



## Planning & Development Committee

Monday, February 27, 2023 @ 6:00 PM

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

**COMMITTEE MEMBER PRESENT:**

Juan Geracaris, Councilmember, Eleanor Revelle, Councilmember, Melissa Wynne, Councilmember, Johnathan Nieuwsma, Councilmember, Clare Kelly, Chair, Bobby Burns, Councilmember and Devon Reid, Councilmember

**COMMITTEE MEMBER ABSENT:**

**STAFF PRESENT:**

Sarah Flax, Interim Director of Community Development, Elizabeth Williams, Planning and Zoning Manager, Alexandra Ruggie, Deputy City Attorney

**(I) CALL TO ORDER - COUNCILMEMBER REID**

A quorum being present Councilmember Kelly called the meeting to order at 6:05 PM.

**(II) APPROVAL OF MINUTES**

PM1. **Approval of the Minutes of the Regular Planning & Development Committee meeting of February 13, 2023**

Staff recommends approval of the Minutes of the Regular Planning & Development Committee meeting of February 13, 2023.

**Moved by** Councilmember Devon Reid

**Seconded by** Councilmember Melissa Wynne

**Ayes:** Councilmember Johnathan Nieuwsma, Councilmember Juan Geracaris, Councilmember Melissa Wynne, Councilmember Eleanor Revelle, Councilmember Devon Reid, and Councilmember Clare Kelly

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

**(III) PUBLIC COMMENT**

Sue Loellbach, Connections for the Homeless, spoke in support of the ordinance that will license shared housing.

Jim Janossy, resident near 1600 Monroe Street, commented on the need for the property owner to work with neighbors now and in the future.

**(IV) ITEMS FOR CONSIDERATION**

- P1. Approval of a Vacation Rental License for 1600 Monroe Street, Unit 1W

**Moved by** Councilmember Johnathan Nieuwsma

**Seconded by** Councilmember Juan Geracaris

Councilmember Geracaris reviewed his discussions with Evanston Police Department and property standards staff regarding the property. There have not been any police or maintenance problems with the property over the last few years. He supports the application because the applicant is following the licensing rules. He added that a future discussion on vacation rental density and rent impact may be necessary. Councilmembers Nieuwsma and Kelly concurred.

Councilmember Burns joined the meeting at 6:18 PM.

Councilmember Revelle asked about the unit and Councilmember Geracaris clarified that most units in the building are rental, and this one would be a vacation rental.

**Ayes:** Councilmember Johnathan Nieuwsma, Councilmember Juan Geracaris, Councilmember Melissa Wynne, Councilmember Eleanor Revelle, Councilmember Clare Kelly, Councilmember Devon Reid, Councilmember Bobby Burns

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

**(V) ITEMS FOR DISCUSSION**

- D1. Discussion of Ordinance 4-O-23, Amending Portions of Title 5, Chapter 2, "Lodging Establishments" of the City Code

**Moved by** Councilmember Devon Reid

**Seconded by** Councilmember Clare Kelly

Councilmember Reid expressed disappointment in providing this venue for discussion yet there is an absence of public comment. Councilmember Kelly stated her opinion that the item is being rushed for a particular property, would like to see standards for different types of facilities, supports ordinances that create affordability but would like to better understand the potential regulatory and legal impacts of the proposed changes.

Councilmember Reid asked who would be negotiating the operating agreements. Ms. Ruggie replied that operating agreements will go through the property standards staff who monitor property standards violations, and all first-time operating agreements will come before the

City Council for approval. Annual license renewal is conducted by property standards staff. Councilmember Reid asked staff who drafts the operating agreements and the workload impact. Ms. Flax answered that each applicant develops a draft operating agreement for staff review. Most lodging establishment properties that qualify are dormitories or hotels with policies and procedures in place that can be migrated into an agreement. Operating agreements prepared for established organizations will not come before the council. Staff are confident that between property standards and law staff they can manage the implementation of the ordinance. Councilmember Reid summarized that without this ordinance, lodging establishments can operate but there is no operating agreement. Ms. Flax concurred and added that the operating agreement brings a level of control.

Councilmember Kelly reiterated her concerns.

Councilmember Burns asked how many facilities fall under shared housing. Ms. Flax responded that there are 82 and approximately 70 are dormitories. He further inquired as to the frequency of new applications and Ms. Flax indicated that she does not recall a recent one.

Councilmember Nieuwsma stated that this item began from a referral nine months ago.

Councilmember Reid asked staff if there was license termination language. Ms. Williams summarized the sections of the ordinance about inspections and standards for issuing licenses, standards for poor performance, violations, revocation, and penalties which can include up to termination.

Councilmember Kelly questioned if there was language for a fair and consistent legal process for repealing a license.

## **(VI) ITEMS FOR COMMUNICATION**

There were none.

## **(VII) ADJOURNMENT**

Councilmember Kelly adjourned the meeting at 6:39 PM.

Respectfully submitted,  
Amy Ahner, AICP, Planning Consultant  
Meagan Jones, Neighborhood & Land Use Planner