2021*). I understand that receipt of this Acknowledgement is a requirement for me to be a Participant in Connections' Shelter.

I understand that it is my responsibility to read and abide by the policies and procedures outlined within this Handbook. Furthermore, I understand that it is my responsibility to contact Connections Staff with any questions or concerns I have about the Shelter policies and procedures.

I understand that Connections reserves the right to amend, add, and retract its policies and procedures as deemed necessary for the health, safety, and well-being of Participants, Staff, and the Community. When possible, these changes will be communicated to me in writing in advance of their implementation.

**Participant Name (PRINT):** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Phone Number:** \_\_\_\_\_

**Laundry Bag:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_



**Dykema Gossett PLLC**

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Chicago, IL 60606

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**Andrew P. Scott**

Direct Dial: (312) 627-8325

Direct Fax: (866) 950-3678

Email: APScott@dykema.com

May 4, 2022

**VIA CERTIFIED MAIL**

Mr. Matt Rogers  
Chairman, Evanston Land Use Commission  
2100 Ridge Avenue  
Evanston, IL 60201

**Re: Request for Continuance; Chris Dillow Zoning Appeal Application; 1566 Oak Street (the "Dillow Appeal")**

Dear Chairman Rogers:

I represent the owner of the property commonly known as 1566 Oak Street. I am writing to request that the Land Use Commission (the "Commission") continue its consideration of the Dillow Appeal to the Commission's May 25<sup>th</sup> meeting. As you may be aware, I have filed an appeal of the Zoning Administrator's March 17, 2022 Determination of Use on behalf of the owner (the "Owner Appeal"). I am seeking this continuance because arguments raised in the Owner Appeal may obviate the need to consider the matters raised in the Dillow Appeal. In addition, even if the Commission were to find merit to the Dillow Appeal, it would be much more efficient for the Commission to consider the two appeals at one meeting. Finally, in the interest of fairness, the two appeals should be considered together in order to ensure that all facts and circumstances relating to each appeal are holistically considered instead of on an individual basis.

Thank you for your consideration.

Sincerely,

**Dykema Gossett PLLC**

Andrew P. Scott

cc: Johanna Nyden (via e-mail)  
Melissa Klotz (via e-mail)  
Alexandra Ruggie (via e-mail)  
The Honorable Jonathan Nieuwsma



Melissa Klotz <mklotz@cityofevanston.org>

## Land Use Commission Public Comment

1 message

noreply@formstack.com <noreply@formstack.com>

Mon, May 2, 2022 at 7:46 AM

Reply-To: noreply@formstack.com

To: mmjones@cityofevanston.org, kashbaugh@cityofevanston.org, mklotz@cityofevanston.org



### Formstack Submission For: **Land Use Commission Public Comment**

Submitted at 05/02/22 8:46 AM

|  |   |
|--|---|
| <b>Name:</b>   | Don Durkes                              |
| <b>Address of Residence:</b>                               | 1111 GROVE STREET                       |
| <b>Phone:</b>  | (847) 274-7870                          |
| <b>How would you like to make your public comment?:</b>    | In-person                               |
| <b>Provide Written Comment Here:</b>                       |   |
| <b>Agenda Item (or comment on item not on the agenda):</b> | Margarita Inn Rooming House designation |
| <b>Position on Agenda Item:</b>                            |   |

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Katie Ashbaugh <kashbaugh@cityofevanston.org>

## Land Use Commission Public Comment

noreply@formstack.com <noreply@formstack.com>

Thu, May 5, 2022 at 1:30 PM

Reply-To: noreply@formstack.com

To: mmjones@cityofevanston.org, kashbaugh@cityofevanston.org, mklotz@cityofevanston.org



### Formstack Submission For: Land Use Commission Public Comment

Submitted at 05/05/22 2:30 PM

**Name:** Matt McClellan

**Address of Residence:** 1570 Oak Ave

**Phone:** (224) 282-4084

**How would you like to make your public comment?:** In-person

**Provide Written Comment Here:**

**Agenda Item (or comment on item not on the agenda):** Inquiry into Oversight funded by Taxpayers

**Position on Agenda Item:** Other: Not being able to sleep at night, being solicited Methamphetamine & Crack, watching individuals from my window which faces the property drinking from Jugs of Clear Alcohol, being constantly physically threatened and verbally harassed from individuals who are living at the property. The only windows in my apartment directly face into the windows into the property.

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Katie Ashbaugh <kashbaugh@cityofevanston.org>

## Land Use Commission Public Comment

noreply@formstack.com <noreply@formstack.com>

Wed, May 4, 2022 at 10:15 PM

Reply-To: noreply@formstack.com

To: mmjones@cityofevanston.org, kashbaugh@cityofevanston.org, mklotz@cityofevanston.org



### Formstack Submission For: Land Use Commission Public Comment

Submitted at 05/04/22 11:15 PM

**Name:** Matt McClellan

**Address of Residence:** 1570 Oak Ave

**Phone:** (224) 282-4084

**How would you like to make your public comment?:** In-person

**Provide Written Comment Here:**

**Agenda Item (or comment on item not on the agenda):** Not being able to sleep at night, being solicited Methamphetamine,

**Position on Agenda Item:** Other: Not being able to sleep at night, being solicited Methamphetamine & Crack, watching individuals from my window which faces the property drinking from Jugs of Clear Alcohol, being constantly physically threatened and verbally harassed from individuals who are living at the property. The only windows in my apartment directly face into the windows into the property.

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Meagan Jones <mmjones@cityofevanston.org>

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## Follow Up from the Land Use Meeting Discussion for the Margarita Inn

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Chris Dillow <chrisadillow@hotmail.com>

Fri, Apr 15, 2022 at 10:52 AM

To: "mmjones@cityofevanston.org" <mmjones@cityofevanston.org>

Cc: John Cleave Personal Gmail <johnbcleave@gmail.com>

Good Morning Ms. Jones,

In response to Mr. Halik's question regarding alternate approaches to homeless facility management, I will send you two emails that highlight the opportunities of a well-run facility and contrast those with Connection's approach to the Margarita Inn.

As contact information does not seem to be available for the Land Use committee, would you mind forwarding to the entire committee? Thank you

Regards,

Chris Dillow  
773-610-6678



Meagan Jones &lt;mmjones@cityofevanston.org&gt;

---

**Fw: #2 of 2 Write Inn in Oak Park**

1 message

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**Chris Dillow** <chrisadillow@hotmail.com>

Fri, Apr 15, 2022 at 10:56 AM

To: "mmjones@cityofevanston.org" &lt;mmjones@cityofevanston.org&gt;

**From:** John Cleave Personal Gmail <johnbcleave@gmail.com>**Sent:** Tuesday, April 12, 2022 9:55 AM**To:** Jonathan Nieuwsma <jnieuwsmma@cityofevanston.org>**Cc:** Chris Dillow <chrisadillow@hotmail.com>; Clare Kelly <ckelly@cityofevanston.org>**Subject:** Re: Fwd: Thank you

Jonathan,

Chris forwarded me your email because I drove with Clare to and from the Write Inn in Oak Park and toured the facility with her, and we spent plenty of time discussing it. I'm also CCing Clare to make sure I'm representing things accurately. The Write Inn is similar to the Margarita Inn in size, population served, and intended use, but far different in many other respects. The biggest difference by far is that, though it's been run for about as long as Connections has run the Margarita Inn (they started in Sept 2020), it hasn't had any of the troubles we've experienced at the Margarita Inn (260 police calls, deaths, overdoses, sexual assault, overdoses, daily harassment of neighbors, etc). Why is that?

- Housing Forward doesn't own the building, it leases it from owners who are committed to maintaining it and who has the experience and resources to do so well. Housing Forward are guests who could be evicted if they fail to live up to expectations, and act as such.
- Housing Forward's whole focus is on getting people into permanent housing, and they have housing lined up for each person before taking them in (that is, they have a plan for each). The director said, repeatedly that their entire operation aims at getting people out of Write Inn and into permanent housing quickly.
- Housing Forward targets people to stay no more than 90 days, and residents have to be working toward permanent housing throughout. This is in sharp contrast to Connections' stated intention (in their application to the city and elsewhere) to allow guests to stay 10 months or longer -- Connections is acting more like a rehabilitation facility than interim housing, though it doesn't have the resources to do effective rehabilitation.
- Housing Forward screens and works with residents before admitting them, which it calls "diversion" (or more colloquially, "triage"). Again, very different from Connections' lax admission policies (which might be due in part to the City mandating they take folks from Cook County Corrections -- see item 5(h) in the City's MOU with Connections).
- Housing Forward absolutely prohibits alcohol or drugs in the rooms and does random room checks to ensure the policy is met. Zero tolerance. Connections, in contrast, states explicitly in its resident handbook that residents can drink in their rooms, and it tolerates consumption around the facility.
- Housing Forward requires residents to check-in or out and maintains vigilant oversight over their whereabouts.
- Housing Forward doesn't allow residents to congregate in the front of the building, and polices its neighborhood. Connections, on the other hand, says in its handbook it won't mess with people outside the building, and as neighbors will readily attest, Connections has no problems with residents lounging outside, sitting over at the King Home or the Post Office, hanging out by their cars, openly drinking and smoking.
- Housing Forward maintains a minimum of 3 professionally-trained staff members on site 24/7 (not residents), and has a nurse on staff 24/7. They have cameras in all of the public areas and monitors them continuously. Connections does not.
- Housing Forward meets weekly with the city and police to address problems, and is aggressive at dealing with issues that arise. Connections, on the other hand, has been profoundly nonchalant toward complaints, typically claiming "they aren't our people" when neighbors complain, and has on several occasions barred police from entering the facility. Housing Forward, in contrast, accepts full responsibility for homeless in Oak Park and works dutifully to solve problems, even ones caused by non-residents.

I think Betty and Sue are nice, caring people and mean well, but they are simply not very good managers, nor is their staff, and they've taken a laissez faire approach to regulating their residents. Connections is much more focused on lobbying and government outreach than on the day-to-day management of their facilities, and it shows. Take a look at the police calls and troubles at ALL of Connections' facilities (not just the Margarita Inn) over the past 6 or so years. Empty promises aside, there's no reason to believe the future will be any different: they've amply demonstrated they don't have what it takes to run a facility like this.

John

**From:** Chris Dillow <[chrisadillow@hotmail.com](mailto:chrisadillow@hotmail.com)>

**Date:** April 11, 2022 at 5:16:51 PM CDT

**To:** Jonathan Nieuwsma <[jnieuwsm@cityofevanston.org](mailto:jnieuwsm@cityofevanston.org)>

**Subject: Re: Thank you**

I guess what I don't understand is your absolute certainty that the Margarita is the right answer.

It might not be. What they're doing at the Margarita has proven to be a burden to the city and unsafe to residents and neighbors. Also, there is no indication that they have any interest to do anything differently unless they absolutely have to.

They were given a free pass for two years to do things exactly how they thought they should be done. The results speak for themselves. The city, for its part, continues to fund and advise Connections to shield itself with the rooming board designation with the hopes residents will be placated by council theater and a non-binding good neighbor agreement.

I will send you what I learned from my conversation with Bellevue's project manager but the basis for their success was a comprehensive homeless service statute, trust in the non-profit running the center, and a non-profit that applied under the homeless services designation - as opposed to equivocating and hiding what they are at the behest of the City and their attorney.

We have none of that.

Regards,

Chris

On Apr 11, 2022, at 2:43 PM, Jonathan Nieuwsma <[jnieuwsm@cityofevanston.org](mailto:jnieuwsm@cityofevanston.org)> wrote:

Hi Chris,

Thanks for your note and your continued participation in this discussion. You're right--this is a tough issue and my role in balancing competing needs within the community is tricky. I appreciate the feedback on the messaging--I'll concede that I need to do a better job emphasizing the "we have to do it right" part of the message.

On that topic, I got the download from Councilmember Kelly about her visit to the facility in Oak Park--reportedly eerily similar to Margarita in that a former boutique inn is now a homeless facility. Clare was impressed with the operation--minimal impact, neighborhood support, and a restaurant in the building was continuing to operate as normal. I'm heading out to take a look myself (schedule TBD); you're welcome to join me.

Please do also share what you've learned from the Washington facility and I'll add that perspective to whatever else we're able ascertain about best practices for operating homeless facilities.

-Jonathan

Jonathan Nieuwsma

Ward 4 Council Member

City of Evanston

[2100 Ridge Avenue](#)

[Evanston, IL 60201](#)

773.255.0716

[jnieuwsma@cityofevanston.org](mailto:jnieuwsma@cityofevanston.org)

(he/him)

Note: The contents of this electronic mail to/from any recipient hereto, any attachments hereto, and any associated metadata pertaining to this electronic mail, is subject to disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq. Thank you.

-----Original Message-----

From: Chris Dillow <[chrisadillow@hotmail.com](mailto:chrisadillow@hotmail.com)>

Sent: Saturday, April 9, 2022 12:03 PM

To: Jonathan Nieuwsma <[jnieuwsma@cityofevanston.org](mailto:jnieuwsma@cityofevanston.org)>

Subject: Thank you

Jonathan,

Thank you for holding the office hours. I know that can't be easy for you and I appreciate you listening to us.

I do honestly think this is going to be a hugely impactful decision that the city has to make and I really would love to see you and others step up with at least half of the work and preparation that's being done by some of your constituents.

I don't know if you mean to do this but you come across in words and deeds as a proponent for connections for the homeless - not a neutral arbitrator for our ward or even for 'our' homeless population. It really makes it difficult for anyone to believe that this is going to be a fair process.

I'll send the work that I did with the municipality in Washington later today.

Regards,

Chris



Meagan Jones <mmjones@cityofevanston.org>

## Land Use Commission Public Comment

1 message

noreply@formstack.com <noreply@formstack.com>

Tue, Apr 12, 2022 at 8:42 AM

Reply-To: noreply@formstack.com

To: mmjones@cityofevanston.org, kashbaugh@cityofevanston.org, mklotz@cityofevanston.org



### Formstack Submission For: **Land Use Commission Public Comment**

Submitted at 04/12/22 9:42 AM

|  |   |
|--|---|
| <b>Name:</b>   | Chris Dillow  |
| <b>Address of Residence:</b>                               | 1316 Oak  |
| <b>Phone:</b>  | (773) 610-6678  |
| <b>How would you like to make your public comment?:</b>    | In-person   |
| <b>Provide Written Comment Here:</b>                       |   |
| <b>Agenda Item (or comment on item not on the agenda):</b> | Connection's for the Homeless' use of the Margarita Inn   |
| <b>Position on Agenda Item:</b>                            | Other: Proponent of a more thorough and inclusive process |

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**Melissa Klotz** <mklotz@cityofevanston.org>

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**Margarita Inn**

1 message

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**John Cleave Personal Gmail** <johnbcleave@gmail.com>  
To: mklotz@cityofevanston.org

Sat, Mar 12, 2022 at 9:16 AM

Melissa,

I've been a resident of the 4th Ward for 17 years, and am three doors down from the Margarita Inn. I recently learned of the Connections for the Homeless' plans to make it a homeless shelter permanently, by claiming it is not changing its "rooming house" designation. This, I understand, will require that you make it a determination. I implore you to reject this far-fetched interpretation, because it's ridiculous: there's no way that running a homeless shelter in the building is anything remotely similar to how it was used in the past, before Connections took over. By making such an interpretation, you are stripping the city of any oversight, over making sure it's clean and the linens are changed once a week.

We have had problems at the Inn for 2 years now: public intoxication, verbal harassment, littering, and loud parties next to the building and in the Rose Garden. Connections does not adequately staff the building, and visitors are free to come and go. A recent study found that half of the 500K homeless in the US have mental illness, and 25% have serious mental illness, yet Connections has no clinical psychologist on staff, and only one clinical social worker, who lives in New York.

And, several counsel members agree that it should not be granted the rooming house designation.

Please, please do the right thing, and reject this interpretation of the facility, so Connections' proposal can be properly vetted.

Thank you,

John



Melissa Klotz <mklotz@cityofevanston.org>

# Margarita Inn

1 message

John Cleave <johnbcleave@gmail.com>  
To: mklotz@cityofevanston.org

Sat, Mar 12, 2022 at 11:55 PM

Connections for the Homeless wants the 1566 Oak property to remain interpreted as a “rooming house.” But note the last line on their website:

So they are moving Hilda’s Place to the Margarita Inn, or trying to replicate it there. Either way, look at their description of Hilda’s Place:

Sounds a lot like the “transitional shelter” definition that code provides, not “rooming house,” the definition Connections seeks in order to skirt due process.

Your interpretation, but come on.

## 2 attachments



image1.png  
253K

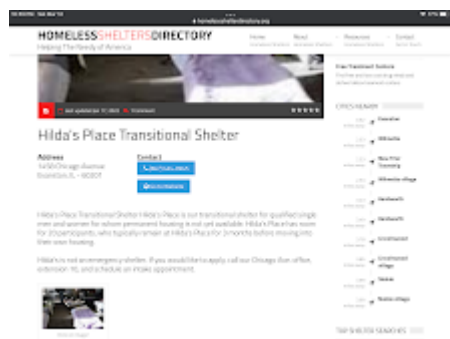


image2.png  
778K





Davis St

Ridge Ave

Alexander Park

Oak Ave

Grove St

Saint Inigo Ct

