

31-0-93

Amending Title 4 of the City Code by amending
Chapter 17, "Site Plan and Appearance Review"

WHEREAS, it is important to establish a procedure for the review of proposed developments or redevelopments to ensure they are compatible with adjacent development by taking into account the relationship of the new development to its surroundings; and

WHEREAS, the purpose of site plan and appearance review is to go beyond the basic zoning requirements and to deal with the site details on which zoning and other codes are silent; and

WHEREAS, site plan and appearance review is not a substitute for zoning; and

WHEREAS, in addition to upgrading site development planning, the City of Evanston hopes to create a process which will expedite the review of development proposals through a coordinated staff review; and

WHEREAS, good site planning promotes efficiency in the provision of necessary City services; and

WHEREAS, site plan and appearance review should help reduce adverse impact, promote harmony of development with its surroundings and maintain property values;

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

SECTION 1: That Title 4 chapter 17 of the City Code of the City of Evanston, 1979, as amended, be and is hereby further amended to read as follows:

CHAPTER 17
SITE PLAN AND APPEARANCE REVIEW

- 4-17-1: Statement of Purpose
- 4-17-2: Developments requiring Site Plan and Appearance Review Approval Prior to Issuance of Building Permits
- 4-17-3: Preliminary and Final Site Plan and Appearance Review Required
- 4-17-4: Submission Requirements and Procedure
- 4-17-5: Preliminary and Final, Site Plan and Appearance Review Approval
- 4-17-6: Evaluation Criteria
- 4-17-7: Amendments
- 4-17-8: Time Limit on Approval
- 4-17-9: Appeals

4-17-1: STATEMENT OF PURPOSE:

Site plan and appearance review is a procedure for the review of proposed developments or redevelopments to ensure they are compatible with adjacent development by taking into account the relationship of the new development to its surrounding.

The purpose of site plan and appearance review is to go beyond the basic zoning requirements and to deal with the site details on which zoning and other codes are silent. Site plan and appearance review is not a substitute for zoning.

In carrying out the purpose of site plan and appearance review, the following are examples of elements which are examined:

1. Parking arrangement,
2. circulation,
3. traffic access,
4. building location on the site,
5. landscaping,
6. signage,
7. drainage, and
8. exterior building design and materials

Site plan and appearance review does not have any authority to determine land use.

In addition to upgrading site development planning, the City hopes to create a process which will expedite the review of development proposals through providing a coordinated staff review.

4-17-1 (A): SITE PLAN AND APPEARANCE REVIEW COMMITTEE:

The membership of the Site Plan and Appearance Review Committee is as follows:

1. City Manager or his designee
2. Director of Planning and Zoning
3. Director of Building and Property Services
4. Director of Public Works
5. Superintendent of Parks and Forestry
6. Traffic Engineer
7. City Engineer
8. Director of the Arts Council
9. Representative from the Fire Prevention Bureau
10. Representative from the Crime Prevention Bureau
11. Assistant Director of Zoning
12. Zoning Planner
13. Plans Examiner
14. One or more design professionals who are employed in or are a resident of Evanston, as appointed by the Mayor with the advise and consent of the City Council. Said Mayoral appointment shall be for terms no longer than three (3) years.

Voting privileges are extended to the above. The advise of the Preservation Commission may be requested by the Site Plan and Appearance Review Committee.

A quorum shall consist of at least one representative from the Department of Planning and Zoning, Department of Building and Property Services, Department of Public Works and the Department of Parks, Recreation and Forestry, and shall be required in order to conduct any official Committee business.

Such a review will bring together staff from various departments to meet with developers to help resolve any site or appearance problems and more directly communicate the City's requirements. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided. In such joint meetings, there is opportunity for exchange between all affected parties which should improve communications and also provide the developer with professional expertise in site and building design. The resultant design should also promote efficiency and economy in providing any necessary City services. Beyond the specific improvement to the site itself, site plan and appearance review should help reduce adverse impact, and promote harmony of development with its surroundings and maintain property values.

4-17-2: DEVELOPMENTS REQUIRING SITE PLAN AND APPEARANCE REVIEW APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMITS:

- (A) The following are developments requiring site plan and appearance review approval prior to issuance of building permits for the development.

1. Construction of a new building or structure, or modifications to the exterior of an existing structure (including additions) for any use except single-family homes, located in the Business, Commercial, Downtown, University, Office, Industrial or Transitional Manufacturing Districts.
2. Construction of a new building or structure, or modifications to the exterior of an existing building or structure (including additions) for all non-residential uses in Residential Districts.
3. Construction of a new building or structure, or modifications to the exterior of an existing building or structure (including additions) for all multi-family uses in any zoning district.
4. Developments requiring special use approval.
5. Developments requiring a zoning variation.
6. Developments requiring a Zoning Ordinance text or map amendment.
7. All planned developments.
8. All municipal or other public developments.
9. Any proposed developments for which parking is to be located off-site.
10. All development proposals for which public and/or quasi-public financial assistance has been requested.
11. All subdivisions and plats of consolidation.

(B)

Exceptions. No site plan or appearance review shall be required for the following uses:

1. Permitted single-family residential uses.
2. Permitted temporary uses.
3. Any use in a U3 University District that is greater than one hundred feet (100') from any publicly dedicated right-of-way that abuts the U3 District.

4-17-3 PRELIMINARY AND FINAL SITE PLAN AND APPEARANCE REVIEW REQUIRED:

For the types of developments defined in section 4-17-2 (A), a site plan, prepared in accordance with the provisions of this section, shall be required for a preliminary Site Plan Review Conference and for final approval by the Site Plan and Appearance Review Committee.

- (A) Preliminary Site Plan and Appearance Review: A preliminary site plan and appearance review conference is required. The purpose of the preliminary site plan and appearance review is to acquaint all pertinent City staff with the proposal, and the views and concerns of those participating. The preliminary site plan and appearance review conference occurs at the conceptual stage of a development when designs are flexible and adjustments are possible.

The preliminary site plan and appearance review conference is also intended to assist the applicant in bringing the site and building plan into conformity with the requirements of these and other applicable regulations.

Specific submission requirements for final site and appearance review as set forth in Section 4-17-4 will be reviewed as part of the preliminary site plan and appearance review conference.

- (B) Final Site Plan and Appearance Review: A final site plan and appearance review conference shall also be required. The purpose of the final site plan and appearance review conference is to verify that the final site and appearance plan complies with all the requirements of this Ordinance. The final site plan and appearance review approval shall be granted or denied in accordance with Section 4-17-5, follow the completion of a Zoning Analysis on the proposed development, follow the final site plan and appearance review conference, and shall precede the granting of a building permit.
- (C) Official actions of the Site Plan and Appearance Review Committee shall be recorded and transmitted to the City Council.

4-17-4: SUBMISSION REQUIREMENTS AND PROCEDURES:

Applications for site plan and appearance review approval shall be submitted to the City Manager, or his designee, as follows:

- (A) Preliminary Site Plan and Appearance Review
Application: Three (3) copies of a preliminary site plan, current plat of survey, and preliminary elevation drawings.
- (B) Final Site Plan and Appearance Review Application:
A Zoning Analysis of the proposed development is required prior to final site plan and appearance review. Four (4) copies of the following exhibits shall be prepared by design professionals such as architects, planners, landscape architects or engineers. The final site and building plan shall contain the following:
 - 1. Existing and proposed development on the site and adjacent sites.
 - 2. Elevation drawings of all proposed buildings.
 - 3. Actual building material samples and manufactures product information representing accurate color, texture , pattern, finish and range of variations of all exterior building materials proposed.
 - 4. Parking plans and access drives, including dimensions, stall markings, required screening, landscaping and surfacing.
 - 5. Lighting plan identifying the location, height and type of all site, sign and exterior building illumination proposed.
 - 6. Landscape development plan including plant names, quantities, locations and sizes of major plant masses, and locations of all existing trees with a trunk diameter in excess of four inches (4").
 - 7. Signage Plan identifying the location, height, type, size, color and proposed message of all exterior signage proposed, consistent with all other signage regulations.
 - 8. Sidewalks and any other elements of pedestrian circulation.
 - 9. Major accessory elements including, but not limited to, signage, outdoor furniture, bike racks, outdoor art, etc.

10. Any proposed improvements on the public right-of way which the developer may be required to make as part of the site improvements, such as parkway trees, public sidewalks, adjacent alley surfacing, driveway removal and curb and gutter replacement.
11. A current plat of survey.
12. A completed zoning analysis on the proposed project.
13. Other materials and data which may be required for an adequate plan review (such as, but not limited to: traffic studies, preliminary engineering and drainage plans, preliminary utility locations , floor plans, etc.)
14. All site plans submitted for final approval shall be accompanied by a plat of survey showing that the property for the proposed development consists of, and is coterminous with, a single lot described in a recorded plat of subdivision, or a preliminary proposed resubdivision, or consolidation to create such a single lot.

The developer or his representative shall be present for the final site plan and appearance review conference to explain the project and to answer any questions thereon.

4-17-5: PRELIMINARY AND FINAL SITE PLAN AND APPEARANCE REVIEW APPROVAL:

Within fifteen (15) working days following receipt of the completed application for preliminary or final site plan and appearance approval, the City Manager, or his designee, shall then schedule and conduct the preliminary or final site plan and appearance review conference. At the preliminary or final site plan and appearance review conference the Manager or his designee will either: (1) approve the site and building plan; (2) on the basis of written findings as to how the proposed development does not meet the evaluation standards set forth below, approve the site and building plan subject to specific modifications; or (3) on the basis of such written findings as to how the proposed development does not meet the evaluation standards, decline to approve the site and building plan.

The City Manager, or his designee, shall determine if analysis or review of the building plans by appropriate staff is necessary prior to granting of final approval.

At the conclusion of the review, the City Manager or his designee shall return to the applicant one copy of the submitted plans permanently marked to show either approval, approval subject to further specified approvals, lack of approval, or approval subject to modification. Upon approval of a final site and building plan, the applicant may seek and the City may issue building permits.

4-17-6: EVALUATION CRITERIA.

The goals and objectives of the Comprehensive General Plan or other applicable Evanston planning and design documents shall be utilized in the review of proposed site and building plans. In addition, the following criteria shall also be used to determine whether a proposed site and building plan fulfills the objectives of this ordinance.

- (A) **Building and Structure Location:** The arrangement of the structures on the site shall allow for the effective use of the proposed development. Furthermore, such arrangement shall be compatible with development on adjacent property. Also, the arrangement of structures on the site shall be evaluated for their potential impact on the provision of the municipal services, such as access for emergency equipment.
- (B) **Building Design and Appearance:** The appearance of buildings shall be designed to respect the attributes of adjacent and surrounding development (and any existing on-site buildings proposed to remain), and to reduce any adverse impacts caused by differing architectural styles, while maintaining and promoting the City's diverse architectural fabric. Architectural style, massing, scale, proportion, window fenestration, rhythm of design elements, color palette and building materials shall be considered in determining compliance with this objective. Fulfillment of this objective shall be non-binding on the applicant.
- (C) **Landscaping:** Landscaping design shall create a logical transition to adjoining development, screen incompatible uses, and minimize the visual impact of parking lots on adjacent sites and roadways. Plant materials shall be selected so as to withstand Evanston's climate and the microclimate on the property. Plant materials shall be selected with the advice of City staff.
- (D) **Graphics and Signage:** Signs shall be minimized in number and size, and integrated with architectural and site landscape features. Placement of signs shall not unduly obscure or interfere with sight lines to other properties.

- (E) Circulation: All circulation systems shall provide adequate and safe access to the site and be compatible with the public circulation systems to minimize dangerous traffic movements. Pedestrian and auto circulation shall be separated, insofar as is practicable. Curb cuts on the site shall be minimized.
- (F) Parking Areas and Lots: Proposed parking areas or lots shall be designed, located and screened to minimize adverse visual impact on adjacent properties. Perimeter parking lot screening shall be provided. Interior parking lot landscaping is also required where practicable to break up large areas of parking with plant materials. Parking lot drainage shall not adversely affect surrounding properties.
- (G) Open Space: Where practicable, open space on the site shall create a desirable and functional environment for patrons, pedestrians, and occupants.
- (H) Site Illumination: Site illumination shall be designed, located and installed so as to minimize adverse impact on adjacent properties.
- (I) Preservation: Preservation of unique architectural resources is encouraged. Development designs that respect desirable architectural resources on surrounding sites are also encouraged.
- (J) Completeness: The application for site plan and appearance review must contain all the information required in Section 4-17-4.
- (K) Compliance with all other applicable codes: These may include, but are not limited to the following:
1. The Evanston Zoning Ordinance
 2. The BOCA Building Codes
 3. The Evanston City Code

4-17-7: AMENDMENTS:

Amendments to an approved site and building plan shall require approval in the same manner required for the original site and building plan.

4-17-8: TIME LIMIT ON APPROVAL:

No site and building plan approval shall be valid for a period longer than one (1) year from the date of approval unless a building permit is issued and construction is actually begun within that period.

Time extensions may be authorized by the ^{City of Evanston} City Manager or his designee provided the applicant demonstrates that there are circumstances, difficulties or practical hardships which make compliance with the original one (1) year approval period unreasonable.

4-17-9 APPEALS:

Any final site plan and appearance review decision by the City Manager, or his designee, may be modified, reversed or affirmed by the Planning and Development Committee upon appeal by the applicant. Such appeal shall be filed with the Planning and Development Committee within fifteen (15) business days of the decision by the City Manager, or his designee, and the Committee shall consider and decide said appeal within fifteen (15) days thereafter.

Section 2: All ordinances in conflict herewith are hereby repealed.

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

Introduced: April 26, 1993

Adopted: May 10, 1993

Approved: May 17, 1993
Paul W. Barr
Mayor

ATTEST:
Austen D. Davis
City Clerk

Approved as to form:
[Signature]
Corporation Counsel