



## AGENDA

### Planning & Development Committee

Monday, April 24, 2023

Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800  
5:45 PM

#### Join Zoom Meeting

<https://us06web.zoom.us/j/89511761938?pwd=LzcvUXBnb3pDTElhM0hlc3ZkcWtUUT09>

Meeting ID: 895 1176 1938

Passcode: 197288

Those wishing to make public comments at the Administrative & Public Works Committee, Planning & Development Committee or City Council meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the City Clerk's Office's online form at [www.cityofevanston.org/government/city-clerk/public-comment-sign-up](http://www.cityofevanston.org/government/city-clerk/public-comment-sign-up) or by calling/texting 847-448-4311.

Community members may watch the City Council meeting online at [www.cityofevanston.org/channel16](http://www.cityofevanston.org/channel16) or on Cable Channel 16.

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#### (I) CALL TO ORDER - COUNCILMEMBER KELLY

#### (II) APPROVAL OF MINUTES

##### M1. Approval of the Minutes of the Planning & Development Committee Meeting of March 27, 2023

4 - 8

Staff recommends the approval of the Minutes of the Planning & Development Committee meeting of March 27, 2023.

#### For Action

[Approval of the Minutes of the Planning & Development Committee Meeting of March 27, 2023](#)

### (III) PUBLIC COMMENT

A period of forty-five minutes shall be provided for all comment at the Planning and Development Committee meeting, and no individual shall speak longer than two minutes. The committee chair will allocate time among the speakers to ensure that Public Comment does not exceed the allotted time.

### (IV) ITEMS FOR CONSIDERATION

- P1. **Preservation Commission Annual Report** 9 - 70  
Staff recommends the City Council review and place on file the 2022 Preservation Commission Annual Report and Preserve 2040.  
**For Action: Accept and Place on File**  
[Preservation Commission Annual Report](#)
- P2. **Ordinance 33-O-23, Special Use for an Apartment Hotel in the R6 District at 1555 Oak Avenue, the Museum Residences on Oak (formerly King Home)** 71 - 126  
The Land Use Commission recommends the adoption of Ordinance 33-O-23, a Special Use for an Apartment Hotel in the R6 General Residential District at 1555 Oak Avenue, commonly known as the Museum Residences on Oak (formerly King Home). The proposed special use meets the Standards for Approval for special uses.  
**For Introduction**  
[Ordinance 33-O-23, Special Use for an Apartment Hotel in the R6 District at 1555 Oak Avenue, the Museum Residences on Oak \(formerly King Home\)](#)
- P3. **Ordinance 41-O-23, amending Title 4 - Building Regulations of the City Code, striking Chapter 14, Design and Project Review (DAPR).** 127 - 139  
The Community Development Department recommends approval of Ordinance 41-O-23, removing Title 4, Chapter 14, Design and Project Review (DAPR).  
**For Introduction**  
[Ordinance 41-O-23, amending Title 4 - Building Regulations of the City Code, striking Chapter 14, Design and Project Review \(DAPR\)](#)
- P4. **Ordinance 20-O-23, Amending Title 6 of the City Code Relating to Cannabis Consumption Lounges** 140 - 165  
The Land Use Commission recommends denial of Ordinance 20-O-23, a text amendment to the Zoning Ordinance to establish zoning

regulations for cannabis consumption lounges. The Land Use Commission found the text amendment does not meet the Standards for Approval for amendments, specifically that the proposal is not consistent with the goals, objectives, and policies of the Comprehensive General Plan, and that the request may have an adverse effect on the value of adjacent properties.

**For Introduction**

[Ordinance 20-O-23, Amending Title 6 of the City Code Relating to Cannabis Consumption Lounges](#)

**(V) ITEMS FOR DISCUSSION**

**(VI) ADJOURNMENT**



## Memorandum

To: Members of the Planning and Development Committee  
From: Elizabeth Williams, Planning Manager  
CC: Sarah Flax, Interim Community Development Director  
Subject: Approval of the Minutes of the Planning & Development Committee Meeting of March 27, 2023  
Date: April 24, 2023

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Recommended Action:

Staff recommends the approval of the Minutes of the Planning & Development Committee meeting of March 27, 2023.

CARP:

N/A

Committee Action:

For Action

Summary:

The draft minutes of the Planning & Development Committee meeting of March 27, 2023, are attached for the Committee's consideration.

Attachments:

[DRAFT - 03.27.2023 P&D Committee Meeting Minutes](#)





## Planning & Development Committee

Monday, March 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, and 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 6:03 PM.

**(II) APPROVAL OF MINUTES**

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

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

**Moved by** Councilmember Melissa Wynne

**Seconded by** Councilmember Johnathan Nieuwsma

**Ayes:**

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

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

**(III) PUBLIC COMMENT**

There was none.

**(IV) ITEMS FOR CONSIDERATION**

- P1. Ordinance 33-O-23, Special Use for an Apartment Hotel in the R6 District at 1555 Oak Avenue, the Museum Residences on Oak (formerly King Home). The proposed special use meets the Standards for Approval for special uses.

**Moved by** Councilmember Johnathan Nieuwsma  
**Seconded by** Councilmember Devon Reid

Alan M. Didesch, General Counsel to BCH 1555 LLC, introduced the property owner Cameel Halim and the project architect William Ng. He summarized the special use request and specified their intent to operate all units as transient.

Councilmember Wynne questioned how the project meets the apartment hotel definition if all units are transient. Mr. Halim stated that the unit amenities meet the definition. Councilmember Revelle asked why they wanted to run it as an apartment hotel. Mr. Halim responded that it was different because of the on-site restaurant and meeting rooms.

Councilmember Wynne asked about hotel management experience and Mr. Halim said he did not have hotel experience but had commercial office and museum management experience. He will get a license from Wyndham and must meet their building appearance, lobby, staffing, and room design requirements. Councilmember Wynne inquired about reservations and Mr. Halim responded that his employees will manage but the booking is done through Wyndham.

Councilmember Revelle asked if Wyndham had apartment hotels in their portfolio and Mr. Halim responded yes. Councilmember Geracaris asked if the applicant could get apartment hotel occupancy data for college towns from Wyndham.

Councilmember Revelle asked staff about the inclusionary housing requirement. Ms. Williams responded that if they are intended to be apartments, they would need to meet the Inclusionary Housing Ordinance requirement that a certain percentage be dedicated to meeting the income requirements of that ordinance.

Councilmember Nieuwsma asked the applicant if they would be comfortable committing to a certain percentage of long and short-term rentals. Mr. Halim responded that the building is not structured to host long-term tenants due to the small unit sizes and would prefer to first operate it for a year.

Councilmember Nieuwsma asked what the rental rates would be (daily, weekly, etc.). Mr. Halim answered that the rates have not been set and may vary based on demand. Councilmember Nieuwsma said that more information on the percentage of transient guests, the operating agreement, Wyndham, and management team qualifications is needed before moving the special use forward and motioned to table the item to the April 24, 2023 meeting.

Councilmember Reid stated his support to move forward with an appropriate operating agreement. Ms. Williams stated that a condition of approval for the special use permit is a

shared housing license with an operating agreement requirement that is to be agreed upon by both the city and the applicant. This is from the recently approved ordinance. Councilmember Burns added that the special use process is different than doing things by right.

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

**Nayes:**

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

- P2. Ordinance 38-O-23, Amending Section 6-9-2-3 of the City Code Adding Performance Event Venues As A Special Use in the B1 Business District.

**Moved by** Councilmember Juan Nieuwsma  
**Seconded by** Councilmember Eleanor Revelle

Councilmember Wynne said her community meeting input was in support of this. Councilmember Nieuwsma noted that it may not be appropriate in some neighborhoods, but a special use process would address those situations.

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

**Nayes:**

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

- P3. Ordinance 39-O-23, Granting a Special Use Permit to Allow for A Performance Entertainment Venue Pursuant to City Code 6-9-2-3 and Approving A Major Variation Pursuant to City Code 6-16-5, Table 16-E on the Property Located At 1243-45 Chicago Avenue, in the B1 Business District.

**Moved by** Councilmember Melissa Wynne  
**Seconded by** Councilmember Johnathan Nieuwsma

Councilmember Revelle commented on the noise ordinance hours of permitted use which differ from the hours proposed. It was noted that it is ambient noise.

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

**Nayes:**

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

**(V) ITEMS FOR DISCUSSION**

**(VI) ITEMS FOR COMMUNICATION**

There were none.

**(VII) ADJOURNMENT**

Councilmember Kelly adjourned the meeting at 6:52 PM.

Respectfully submitted,  
Amy Ahner, AICP, Planning Consultant



## Memorandum

To: Members of the Planning and Development Committee  
CC: Members of the Preservation Commission  
From: Cade Sterling, Planner  
CC: Sarah Flax, Community Development Director; Elizabeth Williams, Planning Manager  
Subject: Preservation Commission Annual Report  
Date: April 24, 2023

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Recommended Action:

Staff recommends the City Council review and place on file the 2022 Preservation Commission Annual Report and Preserve 2040.

CARP:

N/A

Council Action:

For Action: Accept and Place on File

Summary:

Over the past three years, the Preservation Commission has undergone a significant reorganization in an effort to create more transparency and efficiency in the preservation programs' resource management functions. The primary goals for this effort were reducing the burden on owners of historical resources as well as increasing the Commission's available volunteer capital. Early initiatives included:

- creation of a more effective and logical administrative review framework;
- changes to the bodies rules of the circumstance for reviewing Certificates of Appropriateness;
- applying conditions to approvals in lieu of continuances;
- creation and dissemination of additional resources for owners of historic properties, including updating the City's historic preservation and Preservation Commission webpages; and
- engaging with the City's preservation-based non-profit partner organizations.

These changes created opportunities for the Commission to critically review the preservation programs' current operations and level of service provided to the community. They also

afforded the review of the Commission's mandate against current preservation-based best practices and trends as well as the unique needs and challenges facing Evanston. The Commission believes that Evanston's historic resources are vitally important and define Evanston's built character and identity. To continue to preserve, expand, and diversify these resources while accommodating the City's growth, economic development, and revitalization goals, a clear forward-thinking understanding of Evanston's preservation priorities needed to be established.

The result was a multi-year review of the preservation program's effectiveness and the creation of a new long-range work plan -- Preserve 2040, which supersedes the previous 1982 plan, which had seen its goals and objectives predominately realized. This document outlines specific goals, policies, and strategies for the Preservation Commission to achieve short and long-term community preservation goals over the next 20 years and continue enhancing the quality of life for all Evanston residents and visitors through the ongoing benefits of historic preservation.

Attached for the Planning & Development Committee to review and place on file are the Preservation Commission's 2022 annual report, which demonstrates the effectiveness of the significant changes the Commission has implemented, as well as the Preserve 2040 Long-Range Work Plan, which already has many initiatives underway.

Legislative History:

The Preserve Long-Range Work Plan was adopted by the Preservation Commission on December 6, 2022. The 2022 Annual Report was reviewed and approved the the Preservation Commission on March 14, 2023.

Attachments:

[2022 Preservation Commission Annual Report](#)  
[Preserve2040 FINAL ADOPTED 20221206](#)



# PRESERVATION COMMISSION ANNUAL REPORT

To: Members of the Planning & Development Committee

From: Chair Dreler and members of the Preservation Commission  
Cade W. Sterling, Planner

CC: Elizabeth Williams, Planning Manager  
Sarah Flax, Interim Director of Community Development

Subject: Preservation Commission Annual Report

Date: April 6, 2023

## **Structure**

1. What is the composition of the Commission?  
The Commission currently has 9 members and is comprised of up to 11 members appointed by the Mayor with advice and consent by the City Council. These members must have a demonstrated interest, knowledge, or expertise and experience in historic preservation, architectural restoration and rehabilitation, or neighborhood revitalization or conservation. Members are appointed to up to two three-year terms. The current Commission includes architects, both practicing and trained, an architectural historian, a preservationist, a preservation planner, and owners of Landmarks and historic properties.
2. How many vacancies exist, and are pending vacancies imminent?  
The Commission currently has two vacancies with two additional vacancies after the September 2023 meeting.
3. How many meetings are required per year?  
The Commission has adopted a schedule of 11 meetings with an August recess and schedules additional special meetings and working group and subcommittee meetings as needed.
4. How many meetings were held in the past year?  
In 2022 the Commission held 11 regularly scheduled meetings, two subcommittee meetings, and ten working group meetings.

5. Does the Commission achieve its administrative work through staff support? If yes, please list names and positions:

Yes, the Commission operated in 2022 with one primary staff liaison and one support staff member. Meetings are attended by both staff members. These roles will switch in 2023 with a new primary staff liaison, and the prior staff liaison stepping into a supportive role with priority over long-range plan implementation. For 2022, staff included:

**Primary:** Cade W. Sterling, Planner; **Support:** Carlos D. Ruiz, Planner

6. What was the Commission's budget for the past year? How does the budget impact, either positively or negatively, the Commission's operations?

The Commission had no budget for the 2022 calendar year and has operated without a budget for the better part of three decades. The lack of a budget impacts the ability to attend trainings, seminars, and conferences, such as the National Alliance of Preservation Commission's, as well as the Commission's ability to fully realize its education and advocacy goals and objectives.

7. How is citizen input encouraged and sought?

Citizen input is primarily received by way of written comments or in-person testimony as a result of mailed notification or posted agendas. Other forms of participation and engagement are limited but the Commission has set goals to improve participation and programmatic efforts related to education, advocacy, and technical assistance.

### **Goals, Objectives and Accomplishments**

1. What is the Commission's mandate?

The Commission is empowered by way of the Preservation Ordinance 29-O-18 to identify, register, and safeguard the community's historic cultural and architectural heritage and is afforded nine statements of purpose and thirty powers and duties including binding and advisory design review. The Commission is charged exclusively with oversight of the City's Preservation Program and is empowered, and has, created rules of circumstance, and a framework for staff involvement including an administrative review and assistance structure.

2. How many properties does the Commission have purview over?

The city has over 850 registered local Landmarks of which over half are individual Landmarks outside of a registered local Historic District. Additionally, the City has four local Historic Districts, the Lakeshore Historic District, Ridge Historic District, Northeast Historic District, and the Woman's Christian Temperance Union Historic District. Between the local Landmarks and properties within local Historic Districts, the Commission has purview over ~2,500 properties or just under 10% of properties within the City.



In addition to these, the Commission, primarily administered by staff, provides advisory review and assistance if requested to properties within the Federal only portion of the Northeast Historic District, and the Federal Oakton Historic District as well as provide Section 106 review and comments in consultation with the State Historic Preservation Office.

3. What were the Commission's objectives for achieving their mandate this past year?

The Commission's primary objective over the past two-years has been to diversify its role beyond resource management (case review), to be transparent and approachable, and to put more emphasis on education and outreach, technical assistance, and diversification of its composition and the resources it is charged with overseeing.

4. What major accomplishments did the Commission undertake to achieve those objectives?

The Commission embarked on an ambitious task to write a new long-range work plan, Preserve 2040. This document was developed in consultation with the Commission's private partner organizations, and resident volunteers, and charts an ambitious path for the Commission and more broadly the City's Preservation Program to follow for the next ~20 years. This document was adopted in December of 2022 and many initiatives are already underway including:

- **Initiative 2.4:** Work with the Planning and Zoning Division to amend the zoning code to include a section for adaptive use.
- **Initiative 2.8:** Work with the Economic Development Division to enact a Legacy Business Program.
- **Initiative 2.10:** Organize a Preservation Consortium or Preservation Advisory Sub-Committee.
- **Initiative 2.12:** Actively recruit future Commissioners with a focus on building a membership reflective of Evanston's diverse demographics.
- **Initiative 3.6:** Advocate for adoption of a citywide deconstruction ordinance.
- **Initiative 3.10:** Support the retention of significant landscape features which offer citywide environmental benefits including advocating for a citywide Tree Preservation Ordinance related to "heritage trees".

Additionally, the Commission re-surveyed the downtown area in an effort to identify contributing and Landmark eligible resources. This effort provides a significant planning tool capable of better informing and guiding decisions by other Boards, Committees, Commission's, and City Departments and agencies and can leverage preservation-based economic development opportunities in the downtown. In total, the Commission surveyed a total of 40 supplemental resources in addition to the 143 surveyed by the Preservation Commission in 2007-2008.

- Of those 40 supplemental resources surveyed, 11 or 27.5% were identified as Landmark Eligible, bringing the total number of eligible resources in the downtown to 31 between the 2007 and 2022 surveys. The downtown has 29 registered Landmarks currently.
- Of the 40 properties surveyed, only 3 or 7.5% were identified as not contributing to the character of the downtown
- The majority of properties surveyed were identified as being in good condition (21), 9 were identified as being in excellent condition, 10 in fair condition, and 0 in poor condition.
- The majority of properties surveyed were identified as having good integrity (18), with 10 having excellent integrity, 9 having fair integrity, and 3 having poor integrity.

5. What are the Commission's current objectives for the upcoming year?

The Commission's primary objective for the upcoming year is to implement aspects of the Preserve 2040 Plan, expand education and advocacy efforts, continue to build capacity of partner organizations, actively recruit diverse Commission membership, and implement a more robust administrative review and subcommittee framework.

6. What is the Commission doing to achieve these objectives?

Many initiatives underway, especially those at the intersection of preservation, economic development, and climate resilience remain a priority. New initiatives selected for implementation that relate to Education and Advocacy efforts in the 2023 calendar year include:

- **Initiative 4.1:** Reinstate a quarterly preservation and design-oriented newsletter and make it available online and on social media.
- **Initiative 4.4:** Prepare a preservation training publication and offer one-on-one orientation for elected officials.

The Commission proposed additional changes to its Rules and Procedures to build capacity for implementation including creation of three subcommittees:

- Application Pre-Review Subcommittee
- Diversity, Equity, and Inclusion Subcommittee
- Education and Advocacy Subcommittee

Additionally, they propose a change to the Rules of Circumstance for Certificate of Appropriateness reviews to allow the Application Pre-Review Subcommittee to defer major work applications to staff under an administrative process utilizing the same review standards. A preservation consortium continues to meet as needed (monthly) to discuss preservation issues and opportunities across Evanston and to coordinate implementation of certain initiatives. Members of the consortium include the Frances Willard House and Museum, the Shorefront Legacy Center, The

Evanston History Center, the Preservation League of Evanston, and the Mitchell Museum.

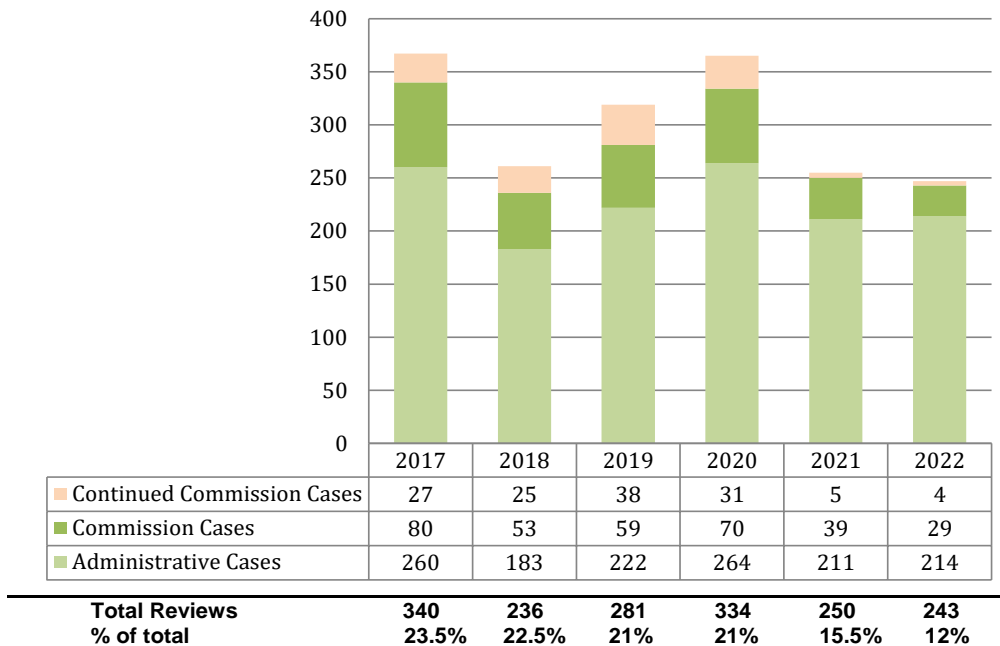
### **Evaluation**

1. How are the Commission's objectives and annual activities selected?  
Annual objectives and activities are selected by way of an Annual Work Plan which is based off the implementation matrix, implementation timeline, and priority levels outlined in the Preserve 2040 Long-Range Work Plan.
  
2. How often does the Commission evaluate its goals and performance?  
Annually
  
3. What is the Commission's evaluation of its performance in the following areas?
  - a. **The appropriateness of its purpose and mandate:** The Commission has an appropriate purpose, mandate, and powers and duties. However, since receiving binding design review roughly two decades ago, the capacity for the Commission to fulfill those duties which rest outside of resource management, have been limited. The current Commission has worked diligently to create additional capacity to perform these essential duties by way of more efficient Rules of Circumstance and administrative review processes, activation and coordination of partner organizations, and creation of new subcommittees and working groups. They have also worked to create a long-range vision for the City's Preservation Program, and created a realistic and forward-thinking framework for implementation of that vision by way of the Preserve 2040 Plan.
  
  - b. **Community needs to be filled by the Commission:** Many needs of the community relate to historic preservation, and the Commission has made significant strides in utilizing historic preservation as a tool to achieve the community's climate resilience and sustainability goals, as well as human-centered and preservation-based economic development. The Commission has also prioritized identification and registration of diverse community resources, particularly those of cultural and social significance, to have a more representative registry of protected resources which reflect the community as a whole. Additionally, the Commission seeks to diversify its membership to more closely reflect the demographics and perspectives of the community at-large, and to be more transparent in their processes and goals. These aforementioned needs by the Commission rest outside of the body's traditional resource management role, which it undertakes by efficiently processing requests for Certificate of Appropriateness while providing expert advice and technical assistance to applicants and homeowners whom come before the body. Recent (past year or two)

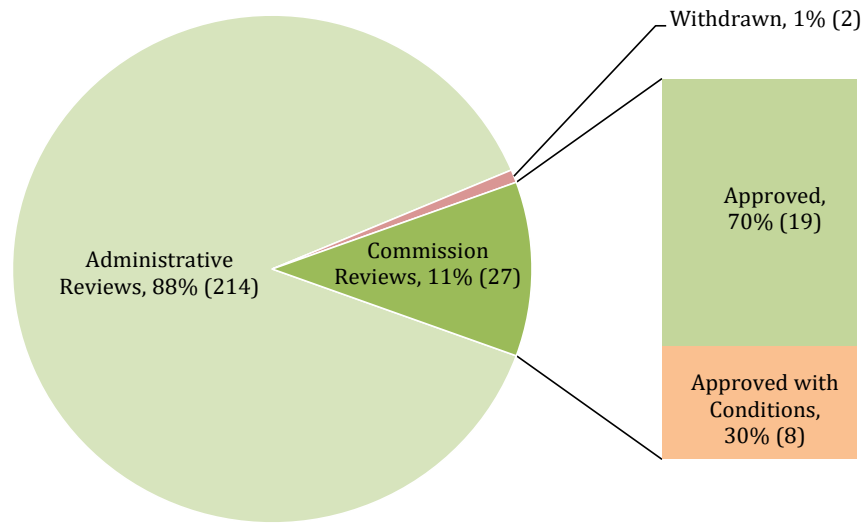
modifications to the Commission’s Rules of Circumstance and a subsequent increase in cases handled administratively have increased capacity at the Commission level and created a logical review framework homeowners and design professionals understood and were able to buy into. This has created additional buy-in for the program in whole and reduced overall burden, either perceived or real, for homeowners. The Commission has also created a significant vision and implementation plan that seeks to re-root itself as a working body that produces documents, reports, and other materials, and as a resource for the community and for homeowners of historic properties.

**c. Performance of the Commission’s regulatory framework:** In the 2022 calendar year, 243 total preservation reviews were conducted. This was up from 211 in 2021 but down from 334 in 2020. Of the 243 total cases, 29 were reviewed by the Commission although 2 withdrew following initial review. Of the 27 cases which the Commission took action on, eight (30%) were approved with conditions and 19 (70%) were approved as presented. Four cases took multiple meetings before action was taken. No cases were denied and no cases were appealed to City Council in 2022.

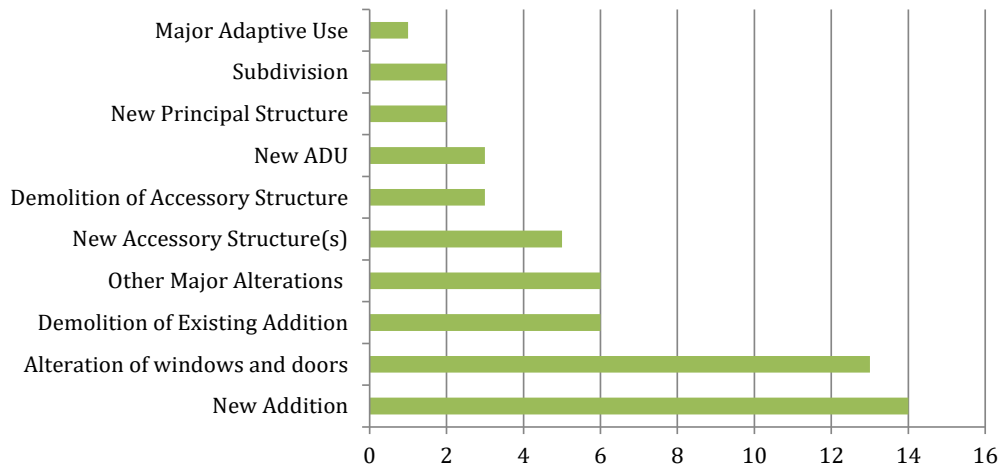
**Annual Overall Case Review Comparison**



**2022 Commission Case Review Breakdown**



**Types of work reviewed by the Commission (2022)**



### **Common Standards of Concern**

Of the standards applied by the Commission, the following were frequently used as a means to vote against, apply conditions, or request modifications to proposals.

#### **Standards for Alteration:**

**2.** The distinguishing original qualities or character of a property, structure, site or object and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided whenever possible except when retention represents a hazardous or dangerous condition.

**5.** Distinctive stylistic features, materials, finishes, examples of skilled craftsmanship, or examples of distinctive construction techniques that characterize a property, structure, site or object shall be treated with sensitivity.

**6.** Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.

#### **Standards for Construction:**

**2.** Proportion of facades. The relationship of the width to the height of the facades shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.

**3.** Proportion of openings. The relationship of the width to height of windows and doors shall be visually compatible with properties, structures, sites, public ways, objects and places to which the building is visually related.

**4.** Rhythm of solids to voids in facades. The relationship of solids to voids in the facades of a structure shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.

**6.** Rhythm of entrance porches, storefront recesses and other projections. The relationship of entrances and other projections to sidewalks shall be visually compatible with the properties, structures, sites, public ways, objects and places to which it is visually related.

7. Relationship of materials and texture. The relationship of the materials and texture of the facades shall be visually compatible with the predominant materials used in the existing structures to which it is visually related.

- d. **Staff performance:** Staff performance is reviewed by the Planning Manager by way of annual performance reviews.
- e. **Adequacy of public participation:** In 2022 staff fielded nearly 400 requests for technical assistance by design professionals, contractors, or homeowners. The Commission received 40 written comments for inclusion in the record, and 13 residents provided testimony in-person. The Commission would like to find ways to increase engagement with the public, and believes they have outlined specific initiatives to do so in the future as capacity allows. The Commission should be seen and used as a community resource.

The Commission met for 25 hours and 39 minutes between the 11 regularly scheduled meetings, and an additional 22 hours between subcommittee and working group meetings in 2022.

- f. **Coordination with City Council, other Boards, Committees, Commission's, and City departments and agencies:** Throughout the past year, the Commission has made significant efforts to support initiatives by City Council and other Boards and Commission's that intersect with the Commission's goals, objectives, and expertise. Examples include recent collaboration with the sustainability office and public works agency, the Environment Board, and participating on the Legacy Business Working Group with members of the Economic Development Committee. The Commission believes strongly that historic preservation is an underleveraged tool for meeting the City's climate action and economic development goals and would like to see more collaboration in the future.
- g. **Need for new goals, objectives and activities:** There are no immediate needs for new goals, objectives, or activities outside of those identified in the Preserve 2040 Plan.

## **Outlook**

What concerns of the Commission should be brought to the City Council's attention?

1. Commissioner recruitment and limited volunteer capital in the community remains a concern, especially recruitment of a more diverse (age, race, expertise/occupation) Commission membership. Opportunities to expand volunteer capital and availability of potential Commissioners exist and include:
  - a. Allowing former Commissioners to serve again after a period of absence
  - b. Opening membership to those who do not live in Evanston, but work in Evanston.
  - c. Allowing the Commission to appoint associate Commissioners as non-voting members who don't sit at the dais but can populate subcommittees and working groups to accomplish initiatives outlined in the 2040 Work Plan.
2. The lack of incentives including small grants, loans, or building permit fee waivers impacts the ability for vernacular landmarks and vernacular homes in historic districts to propose appropriate alterations where these improvements constitute a much higher percentage of the homes total value.
3. Regarding the Landmark nomination process, the Commission should be afforded the opportunity to present their report to the Planning and Development Committee by way of in-person testimony.
4. The ordinance does not easily facilitate the Commission's desire to advance diversity, equity, and inclusion goals by registering more culturally and socially significant resources or to pursue Conservation Districts at a neighborhood or business district level.
5. Historic preservation, and the expertise and work of the Commission remains an underleveraged tool for the City Council to achieve their sustainability and economic development goals and objectives.



**Membership List**  
(for the 2022 calendar year)

**Total Regularly Scheduled Meetings: 11**

<b>Member</b>	<b>Term Expires</b>	<b>Regular Meetings Attended</b>	<b>Subcommittee/Working Group Meetings</b>
Beth Bodan, Secretary*	November 2025	9	3
Stuart Cohen, Vice Chair	December 2023	9	3
Sarah M. Dreller	April 2024	7	4
John Jacobs	April 2024	11	0
Carl Klein	January 2025	11	12
Jamie Morris*	September 2023	8	0
Suzi Reinhold, Chair*	September 2023	11	6
Mark Simon*	December 2022	10	0
Aleca Sullivan*	May 2025	7	0
Amanda Ziehm**	June 2025	7	0
* Second Term			
** Term started in June 2022			

# PRESERVE 2040

## Preservation Commission Long-Range Plan

City of Evanston  
Historic Preservation Program  
Division of Planning & Zoning  
Adopted December 6, 2022

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# Acknowledgments

## Evanston Preservation Commission

Susan Reinhold, Chair

Stuart Cohen, Vice-Chair

Beth Bodan, Secretary

Sarah M. Dreller

John Jacobs

Carl Klein

Jamie Morris

Mark Simon, Chair Emeritus

Amanda Ziehm

Aleca Tesseris Sullivan

## Special Acknowledgments

Mary McWilliams, Associate Commissioner

Dino Robinson, Shorefront Legacy Center

Eden Juron Pearlman, Evanston History Center

Lori Osborne, Frances Willard House Museum and Archives

Sarah Chodera, Resident

Jeanne Lindwall, Resident and former Preservation Coordinator

Sally Riessen Hunt, Resident and former Commissioner

Diane Williams, Chair Emeritus

Kendra Parzen, Landmarks Illinois Advocacy Manager

Jack Weiss, Design Evanston and former Commissioner

## City of Evanston

Sarah Flax, Interim Community Development Director

Elizabeth Williams, Planning Manager

Cade W. Sterling, Planner

Carlos D. Ruiz, Planner



## Why plan?

The long-range work plan shall be viewed as the Commission's principal policy document regarding the identification, documentation and stewardship of Evanston's significant heritage resources -- buildings, sites, structures, people, stories and objects -- and a guide for the oversight and administration of the community's historic preservation program, principally facilitated through the City's Planning & Zoning Division with support from the Preservation Commission as well as other partner organizations.

Evanston's historic resources are vitally important and define Evanston's built character and identity. However, additional resources neither landmarked nor within districts but contributing to Evanston's heritage and vibrancy are consistently under threat from improper alterations, neglect, and demolition. To preserve these resources while accommodating the City's growth, economic development, and revitalization, a clear, forward-thinking understanding of Evanston's preservation priorities needs to be established. This document outlines specific goals, policies, and strategies for the Preservation Commission to follow to achieve short and long-term community heritage preservation goals across the next 20 years.

## Utilization

The Preservation Commission, and Evanston's preservation partners and advocates, will utilize this long-term work plan to guide future preservation efforts outside of resource management and binding design review activities. This plan should also be used to monitor and create accountable benchmarks for the implementation of short and long-term preservation initiatives, advocate for adjusting municipal preservation policy when needed and warranted, and integrate preservation policies and strategies into other plans and studies the City may undertake in the future.





Aerial view of downtown looking north.  
Circa 1930s.  
Credit: Evanston History Center Archives

# Key Objectives

1. **Educate:** Review previous preservation-based education and advocacy efforts and propose an engaging and ongoing program of outreach, education and advocacy efforts that builds community awareness and stewardship.
2. **Prioritize:** Determine future survey and documentation priorities in order to safeguard Evanston's evolving cultural identity and values embodied in its built environment.
3. **Include:** Consider historic and cultural contexts and their associated heritage resources. Include and prioritize Evanston's settlement by different ethnic and racial groups.
4. **Review:** Assess the effectiveness of the Preservation Ordinance as well as Commission operations and administration, and the viability of partner organizations by evaluating the type and frequency of poor outcomes and capacity for implementation.
5. **Align:** Explore opportunities for developing and integrating preservation-based policies and initiatives within the City's Climate Action and Resilience Plan, Affordable Housing Program, and Economic Development goals.
6. **Incentivize:** Determine the barriers to implementing effective preservation programs and explore the creation of incentives for both residents and developers.
7. **Engage:** Create new organizational approaches to facilitating preservation - approaches that build local capacity and involve private and community stakeholder participation.
8. **Organize:** Create an action-oriented work plan that prioritizes specific initiatives, identifies potential partners, as well as funding sources if applicable.

# Mission

To enhance the quality of life for all Evanston residents and visitors through the ongoing work and benefits of historic preservation.

# Vision

A vision is an aspirational statement regarding the future state of preservation in Evanston. Based on the feedback provided by subcommittee members and members of the broader preservation community, the following draft vision statement was created.

“In 2040 Evanston, Illinois is one of Midwestern America’s most vibrant places - a city known for its **rich historic, cultural, architectural, and environmental legacy**.

The Evanston Preservation Commission and community at-large has fostered that legacy through **careful planning and stewardship** of Evanston’s historic, cultural, architectural, and environmental resources, by **engaging a diverse group of residents, local stakeholders, and policy makers** on the benefits of historic preservation.

In turn, these efforts have **enhanced sustainability and accessibility**, identified endangered resources - and registered new resources especially those not previously acknowledged as significant; **celebrated and stabilized neighborhood character**; solidified **preservation as an economic development tool**; and promoted the increased appreciation of Evanston’s **diverse cultural heritage**.

The Evanston Preservation Commission, City of Evanston, School Districts, Northwestern University, and other private-sector and nonprofit organizations **maintain ongoing partnerships** through meaningful advocacy efforts, preservation planning initiatives and **expanded educational resources and financial incentives.**”



# Values

**Value statements are intended to describe the Preservation Commission and municipal preservation programs core beliefs and act as broad guiding principles.**

1. Evanston's cultural and architectural resources are tangible links to its current and past identities. Future Landmark and District designations keep pace with evolving preservation trends and aspirations for future identities.
2. Preservation embodies inherent sustainability and is essential to climate resilience.
3. A Preservation Commission membership that reflects Evanston's demographics supports a more representative, equitable, diverse, and inclusive program.
4. Enhancing public-private partnerships and capacities promotes broad community involvement, advocacy, and educational outreach.
5. Effective municipal leadership supports positive preservation outcomes.
6. An effective, well-managed, and well-staffed municipal preservation program facilitates positive community outcomes.
7. A commitment to equity, diversity, and inclusion within municipal preservation programming facilitates positive community outcomes.
8. Preservation promotes Evanston as a residential city of choice in the Chicago Region.
9. Preservation contributes to vibrant, human-scaled environments.
10. Preservation is a revitalization and economic development tool for small businesses and neighborhood business districts.
11. Evanston's historic resources are integral to community identity and placemaking and bind its residents to their physical environments.
12. Effective community partnerships and ongoing technical assistance advance a preservation advocacy ethic in Evanston.
13. Annual reporting of performance trends and benchmarks promotes transparency and trust with the public the Commission serves.



Organized marches protesting unfair housing restrictions in downtown. Circa 1962  
Credit: Evanston History Center

# Plan Organization

A successful preservation program, and this work plan, is organized around four key elements.

1. Survey and Documentation;
2. Program Administration and Resource Management;
3. Community Revitalization, and;
4. Education and Advocacy

## Survey and Documentation

Survey and documentation efforts require in-field assessment and background research into the historical, cultural, and architectural significance of Evanston's buildings, sites, structures, and objects as well as their eligibility as Landmarks or as part of a Local District. These efforts include preparation of survey reports, Local District and Landmark nominations, undertaking local history projects, and creating interpretive exhibits. Maintaining an active program in survey and documentation forms the foundation for effective community preservation planning. Effective survey and documentation provides the basis for identifying and understanding the community's historic resources, what resources are high value and significant as well as what resources are threatened.

**Goal #1: Identify and Preserve Resources Significant to Evanston's Identity, Heritage, and Vibrancy.**

**Policy 1.1: Support initiatives that continue to identify and document Evanston's heritage resources.**

**Initiative 1.1: Re-Survey the Ridge Historic District**

First listed in the National Register of Historic Places in 1984, the Ridge Historic District has not been re-surveyed since. A re-survey initiative should be undertaken at an intensive-level, documenting architectural styles and building forms, exterior conditions and features, building alterations, accessory structures, building permit

data, and any historical background information. Best practice dictates re-survey every 10 years in order to understand the existing integrity of all buildings and whether they contribute to the significance of the district as it has evolved since the mid 1980s. A re-survey should also include an online portal and database similar to the Lakeshore Historic District.

**Initiative 1.2: Re-Survey the Northeast Historic District**

First listed in the National Register of Historic Places in 1999, the Northeast Historic District has not been re-surveyed since. A re-survey initiative should be undertaken at an intensive-level similar to the description above for the Ridge Historic District. The Northeast Historic District re-survey should encompass the entire Federally designated district and have special emphasis on the portions not designed locally to understand the impact on integrity and condition of buildings which do not fall under binding review.

**Initiative 1.3: Prioritize new areas in Evanston for survey and documentation**

Future survey areas should include residential neighborhoods to the west and southwest which include many 1920s and post-World War II resources, and the northwest which include many late Victorian and early 20th Century resources.

**Initiative 1.4: Conduct a citywide reconnaissance survey of Evanston's historic downtown and neighborhood business district resources**

Evanston's heritage has always been defined in-part by its commercial resources and the businesses housed within them. However, in the past five to six decades, there has been a significant loss of built fabric and integrity of these resources, particularly within the Downtown and along the Chicago Avenue corridor. Identifying and documenting Evanston's historic and contributing commercial resources, as places significant to Evanston's heritage and as opportunities for community and economic development, should be a high preservation planning priority.

**Initiative 1.5: Conduct a cultural landscape survey of Evanston including its park system**

Evanston's park system, including its lakefront, have long been of historic, social, and cultural importance. An intensive-level survey is recommended to determine what aspects of these resources should be documented and preserved for future

generations as areas of shared collective memory. Data and research should influence future planning and design decisions by the Parks Department and Public Works Agency.

**Initiative 1.6: Conduct a citywide survey of Evanston's post-war resources**

Evanston has a proud history of documenting and registering Landmarks and Districts. However, the majority of these resources identified were Late Victorian and early 20th Century resources that fell within the fifty-year threshold at the time. As this threshold marches on, and new best practices place emphasis on post-war, mid-century, and other contemporary resources, a citywide survey should be conducted to understand what resources exist and what their significance and contribution to our heritage and identity is.

**Initiative 1.7: Document and include the built resources that identify and embody historic, social, and cultural periods and events, and the groups and people who have contributed to Evanston's unique character and identity. Prioritize resources associated with identity groups not adequately represented currently**

Like many communities, past documentation efforts often focused on the more significant architectural resources present in the community – the high-style residential property types and some vernacular structures representative of Evanston's broad built history. However, the resources that often reflect Evanston's working-class, minority, and ethnic population groups were not identified or registered to the same level. Specific ethnic, racial, and gender groups should be identified and subject to further research and documentation.

**Initiative 1.8: Integrate survey and documentation efforts as part of future City planning efforts**

Over the last several decades, the City has conducted several planning studies. Depending on available resources, future planning efforts should incorporate a survey element to document historic resources and identify eligible buildings, sites, and structures as Local Landmarks and Districts. Missed opportunities to integrate this in the recent past include the Central Street Master Plan, the Green Bay Road Corridor Study, the Chicago Avenue Corridor Study, the West Evanston Master Plan, and others.



Former Lincoln School circa 1920s.  
Credit: Evanston History Center



## Policy 1.2: Support designation of significant resources as Landmarks and Historic Districts as recommended through survey and documentation activities

### **Initiative 1.9: Advocate for designation of the Oakton National Register District as a Local Historic or Conservation District**

The Oakton District was first established as a National Register District in 2004. A local designation was not adopted, and the resources within the District do not fall under the Ordinances binding design review procedures. Thus, the designation is honorary only with no regulatory framework to protect integrity and condition nor manage change. As a result, resources within the District have seen diminishment to their integrity and ability to communicate their past effectively. Staff routinely fields calls from residents within the District who are unhappy with alterations and construction occurring. Without a local designation, integrity and condition will likely continue to decline and the significance of the District could come into question. Due to these factors as well as the uniqueness and significance of the District, a local designation is recommended.

### **Initiative 1.10: Nominate Evanston's historic downtown resources and other business district resources to the National Register as a multi-property thematic resource listing**

Evanston's downtown and other commercial resources may not have sufficient integrity or cohesion of built fabric and location to justify a traditional historic district. However, these resources may be eligible as a theme or pattern of development. A similar process was followed for Evanston's Thematic Apartments listed in the National Register. Listing in the National Register places no burden on existing property owners, but provides recognition and allows access to significant incentives which would help spur preservation-based economic development and adaptive use.

### **Initiative 1.11: Prepare an annual study list of eligible resources in Evanston**

An annually updated study list of potential landmarks should be published which includes those properties identified during ongoing survey and documentation efforts. The study list would promote a better community-wide understanding of

what resources are identified as worthy of preservation in Evanston and help partner organizations and residents with nomination of such resources.

**Initiative 1.12: Advocate for expansion of the boundaries of the Northeast Historic District to overlay its National Register Counterpart**

The Northeast National Register Historic District extends north of Lincoln Street, the boundary of the Local District, to the border of Evanston and Wilmette. Best planning practices dictate that a Local District overlay a National Register District to effectively manage change and preserve and retain the condition and integrity of the District as a whole. Currently binding design review only exists for the southern half of the National Register District, leaving the northern half vulnerable to non-sympathetic new construction, alteration, and demolition. A first step would be to re-survey the Federal District to understand what loss of integrity, if any, has occurred over the past 20+ years.

**Initiative 1.13: Prepare Neighborhood Conservation District Plans and support neighborhood planning efforts in areas where residents have expressed interest in enhancing and stabilizing neighborhood character, identity, and affordability**

Conservation Districts must have a cohesive land pattern and identifiable physical characteristics and features. They can be as small as one block and are intended to represent a distinguishable collection of historic, cultural, social, or architectural importance, or areas that possess distinctive exterior elements the neighborhood wishes to preserve. NCD's are often managed through a separate neighborhood planning process and neighborhood plan where the community being protected determines what elements are of importance and how they would like them to be managed moving forward. NCD's have the ability to not only preserve character, but maintain affordability as well.





View of Sherman Avenue in downtown.  
Looking north.  
Former City Hall to left (demolished in 1942).  
Circa 1930s. Credit: Evanston History Center



# Program Administration and Resource Management

Program Administration includes the operations and management of the preservation program at the City level, principally the mechanisms for designating Landmarks and Local Districts as well as conducting resource management or design review over those resources already registered both administratively and by the Preservation Commission. The regulatory frameworks are primarily outlined in the Preservation Ordinance but also the Commission's Rules and Procedures, Design Guidelines, and the Comprehensive General Plan.

**Goal #2: Enhance the ability to protect and promote significant heritage and cultural resources through updated ordinances and additional preservation-based tools.**

**Policy 2.1: Maintain an up-to-date Preservation Ordinance which reflects nationwide best practices.**

**Initiative 2.1: Review and update the Historic Preservation Ordinance and consider the following changes**

1. Include designation criteria and design review procedures for future cultural resource designations.
2. Eliminate criteria for integrity when reviewing nominations as cultural resource designations.
3. Include a section on procedures for establishing Neighborhood or Commercial Conservation Districts.
4. Include standards and processes outlined in Section 6-15-11-5 for providing recommendations on proposed zoning relief.
5. Amend the standards for new construction to include retention of landscape features which contribute to a Landmark or Districts setting.
6. Advocate for appeals of the Commission's decisions to be determined in Circuit Court to align with other Boards and Commissions.
7. Require rescission of Landmark designation prior to proposed demolition.

8. Require testimony by a representative of the Commission or the Commissions Administrative Officer for all matters sent before the Planning and Development Committee and/or City Council.
9. Incorporate the ability for the Commission to initiative demolition delay proceedings for threatened resources identified but not registered.
10. Make reference to maintaining a full-time historic preservation planner position. The Commissions workload and body of resources under its charge supports the need for a full-time preservation planner. This is especially true as the Commission is charged with additional responsibilities. A full-time preservation planner should also coordinate various preservation-based economic development, climate resilience, and education and advocacy initiatives with other City departments and partner organizations.

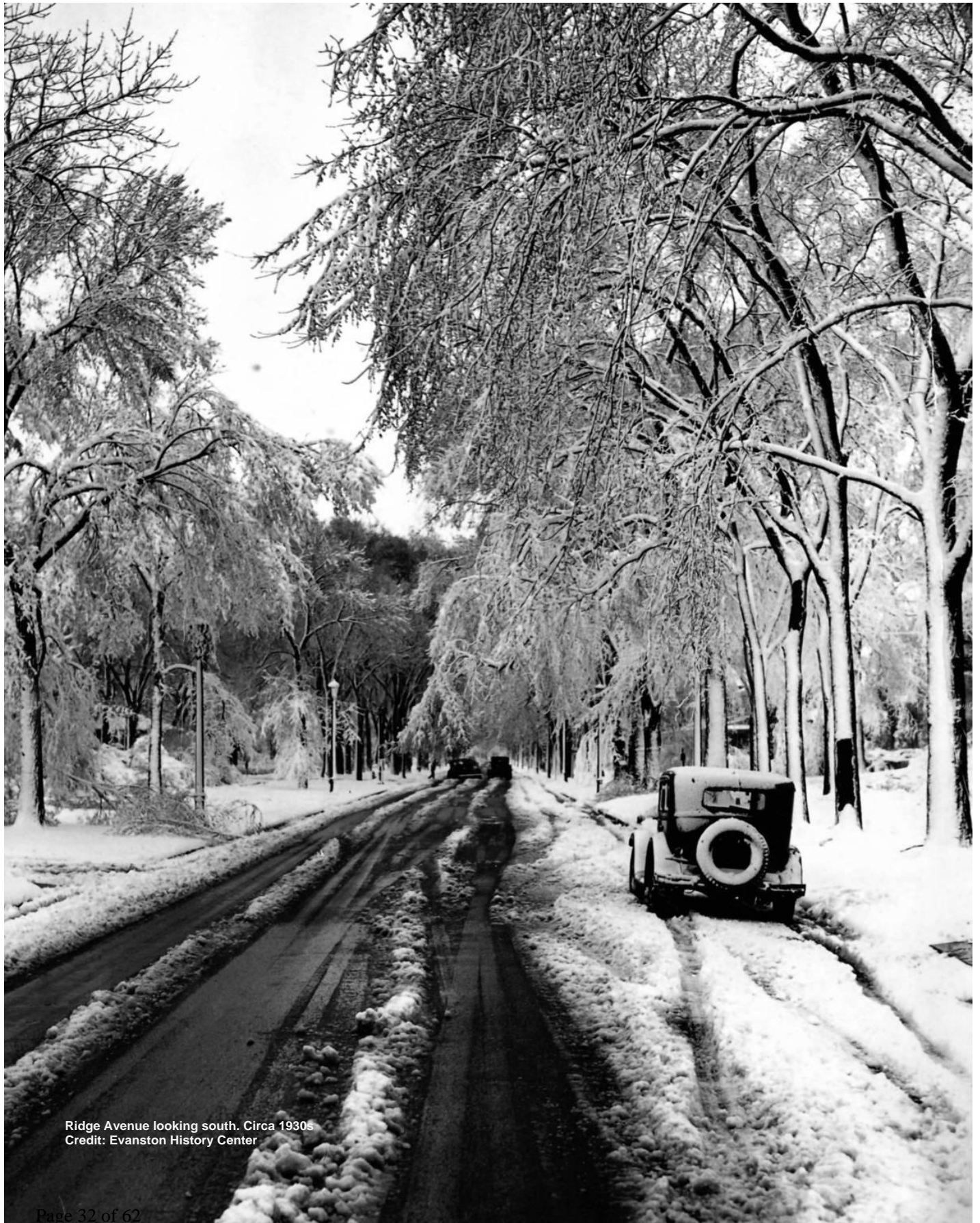
**Initiative 2.2: Prepare and formally adopt a set of design guidelines or guiding principles for facilitating binding design review activities**

A comprehensive set of guidelines which educate historic property owners and design professions and address specific preservation treatment procedures, should be created to set clear expectations as well as provide information on appropriate treatments that fall outside binding design review authority, such as routine maintenance and restoration which do not require a permit.

**Policy 2.2: Adopt new preservation tools and incentives.**

**Initiative 2.3: Work with the Building and Inspection Services Division to create a framework for permit fee waivers if recommended by the Commission**

The preservation program currently has very few financial incentives to offer, and no locally based financial incentive. Building permit fee waivers are a common and effective financial incentive that should be considered for the programs more modestly-valued or vernacular Landmark properties where the appropriate alterations or new construction are cost prohibitive as a percentage of the homes overall value. Providing permit fee waivers as a trade for more sympathetic and appropriate alteration and construction would have a positive community impact and ensure retention of the structures character defining features.



Ridge Avenue looking south. Circa 1930s  
Credit: Evanston History Center

**Initiative 2.4: Work with the Planning and Zoning Division to amend the zoning code to include an adaptive use section.**

Adaptive use ordinances aim at facilitating the reuse of properties, most often buildings of assembly, or institutional or industrial properties. The ordinance should study barriers to adaptive use including the potential for additional permitted uses, relaxed or eliminated parking requirements, and increased density for proposed residential uses to help offset rehabilitation costs as well as a series of incentives such as fee waivers, grants, or expedited project reviews and entitlement processes. Adaptive use is a central tenet of preservation planning. It achieves climate resilience goals through the reuse of significant structures rather than their demolition, it achieves affordability and housing goals through diversified housing typologies and stock, and retains the built fabric associated with Evanston's identity and its residents' collective memories of place.

**Initiative 2.5: Explore implementation of form-based zoning overlays in areas of significant redevelopment potential adjacent to historic districts or where high concentrations of Landmarks exist**

Areas of significant redevelopment potential, particularly in Transit Oriented Development Corridors adjacent to Local Districts, such as the Chicago Avenue Corridor, represent a potential threat to integrity of setting. Form based overlays should be explored which identify approaches which enable more sensitive transitions in height, bulk, and form as a new development approaches a District's boundary.

**Initiative 2.6: Advocate for creation of and donation into a preservation-based fund as a public benefit for Planned Developments**

As a legislative process, Planned Developments that request development increases above the base zoning maximums should provide public benefits commensurate to the increase requested. However, in the past several decades, many planned developments, particularly in the downtown, have eroded character defining, and human-centered aspects of the built environment without commensurate public benefit to offset that loss. Future Planned Developments should be encouraged to pay into a preservation-based fund used to enable retention of existing character

defining and historic resources as well as fund financial incentives and other programmatic functions of the Commission aimed at retaining human-centered environments.

**Initiative 2.7: Reinstate incentive programs for maintaining the character defining features of commercial historic or legacy buildings and businesses**

The Commission should work with the City to re-establish a Commercial Building Facade Grant Program. The program could provide matching funds to property owners, up to a certain value, seeking to rehabilitate their commercial buildings, facades, or storefronts. In turn, the owners would go through a binding design review process to ensure the proposal was compatible with the structures existing design vocabulary as well as adjacent vocabularies, or to restore previously degraded storefronts to a condition more sympathetic to its original design.

**Initiative 2.8: Work with the Economic Development Division to enact a legacy or heritage business program**

Evanston's heritage resources are vitally important, bind its residents to their physical environment, and define the City's unique character and identity. However, Evanston's living heritage remains largely underrepresented and vulnerable from threats such as improper alterations, increasing rent structures, changes in the market economy, and corresponding development pressures. The purpose of a Legacy Business Program is to celebrate, advocate for, and retain Evanston's living heritage as embodied through the legendary businesses which contribute significantly to the City's historic, cultural, economic, or social identity.

**Initiative 2.9: Establish a Neighborhood Conservation District Program**

Neighborhood Conservation Districts are an alternative tool to historic districts used by cities and communities to preserve historic resources in neighborhoods and areas not eligible for National or Local designation due to integrity issues but merit some level of resource management due to the neighborhoods overall visual character and continuity. This tool could prove important to preserving character and affordability in Evanston's west and southwest neighborhoods which may not have sufficient integrity or meet the eligibility criteria for a Local Landmark District designation.

**Initiative 2.10: Organize a Preservation Consortium or Preservation Advisory Sub-Committee to support and help implement aspects of this plan**

Re-activating partner organizations and engaging with and delegating tasks to other City Departments is critical to this plans success and the ability to implement its initiatives effectively. Monthly or quarterly meetings should be considered to discuss priorities, delegate tasks, and discuss progress. Consider including members from the City’s Parks and Recreation Department, Public Works Agency, Evanston History Center, Preservation League of Evanston, Mitchell Museum, Shorefront Legacy Center, Design Evanston, Frances Willard House Museum, Landmarks Illinois, Northwestern University, and Districts 65 and 202.

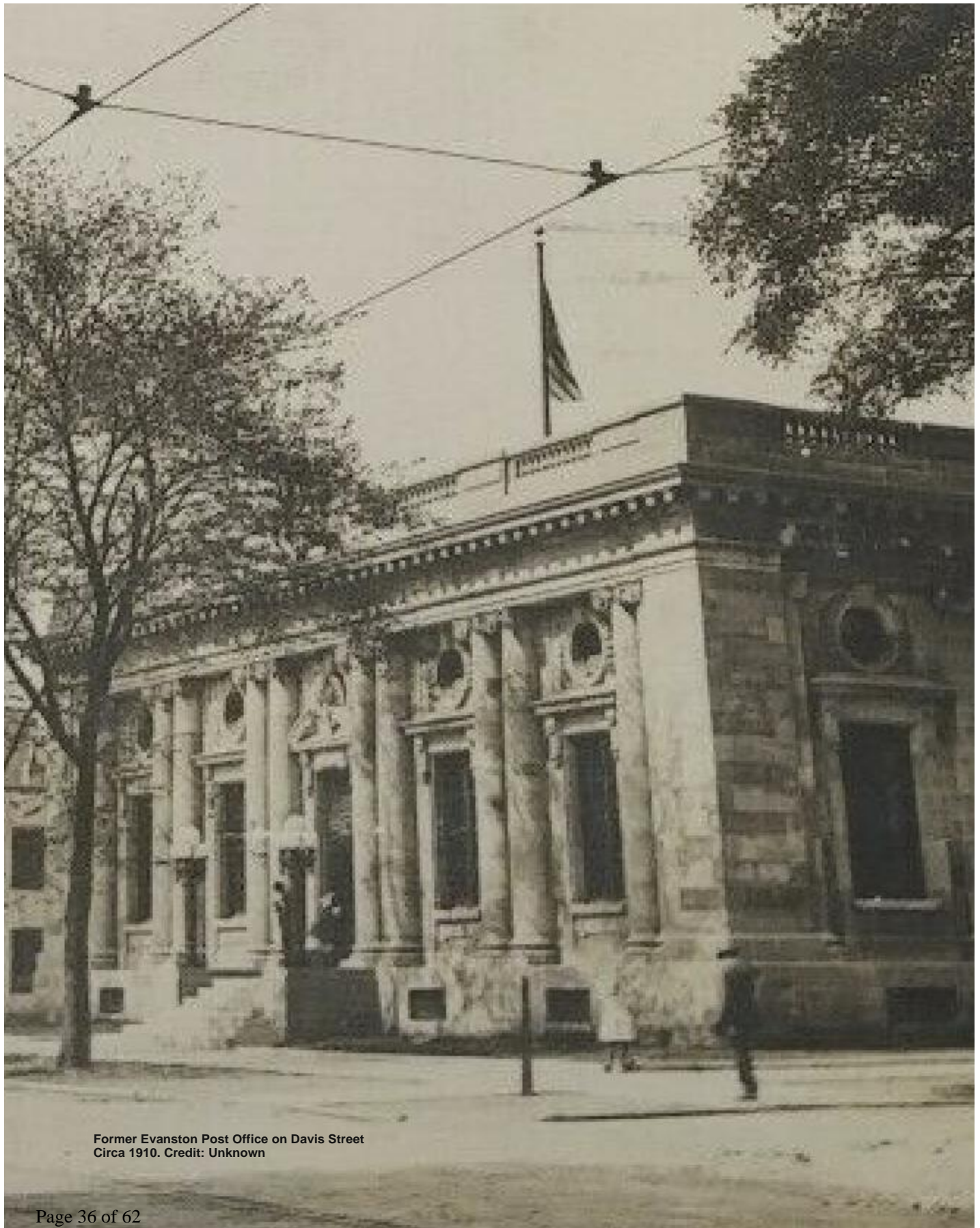
**Initiative 2.11: Benchmark Commission accomplishments and performance trends in an annual public report given to the Planning and Development Committee**

On an annual basis, the Preservation Commission and lead City staff members should review operations, collect statistics, and establish benchmarks to measure the success of the program and implementation of this plan. Benchmark or performance indicators that could be tracked include the number of COA’s reviewed, the number of resources surveyed, private capital leveraged through rehabilitation or adaptive use projects, leveraged financial or volunteer resources, the number of education and advocacy efforts conducted, and the number of projects applied for, reviewed administratively, reviewed by the Commission, the number of projects approved, the number denied, and common standards of concern or routine issues with treatment approaches.

**Initiative 2.12: Actively recruit and solicit potential candidates for future Commissioners with a focus on building a membership reflective of Evanstons diverse demographics**

Active recruitment of future commissions is essential to maintaining the viability of the Commissions programmatic and binding design review functions as well as maintaining a full membership to ease the burden of the Commissioners as volunteers. An emphasis should be made to recruit members reflective of Evanston’s demographics, location of residence, as well as diversity in background to provide diverse perspectives on projects and human capital for volunteer opportunities.





Former Evanston Post Office on Davis Street  
Circa 1910. Credit: Unknown



# Community Revitalization

Preservation in Evanston should extend to more than its registered Landmarks and Local Districts. For example, historic buildings provide affordable housing and lower rent structures for local and start-up businesses, maintain housing opportunities for working and young families, and can help revitalize business districts and stabilize older neighborhoods threatened by development pressure. Additionally, historic buildings contain significant embodied energy and help to achieve the City's Climate Action and Resilience goals. At the local level, community development and revitalization initiatives should integrate preservation policies and initiatives that work to attract investment, generate jobs, enhance sustainability, and maintain affordable rent and ownership structures. Some initiatives may include preservation based economic development, neighborhood planning, and incentive programs to attract investor interest in adaptive use projects or facade rehabilitation.

**Goal #3: Encourage adaptive use and rehabilitation projects which spur preservation-based economic development and retain vibrant and contextual built fabric.**

**Policy 3.1: Support planning and development that advance preservation and community revitalization priorities.**

**Initiative 3.1: Explore creation of a downtown revolving loan or venture fund**

The City has no programs currently to encourage preservation-based economic development in the downtown, although retention of the downtown's remaining character-defining resources is routinely discussed as a community priority. A private-sector financed venture fund that focuses on business development activities and new retail start-ups could help reduce ground floor vacancies, stabilize rent structures, and generate a critical mass of pedestrian traffic in the downtown. The private financing could come in-part through donations to the preservation-based public benefit fund or other downtown corporate donations.

**Initiative 3.2: Collaborate with Evanston Special Service Areas, Chamber of Commerce, and broader business community to identify and advance preservation priorities**

The City and Commission should explore opportunities to partner with Evanston's various SSA's and Chamber of Commerce to advance preservation planning objectives including advocating for new incentive programs, creating commercial and business district design guidelines, and providing technical assistance and workshops to property owners on the benefits of preservation-based economic development.

**Initiative 3.3: Collaborate with the Economic Development Division to assist in marketing and buyer recruitment for historic commercial, industrial, and institutional properties**

The Commission and City's Planning staff should collaborate with the Economic Development Division to identify significant and vacant or underutilized buildings extant in the City. A survey should be conducted which provides a baseline of information on the number of buildings that are candidates for adaptive use. The City could then catalog those properties for future planning initiatives, as well as developer recruitment and marketing efforts.

**Initiative 3.4: Target Community Development Block Grant (CDBG) funds in areas of newly created Neighborhood Conservation Districts**

Community Development Block Grant funds are used to facilitate rehabilitation of housing stock in areas throughout Evanston. The CDBG program is administered by the City's Housing and Grants Program within the Community Development Department. Future use of CDBG funds could be targeted in conservation areas to achieve improvements in overall neighborhood character. The use of CDBG funds for preservation-based programs is allowed and has been done sparingly in the past.

## Policy 3.2: Coordinate and expand heritage tourism activities and programming.

### **Initiative 3.5: Support the creation of a heritage tourism advisory group**

Support creation of an advisory group amongst Evanston's heritage tourism related partner organizations. The advisory group should create an inventory of existing and potential heritage tourism assets, identify each assets potential as a tourism attraction, and develop strategies for their enhancement and marketability. An end product should be recommendations for strategic investments and programmatic development related to heritage tourism in Evanston by way of a Heritage Tourism Plan.

## Policy 3.3: Integrate and expand preservation priorities which align with Climate Action and Resilience goals

### **Initiative 3.6: Advocate for adoption of a citywide deconstruction ordinance**

Deconstruction ordinances require the deconstruction of a building rather than its demolition. The materials are sorted and salvaged for re-use and can be donated or sold, with the goal of diverting materials commonly sent to a landfill while creating a cache of cheaper/affordable and often higher-quality building materials for future rehabilitation, restoration, or new construction projects. Deconstruction supports affordability, job growth, as well as a reduction in overall carbon footprint. Consider partnerships with local rebuilding exchanges or similar entities.

### **Initiative 3.7: Incentivize historic property owners to salvage materials that contain significant embodied energy or high craftsmanship**

Utilize incentives, persuasive arguments, and the standards for alteration to retain rather than replace historic building materials that contain significant embodied energy. If these materials cannot be reused on-site, they should be stored for reuse, or salvaged and donated to a rebuilding exchange rather than enter the landfill.



Neighbors assess significant storm damage in the Lakeshore District  
Circa 1980. Credit: Chicago Tribune

**Initiative 3.8: Conduct annual reconnaissance surveys of historic properties to identify materials and finishes in poor condition before replacement is necessary and provide technical assistance for their proper repair**

Identifying materials and finishes in poor condition before replacement is necessary is a cost effective solution for homeowners which retains the resources integrity, original and high quality building materials, and avoids unnecessary landfill waste and new material consumption.

**Initiative 3.9: Invite professionals to speak on the appropriateness of various composite and synthetic materials which accurately mimic historic building materials that are either non-sustainable or cost prohibitive**

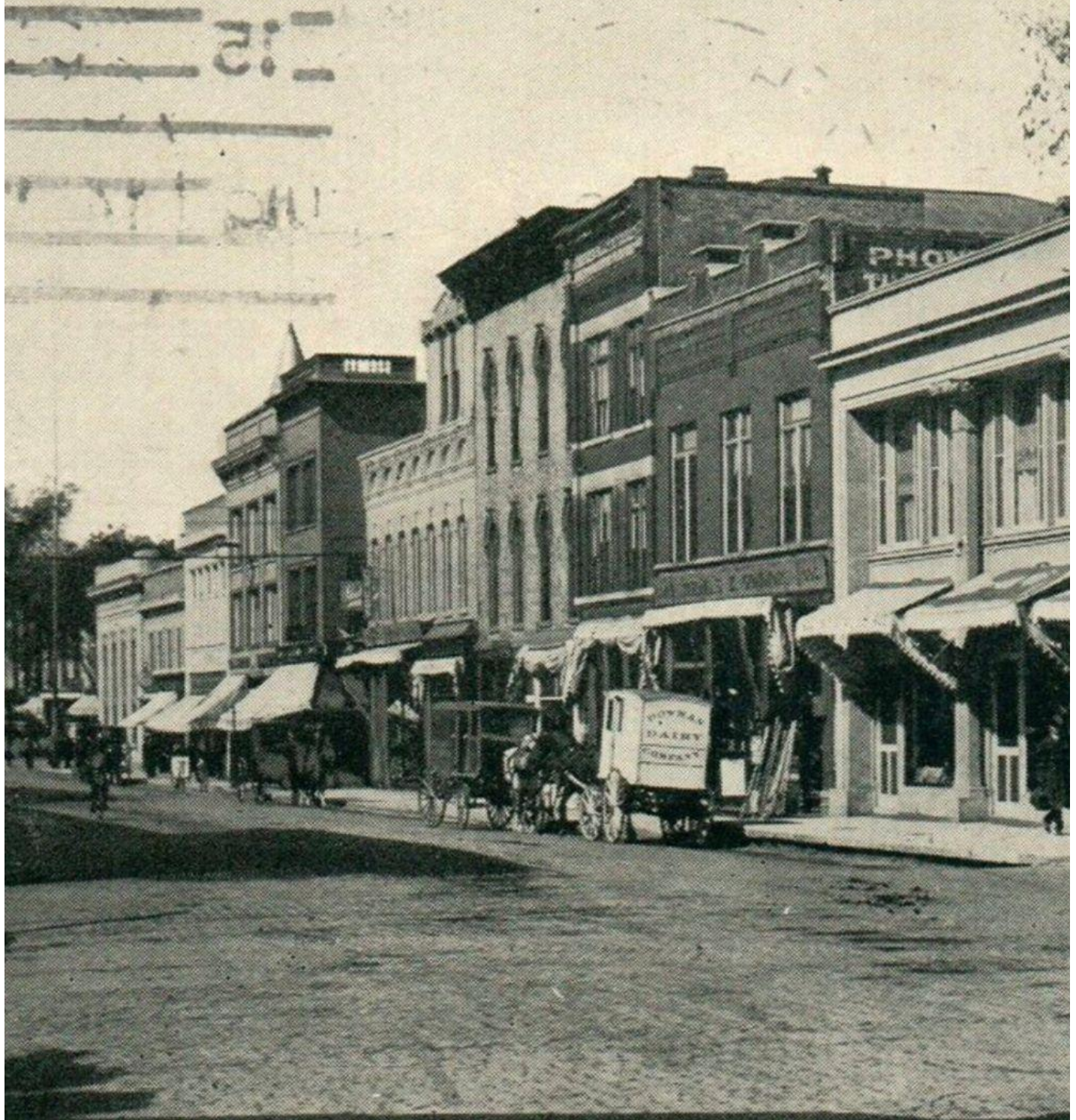
New composite or synthetic building materials are constantly being developed and refined in order to better mimic their historical counterparts. These materials can be less expensive, or more expensive, but often have longer life cycles than traditional materials sourced today. These materials may be cost-effective or more environmentally conscious choices that could be considered as in-kind replacements so long as they are non-tactile and no change in general appearance would result.

**Initiative 3.10: Support the retention of significant landscape features which offer citywide environmental and cultural benefits**

Retention of significant environmental features such as heritage trees should be considered integral to the collective integrity of setting for a district. These distinguishing original features, many predating the architectural resources themselves, should not be destroyed due to their cultural, social and environmental benefit to the health and general welfare of the citizenry. The Commission could further advocate for and support a citywide Tree Preservation Ordinance.



DAVIS ST. FROM CHICAGO ST., EVANSTON, ILL.



North half of Davis Street between Chicago Avenue and Orrington Avenue  
Looking northwest. Circa 1880s. All buildings demolished except the Landmark University Building (far right)  
Credit: Unknown.



# Education and Advocacy

Proactive educational and advocacy efforts are critical to maintaining stakeholder participation and support for heritage preservation. Evanston's community stakeholders, homeowners, merchants, and investors and developers need to understand the tools and resources available to participate in our preservation program and help rehabilitate, adapt, and protect the City's historic resources. Elected leaders need to understand the role preservation plays in maintaining Evanston's vibrancy and sense of place, in neighborhood stabilization, and the economic impact and rate of return on its investments and participation in City-supported preservation initiatives as well as heritage tourism activities. Often education and advocacy is most effective as part of an established and nurtured institutional framework between the Commission, neighborhood leaders, preservation thought leaders (architects, planners, designers) the City, and partner organizations such as the Preservation League, and Evanston History Center.

**Goal #4: Advocate for the power of preservation and its ability to sustain and enhance a high quality of life for all Evanston residents.**

**Policy 4.1: Create new educational tools that inform design professionals, contractors, developers, residents, and civic leaders on the benefits of preserving and adapting historic structures.**

**Initiative 4.1: Reinstate a quarterly preservation and design oriented newsletter and make it available online and on social media**

A quarterly newsletter should be the foundation for the Commissions education and advocacy programmatic functions and should include variety in content and content contributors and be cross promotional with similar outreach provided by partner organizations. A newsletter can increase transparency in, and support for, the preservation program and a general preservation ethic.

**Initiative 4.2: Prepare additional educational publications and videos**

Initiatives should include materials describing incentive programs, proper routine and seasonal maintenance and other treatment procedures, nomination and designation procedures, and the overall benefit of preservation to the Evanston community. These should be made available online to enhance public access to information.

**Initiative 4.3: Support an annual endangered properties list**

An endangered historic properties list can be a significant tool to help raise public awareness of properties threatened with demolition due to neglect or imminent redevelopment. The list should be created by a partner organization with an advocacy arm, but can be promoted and supported by the Commission.

**Initiative 4.4: Prepare a preservation training publication and offer one-on-one orientations for elected officials**

City staff and the Commission should provide initial and on-going training and orientation services to incoming elected officials describing the history and impact of the program, the design review and nomination processes, as well as Council members roles and responsibilities associated with the program including determination of appeals and nominations.

**Initiative 4.5: Support the creation of a network of current Landmark owners and a welcome program for new homeowners**

Current and prospective owners play an indispensable role in shaping and maintaining the character and condition of the resource they occupy. A support network of Landmark property owners can help new owners navigate unforeseen or complex challenges, seek assistance from qualified restoration or repair professionals, insurance and real-estate agents, preservation-oriented architects and contractors, and in navigating the COA and permit processes. Welcome letters help new owners understand what resources are available, where to access information, and who to contact at the City with questions or concerns.



**Initiative 4.6: Develop a pipeline for bringing youth into the local preservation community**

Finding ways to reinvigorate partner organizations, increase membership, and instill a preservation ethic in a younger generation is a challenge across the country. The Commission should consider initiatives such as inviting groups of ETHS students to Commission meetings, an internship program for regional college students, and teacher professional development and curriculum opportunities with District 65 and ETHS in order to engage a new generation of preservationists.

**Initiative 4.7: Compile and publish a list of restoration professionals who perform work in Evanston.**

The Commission and City staff should create a list or registry of restoration professionals, contractors, and architects who have successfully completed preservation-based projects in Evanston, are familiar with the application requirements, and who understand the standards for review and framework for binding design review at an administrative or Commission level. This registry will be a valuable resource for homeowners when seeking and selecting design professionals by trade.

**Policy 4.2: Continue to disseminate and publicize educational content utilizing the internet and other digital platforms**

**Initiative 4.8: Expand outreach to the City’s various social media platforms**

To improve access and reach a wider and younger audience, consider expanding education and advocacy efforts to digital and social media platforms as well as connect with various Evanston based social media influencers who already provide regular preservation-based content.

**Initiative 4.9: Digitize and make available early publications of the Commission**

The archived files and databases created by the Commission and City in its early years should be digitized and incorporated in a website that permits online access to researchers and other interested citizens. These include statements of significance, survey notes and inventories, and various education and advocacy materials as well as printed technical assistance brochures.

**Initiative 4.10: Update existing heritage tourism publications, such as the early Commissions self-guided walking tours, and make them available online**

Existing heritage tourism marketing formats are outdated. Moving forward, these materials should be re-designed and re-formatted for print, as well as smartphone and tablet technology so visitors can easily access information. Examples include the sampler of self-guided historic district tours, the Evanston Past and Present booklet, and the historic Evanston Architecture walking tour brochures as well as others.

**Policy 4.3: Conduct annual fundraising events, educational programs, and training opportunities**

**Initiative 4.11: Support partner organizations in the creation of preservation oriented lectures and/or workshops**

The Commission and City should support partner organizations such as Design Evanston, the Preservation League, History Center, Frances Willard House and Museum, and the Shorefront Legacy Center, to organize and host an annual lecture or workshop series on important preservation topics.

**Initiative 4.12: Provide annual preservation-based training for local realtors and financial professionals and consider a certification program**

Realtors and bankers are key intermediaries in the disposition of historic properties. Certification should be offered to individuals who complete a City program that educates realtors and financial professionals on the City's preservation program including its Landmarks, historic districts, preservation procedures, incentives, and the benefit of historic preservation.

**Initiative 4.13: Facilitate additional regular historic district guided and app-based walking tours**

Although tours of Evanston historic districts and other neighborhoods occur during select events and certain times of the year, there are not regular or frequent tours hosted by any partner organizations. To further promote Evanston's heritage resources and make widely available the rich architectural history of Evanston and its neighborhoods, regular tours should be hosted and supported by the Commission.

These should be conducted by trained volunteers and docents and occur by fee-based admission. Consider a free virtual tour inventory.

**Initiative 4.14: Establish an annual program of brief guest lectures at the start of monthly Commission meetings**

It is often difficult for volunteers to attend conferences, workshops and other training due to time and financial constraints. To remain diligent in the Commissioners continuing education, the City should invite guest speakers to provide information on a variety of topics at the start of each meeting or every other meeting. A schedule of lectures and speakers should be published at the start of each calendar year and made available to residents and design professionals alike to encourage attendance.

**Initiative 4.15: Stop the annual Design Awards Program, and support a new Awards Program.**

The existing Design Awards Program has come under scrutiny as elitist and a marketing tool for local design professionals. A new, more diverse program should be considered and administered by a larger consortium of preservation, cultural, social, and design oriented partner organizations to reach a wider audience, expand categories for consideration, and elevate publicity and visibility of the event by way of an annual symposium.

**Initiative 4.16: Create new fundraising events and opportunities to promote and facilitate preservation-based programmatic functions**

The Commission and City should support and help implement annual fundraising mechanisms and social events in collaboration with various preservation partners to advocate and gain support for future preservation initiatives. Initially, these events do not need to be elaborate but should be effectively programmed and promoted to gain future interest and support. As support builds, the Commission, City, and partner organizations should look at additional larger-scale events such as a preservation symposium or annual historic homeowners fair.

**Initiative 4.17: Support ongoing oral history projects**

Both the History Center, Art Institute, and the Shorefront Legacy Center have active oral history projects. The Commission and City can support these efforts by recommending individuals to interview, consider creation of a crowd sourced oral history project, or suggest themes for new oral histories such as a compliment to the Legacy Business Program.

**Initiative 4.18: Create and promote a citywide Century Home program for homes that may not meet the eligibility criteria but are 100 years or older**

Many residents in Evanston who are not within a historic district or designated as a Landmark have an interest in their home's history and are dedicated to proper restoration and rehabilitation efforts that maintain their value and character defining attributes. Many of these homes may not be eligible for Landmark designation, but may be deserving of recognition as part of a Century Home Registry. Owners of homes 100 years or older could purchase a Century Home plaque as a way of recognition and promotion. The proceeds of the program would be used to finance additional preservation-based programmatic functions and initiatives.



Grosse Point Lighthouse Keeper. Circa 1980s.  
Credit: Evanston History Center

# Implementation

## Survey and Documentation

**Goal #1: Identify and Preserve Resources Significant to Evanston’s Identity, Heritage, and Vibrancy.**

**Policy 1.1: Support initiatives that continue to identify and document Evanston’s heritage resources.**

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>HPC:</b> Historic Preservation Commission; <b>COE:</b> City of Evanston; <b>CON:</b> Consultant; <b>POR:</b> Partner Organizations; <b>VOL:</b> Volunteers							
<b>1.1:</b> Re-Survey the Ridge Historic District						CON; COE	Medium
<b>1.2:</b> Re-Survey the Northeast Historic District						CON; COE	Medium
<b>1.3:</b> Prioritize new areas in Evanston for surveys.						CON; COE	High
<b>1.4:</b> Conduct a city-wide survey of Evanston’s downtown and neighborhood business district resources.						COE; HPC	High
<b>1.5:</b> Conduct a cultural landscape survey of Evanston.						CON; COE; HPC	Low
<b>1.6:</b> Conduct a citywide survey of Evanston’s post-war resources.						COE; HPC	Medium
<b>1.7:</b> Document and include the built resources that embody historic, social, and cultural periods and events, and the groups and people who have contributed to Evanston’s unique character and identity.						HPC; POR	Pressing
<b>1.8:</b> Integrate preservation survey and documentation as part of future City planning efforts.						COE	High

**Policy 1.2: Support designation of significant resources as Landmarks and Historic Districts as recommended through survey and documentation activities**

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>HPC:</b> Historic Preservation Commission; <b>COE:</b> City of Evanston; <b>CON:</b> Consultant; <b>POR:</b> Partner Organizations; <b>VOL:</b> Volunteers							
<b>1.9:</b> Advocate for designation of the Oakton National Register District as a Local Historic or Neighborhood Conservation District						HPC; POR	High
<b>1.10:</b> Nominate Evanston’s historic downtown resources and other business district resources to the National Register as a multi-property thematic resource listing. Provide access to tax credits for income producing properties.						POR	High
<b>1.11:</b> Prepare an annual study list of eligible resources in Evanston.						POR; HPC	Medium
<b>1.12:</b> Advocate for expansion of the boundaries of the Northeast Historic District to overlay its National Register Counterpart						HPC; POR	Low
<b>1.13:</b> Prepare Neighborhood Conservation District plans and support neighborhood planning efforts in areas where residents have expressed interest in enhancing and stabilizing neighborhood character, identity, and affordability.						CON; HPC; COE	Medium





Varsity Theater on Sherman Avenue.  
Looking northwest. Circa 1960s.  
Credit: Evanston History Center



# Program Administration and Resource Management

**Goal #2:** Enhance the ability to protect and promote significant heritage and cultural resources through updated ordinances and additional preservation-based tools.

**Policy 2.1:** Maintain an up-to-date Preservation Ordinance which reflects nationwide best practices.

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
HPC: Historic Preservation Commission; COE: City of Evanston; CON: Consultant; POR: Partner Organizations; VOL: Volunteers							
2.1: Review and update the Historic Preservation Ordinance						HPC; COE	High
2.2: Prepare and formally adopt a set of design guidelines or guiding principles for facilitating binding design review activities.						CON; COE	Low

**Policy 2.2:** Adopt new preservation tools and incentives.

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
HPC: Historic Preservation Commission; COE: City of Evanston; CON: Consultant; POR: Partner Organizations; VOL: Volunteers							
2.3: Work with the Building and Inspection Services Division to create a framework for permit fee waivers if recommended by the Commission.						COE	High
2.4: Work with the Planning and Zoning Division to amend the zoning code to include a section for the adaptive use.						COE	Medium
2.5: Explore implementation of form-based overlays in areas of significant redevelopment potential adjacent to historic districts.						COE	Low

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>HPC:</b> Historic Preservation Commission; <b>COE:</b> City of Evanston; <b>CON:</b> Consultant; <b>POR:</b> Partner Organizations; <b>VOL:</b> Volunteers							
<b>2.6:</b> Advocate for creation of and donation into a preservation based fund as a public benefit for Planned Developments.						HPC; COE	Medium
<b>2.7:</b> Reinstate incentive programs for maintaining the character defining features of commercial historic or legacy buildings and businesses						COE	High
<b>2.8:</b> Work with the Economic Development Division to enact a legacy or heritage business program.						COE	Pressing
<b>2.9:</b> Establish a Neighborhood Conservation District Program						COE; HPC	High
<b>2.10:</b> Organize a Preservation Consortium or Preservation Advisory Sub-Committee						COE	Pressing
<b>2.11:</b> Benchmark Commission accomplishments and performance trends in an annual public report						COE	Pressing
<b>2.12:</b> Actively recruit future Commissioners with a focus on building a membership reflective of Evanstons diverse demographics.						COE; HPC	High



Downtown Fountain Square looking northwest  
Circa 1940. Credit: Evanston History Center



# Community Revitalization

**Goal #3: Encourage adaptive use and rehabilitation projects which spur preservation-based economic development and retain vibrant and contextual built fabric.**

**Policy 3.1: Support planning and development that advance preservation and community revitalization priorities.**

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>HPC:</b> Historic Preservation Commission; <b>COE:</b> City of Evanston; <b>CON:</b> Consultant; <b>POR:</b> Partner Organizations; <b>VOL:</b> Volunteers							
<b>3.1:</b> Explore creation of a downtown revolving loan or venture fund.						COE; HPC; POR	High
<b>3.2:</b> Collaborate with Evanston Special Service Areas, Chamber of Commerce, and broader business community to identify and advance preservation priorities.						COE	High
<b>3.3:</b> Collaborate with the Economic Development Division to assist in marketing and buyer recruitment for historic commercial, industrial, and institutional properties.						COE	Medium
<b>3.4:</b> Target Community Development Block Grant (CDBG) funds in areas of newly created Neighborhood Conservation Districts.						COE	High

**Policy 3.2: Coordinate and expand heritage tourism activities and programming.**

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>HPC:</b> Historic Preservation Commission; <b>COE:</b> City of Evanston; <b>CON:</b> Consultant; <b>POR:</b> Partner Organizations; <b>VOL:</b> Volunteers							
<b>3.5:</b> Support the creation of a heritage tourism advisory group.						POR; VOL	Low

**Policy 3.3: Integrate and expand preservation priorities which align with Climate Action and Resilience goals**

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>3.6:</b> Advocate for adoption of a citywide deconstruction ordinance.						HPC; COE	Pressing
<b>3.7:</b> Incentivize historic property owners to salvage materials that contain significant embodied energy or high craftsmanship.						HPC; COE	High
<b>3.8:</b> Conduct annual reconnaissance of historic properties to identify materials and finishes in poor condition before replacement is necessary and provide technical assistance for their proper repair.						COE	Medium
<b>3.9:</b> Invite professionals to speak on the appropriateness of various composite and synthetic materials which accurately mimic historic building materials that are non-sustainable.						COE; HPC	High
<b>3.10:</b> Support the retention of significant landscape features which offer citywide environmental benefits						HPC	High





Unknown Location and date.  
Credit: Unknown



# Education and Advocacy

**Goal #4: Advocate for the power of preservation and its ability to sustain and enhance a high quality of life for all Evanston residents.**

**Policy 4.1: Create new educational tools that inform design professionals, contractors, developers, residents, and civic leaders on the benefits of preserving and adapting historic structures.**

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>HPC:</b> Historic Preservation Commission; <b>COE:</b> City of Evanston; <b>CON:</b> Consultant; <b>POR:</b> Partner Organizations; <b>VOL:</b> Volunteers							
<b>4.1:</b> Reinstate a quarterly preservation and design oriented newsletter and make it available on social media.						COE	Pressing
<b>4.2:</b> Prepare additional educational publications.						COE; HPC	Medium
<b>4.3:</b> Support an annual endangered properties list						POR; HPC	Low
<b>4.4:</b> Prepare a preservation training publication and one-on-one orientation for elected officials.						COE; HPC	Pressing
<b>4.5:</b> Support the creation of a network of current Landmark owners and a welcome program for new homeowners.						POR; VOL	Medium
<b>4.6:</b> Develop a pipeline for bringing youth into the local preservation community.						COE; HPC; POR	Medium
<b>4.7:</b> Compile and publish a list of restoration professionals who perform work in Evanston.						COE	Pressing

**Policy 4.2: Continue to disseminate and publicize educational content utilizing the internet and other digital platforms**

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>HPC:</b> Historic Preservation Commission; <b>COE:</b> City of Evanston; <b>CON:</b> Consultant; <b>POR:</b> Partner Organizations; <b>VOL:</b> Volunteers							
<b>4.8:</b> Expand outreach to the City's various social media platforms						COE	Low
<b>4.9:</b> Continue to digitize and make available early publications of the Commission.						COE	Medium
<b>4.10:</b> Update existing heritage tourism publications and make them available online.						COE	Medium

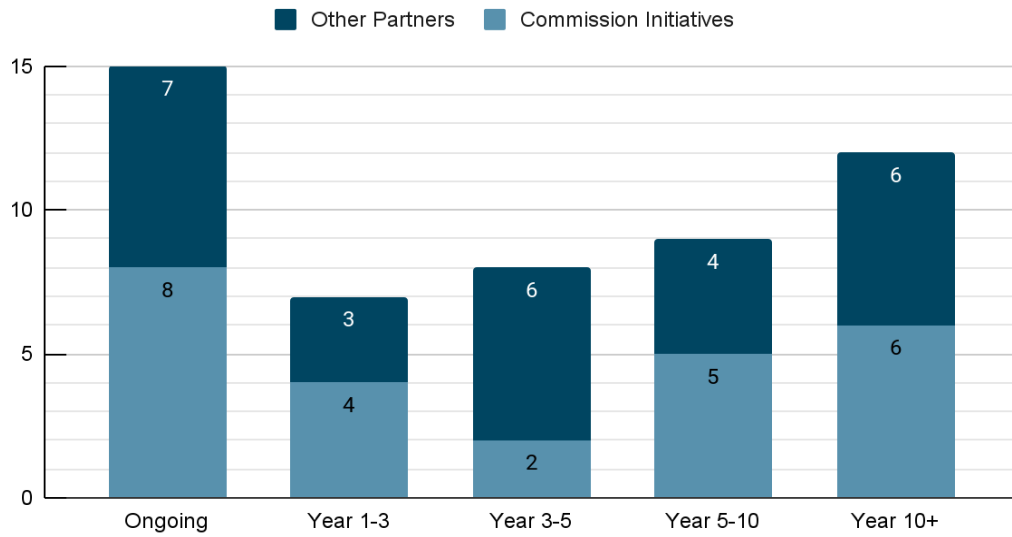
**Policy 4.3: Conduct annual fundraising events, educational programs, and training opportunities**

Initiative	Ongoing	1-3	3-5	5-10	10+	Responsible Party	Priority
<b>HPC:</b> Historic Preservation Commission; <b>COE:</b> City of Evanston; <b>CON:</b> Consultant; <b>POR:</b> Partner Organizations; <b>VOL:</b> Volunteers							
<b>4.11:</b> Support partner organizations in the creation of preservation oriented lectures and/or workshops						POR; VOL; COE; EPC	Medium
<b>4.12:</b> Continue annual training for local realtors, insurance, and financial professionals.						POR; COE	Medium
<b>4.13:</b> Establish brief guest lectures at monthly Commission meetings						COE; POR; HPC	High
<b>4.14:</b> Support additional regular historic district guided and app-based walking tours						POR	Low
<b>4.15:</b> Stop the annual Design Awards Program, and support a new Design Awards Program.						POR; COE	Low
<b>4.16:</b> Create new fundraising events and opportunities						POR; HPC	Low



<b>4.17:</b> Support ongoing oral history projects						POR	Medium
<b>4.18:</b> Create and promote a citywide Century Home program						COE; HPC	Medium

### Implementation by year by responsible party





Evanston Hospital Candy Strippers. Circa 1950  
Credit: Evanston History Center

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## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of the Planning and Development Committee  
From: Melissa Klotz, Zoning Administrator  
CC: Elizabeth Williams, Planning Manager; Sarah Flax, Interim Community Development Director  
Subject: Ordinance 33-O-23, Special Use for an Apartment Hotel in the R6 District at 1555 Oak Avenue, the Museum Residences on Oak (formerly King Home)  
Date: April 24, 2023

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Recommended Action:

The Land Use Commission recommends the adoption of Ordinance 33-O-23, a Special Use for an Apartment Hotel in the R6 General Residential District at 1555 Oak Avenue, commonly known as the Museum Residences on Oak (formerly King Home). The proposed special use meets the Standards for Approval for special uses.

CARP:

N/A

Council Action:

For Introduction

Summary:

Operations Update:

On April 12, 2023, the Applicant provided additional details (attached) related to the special use request, including the following:

1. Wyndham Preliminary Brand Approval (subject to Property Improvement Plan)
2. Property Improvement Plan (required by Wyndham)
3. Rendering of Changes to Front Facade (required by Wyndham)
4. Updates to Floor Plans with Redline Markup (required by Wyndham)
5. Wyndham Managing/Operational Details Emails
6. Proposed Floor Plans

The requirements and operational details clarified by Wyndham Hotels notes the entire facility must be for 100% transient guests. Section 6-8-8-1 of the Zoning Ordinance states the Purpose Statement and intent of the R6 General Residential District as:

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.

With use of the facility for 100% transient guests and in light of the operational details provided (including the request to open the first floor restaurant to the general public), the site is commercial in nature and may not necessarily provide "residential development of primarily multiple-family dwellings". As proposed, the request therefore may not meet the purpose and intent of the R6 District and Standard (B) for Approval (Section 6-3-5-10 of the Zoning Ordinance) that states:

It is keeping with purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time.

In order for a special use to be granted, all Standards for Approval should be met. If all Standards are met and the requested special use is granted, the following conditions are proposed. Conditions 1-4 are recommended by the Land Use Commission/typical conditions for approval, and conditions 5-8 are additional conditions suggested by staff due to the Wyndham PIP and operational details provided, and are listed within Ordinance 33-O-23:

1. The Applicant paves the unimproved parking lot with permeable pavers within one year of approval of the Special Use Permit.
2. The Applicant shall substantially comply with the documents and testimony given by the Applicant on the Record.
3. The Applicant must record the Special Use Permit with the Cook County Recorder of Deeds.
4. A Shared Housing License must be obtained pursuant to Evanston City Code 5-2-3.
5. The Applicant shall make all updates to the property stated in the Property Improvement Plan (PIP) prior to obtaining a Shared Housing License and prior to operation.
6. The Applicant shall follow all operational requirements of the hotel flag.
7. The Applicant shall comply with the hotel tax for 100% of the facility due to the transient use.
8. The Applicant shall engage a management company with hotel operation experience to operate the facility in accordance with the requirements of the hotel flag and the Shared Housing License.

Property History:

The property most recently operated as a retirement home/assisted living facility operated by Presbyterian Homes. The current owner purchased the property in 2017 and subsequently followed the substitution of the special use process to roll over and gain approval of the existing special use (Ordinance 59-O-91) for a Retirement Home, which included independent living, assisted living, and memory care. The owner obtained state licensing approval as well but then did not open to residents due to the pandemic, so the special use lapsed. In 2021, the property

owner requested a special use for a Cultural Facility to add a small addition to the building and remodel a small portion of the interior to become a Museum Annex for the Museum of Time and Glass across the street at 1560 Oak Avenue under the same ownership. The special use was recommended for approval with conditions by the Zoning Board of Appeals, but the proposal did not move forward to City Council for a final determination at the request of the Applicant. The building has sat vacant since 2017 while also incurring or generating nearly \$280,000 in property tax for the last tax year.

The property includes a substantially landscaped courtyard area, a paved and striped parking lot for 66 vehicles with spaces dedicated to the on-site structure/use, and an un-striped, unpaved gravel/dirt parking area for off-site parking for surrounding uses and businesses that are leased out by the property owner. The building currently features 67 units that contain bathrooms and kitchenettes without stoves or ovens, two fully equipped restaurants, two large meeting/conference rooms, an exercise facility, a beauty/barber shop, a massage spa, a library, bar area, and space for a sundry store.

#### Special Use Analysis:

The Applicant seeks special use approval for an Apartment Hotel with 67 dwelling units for up to 100% transient use in the R6 General Residential District. The Zoning Ordinance includes the following pertinent definitions:

**Apartment Hotel** - A hotel with dwelling units in which all accommodations are provided in dwelling units and in which at least twenty-five percent (25%) of the guestrooms are for occupancy by transient guests. An apartment hotel may have a dining room open to the public that is accessible only from an inner lobby or corridor.

**Dwelling Unit** – A room or group of contiguous rooms that include facilities used or intended to be used for living, sleeping, cooking, and eating and that are arranged, designed, or intended for use exclusively as living quarters.

**Transient Guest** - A guest who does not have a lease and occupies an apartment, lodging room, or other living quarters on a daily or weekly basis.

**Permanent Guest** - A person who occupies or has the right to occupy a residential accommodation for a period of thirty (30) days or more.

**Hotel** - 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.

All 67 units will have stoves added to the kitchenettes that already feature a sink, refrigerator, and cabinets and will then be considered full dwelling units. The parking requirement, inclusionary housing requirement, hotel tax, and possibly zoning use hinge on the amount of transient vs. permanent guests at the upgraded 67-dwelling unit facility and policy interpretations on which regulations apply. At this time, the Applicant is negotiating with major hotel distributor Wyndham Hotels to operate the facility, so it is likely the entire facility will be subject to the hotel tax.

The definition of an Apartment Hotel includes a minimum of 25% of guestrooms for transient guests. The definition does not include a maximum allowed percentage of transient guests. However, if the principal use is for transient guests, the use may better fit the definition of Hotel (which is not an eligible use in the R6 District) and may not meet the first Standard in the special use Standards for Approval (see below). A condition to require specific percentages of transient vs. permanent guests could be established in the special use to find the first Standard met for an Apartment Hotel use.

The Zoning Ordinance generally does not apply new parking requirements to existing buildings (only to additions or new buildings), but if the parking requirement did apply, the property does comply by utilizing the 46 paved and striped parking spaces (including 2 ADA spaces) for the Apartment Hotel. The 66 parking spaces that are located on the dirt/gravel lot are leased as follows: YMCA (47), Bennison's Bakery (6), Porter Law Firm (3), Flowers & Flowers (3), Other (2). While the dirt/gravel lot is legally nonconforming for its surface material, it is in need of improvement and is not an appropriate material for a surface parking lot. Upgrading the parking surface to a hard material will trigger stormwater detention, so the cost may be significant. The Land Use Commission recommended a condition that the unpaved parking area is paved with permeable pavers within one year of the special use approval. The Applicant understands this condition and the likely-triggered stormwater detention.

The property is not achieving its highest and best use while sitting vacant. Different housing types are greatly needed throughout Evanston. Although the Apartment Hotel use is not a common housing type today, it may be appropriate at 1555 Oak Avenue as a special use with conditions. An Apartment Hotel is subject to the Shared Housing Provider license and Operations Agreement that was recently updated by the City Council.

#### Legislative History:

November 15, 2022, DAPR - Staff reviewed the application and noted the following:

- Additional dumpsters may be needed
- A snow plowing plan should be established for the parking lot
- Ideally, the dirt/gravel portion of the parking lot should be improved and paved

January 11, 2023, LUC - The Land Use Commission discussed whether the proposed operations fit the definition of Apartment Hotel or another zoning use. Commissioners generally agreed that the use as proposed is appropriate for the location. Commissioners recommended 3-2 for approval with conditions with dissenting votes finding the proposed use is not an Apartment Hotel.

#### Conditions (recommended by LUC):

1. The applicant paves the unimproved parking lot with permeable pavers within one year of approval of the Special Use Permit.
2. The Special Use Permit is in general compliance with the application and testimony provided.

#### Additional conditions listed within Ordinance 33-O-23:

1. The Applicant must record the Special Use Permit with the Cook County Recorder of Deeds.

2. A Shared Housing License must be obtained pursuant to Evanston City Code 5-2-3.

March 27, 2023, P&D - The P&D Committee discussed whether the use constituted an Apartment Hotel or [commercial] Hotel and whether said use is appropriate for the site and the R6 District. The Committee tabled the item to the April 24, 2023 P&D Committee meeting to allow time for the Applicant to provide operational details.

[Land Use Commission Packet](#) (p.18)

Attachments:

[Ordinance 33-O-23 Granting a Special Use to 1555 Oak Avenue for an Apartment Hotel Operations Details Including Property Improvement Plan - submitted April 12, 2023](#)  
[Land Use Commission Approved Meeting Minutes - January 11, 2023](#)

03/13/2023  
04/14/2023

**33-O-23**

**AN ORDINANCE**

**Granting a Special Use Permit for an Apartment Hotel located at 1555  
Oak Avenue, in the R6 Residential District**

**WHEREAS**, the City of Evanston is a home-rule municipality pursuant to Article VII of the Illinois Constitution of 1970; and

**WHEREAS**, as a home rule unit of government, the City has the authority to adopt legislation and to promulgate rules and regulations that protect the public health, safety, and welfare of its residents; and

**WHEREAS**, Article VII, Section 6(a) of the Illinois Constitution of 1970, states that the “powers and functions of home rule units shall be construed liberally,” was written “with the intention that home rule unit be given the broadest powers possible” (*Scadron v. City of Des Plaines*, 153 Ill.2d 164, 174-75 (1992)); and

**WHEREAS**, it is a well-established proposition under all applicable case law that the power to regulate land use through zoning regulations is a legitimate means of promoting the public health, safety, and welfare; and,

**WHEREAS**, Division 13 of the Illinois Municipal Code (65 ILCS 5/11-13-1, *et seq.*) grants each municipality the power to establish zoning regulations; and,

**WHEREAS**, pursuant to its home rule authority and the Illinois Municipal Code, the City has adopted a set of zoning regulations, set forth in Title 6 of the Evanston City Code of 2012, as amended (“the Zoning Ordinance”); and



**WHEREAS**, Cameel Halim, property owner of the Museum Residences on Oak and/or the King Home, “the Applicant”, requests approval of a Special Use Permit for an Apartment Hotel in the R6 Residential District, located at the property commonly known as 1555 Oak Avenue, legally described and attached by reference herein as Exhibit A, and located in the R6 Residential District; and,

**WHEREAS**, pursuant to Subsection 6-8-8-3, an Apartment Hotel is an allowed Special Use in the R6 Residential District; and

**WHEREAS**, following due and proper publication of notice in Pioneer North, a suburban publication of the Evanston Review, not less than fifteen (15) nor more than thirty (30) days prior thereto, and following written notice to all property owners within 500 feet of the Subject Property, and following the placement of signs on the Subject Property not less than ten (10) days prior thereto, the Evanston Land Use Commission conducted a public hearing on January 11, 2023, in compliance with the provisions of the Illinois Open Meetings Act (5 ILCs 120/1 *et seq.*) on the application for a Special Use Permit for an apartment hotel, filed as zoning case no. 22ZMJV-0085; and

**WHEREAS**, the Land Use Commission received extensive testimony, heard public comment, and made findings pursuant to Subsection 6-3-5-10, of the Zoning Ordinance, and by a vote of three (3) “yays” and two (2) “nays” with four (4) Commissioners absent, recommended City Council approval with conditions of the application for Special Use Permit for an apartment hotel with the below findings incorporated into the record:

1. Is one of the listed special uses for the zoning district in which the property Lies: The Apartment Hotel definition is listed as an eligible special use in the R6 General Residential District so this standard is met.
2. Complies with the purposes and the policies of the Comprehensive General Plan and the Zoning Ordinance: The property has been vacant for a period of time and the adaptive reuse preserves the building meeting the standard.
3. Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use: The proposed building reuse will bring downtown activity and so the standard is met.
4. Does not interfere with or diminish the value of the property in the Neighborhood: The property is now vacant property so the reuse will increase value and therefore the standard is met.
5. Is adequately served by public facilities and services: The building is near public transportation and is already served by public facilities, so the standard is met.
6. Does not cause undue traffic congestion: With the parking provided, the incremental traffic would not have a negative effect downtown and so the standard is met.
7. Preserves significant historical and architectural resources: The property preserves a mid-century non-historic building, and thus the standard is met.
8. Preserves significant natural and environmental resources: The lot has open space which is being preserved and so the standard is met.
9. Complies with all other applicable regulations: The applicant had proved to be familiar with Evanston regulations and so the standard is met.

**WHEREAS**, on March 27, 2023, the Planning and Development (“P&D”) Committee of the City Council held a meeting, in compliance with the provision of the Open Meetings Act and the Zoning Ordinance, received input from the public, carefully considered the findings and recommendation for approval with conditions of the Land Use Commission, and tabled the request to a date certain on April 24, 2023;

**WHEREAS**, on April 24, 2023, the P&D Committee of the City Council held a meeting, in compliance with the provision of the Open Meetings Act and the Zoning Ordinance, received input from the public, carefully considered the findings and recommendation for approval with conditions of the Land Use Commission as well as

additional documentation provided by the Applicant, and additional conditions suggested by staff, and recommended approval thereof by the City Council; and

**WHEREAS**, at its meetings on April 24, 2023 and May 8, 2023, held in compliance with the Open Meetings Act and the Zoning Ordinance, the City Council considered the recommendation of the P&D Committee, received additional public comment, made certain findings, and adopted said recommendation; and

**WHEREAS**, it is well-settled law that the legislative judgment of the City Council must be considered presumptively valid (see *Glenview State Bank v. Village of Deerfield*, 213 Ill. App.3d 747) and is not subject to courtroom fact-finding (see *National Paint & Coating Ass'n v. City of Chicago*, 45 F.3d 1124).

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

**SECTION 1:** The foregoing recitals are found as fact and incorporated herein by reference.

**SECTION 2:** Pursuant to the terms and conditions of this ordinance, the City Council hereby grants the Special Use Permit, as applied for in zoning case no. 22ZMJV-0085, to allow the operation of one (1) Apartment Hotel.

**SECTION 3:** Pursuant to Subsection 6-3-5-12 of the Zoning Ordinance, the City Council imposes the following conditions on the aforementioned zoning relief granted hereby, being a Special Use Permit for an Apartment Hotel as requested under zoning case no. 22ZMJV-0085, which may be amended by future ordinance(s), and violation of any of which shall constitute grounds for penalties or revocation of said

Special Use Permit pursuant to Subsections 6-3-10-5 and 6-3-10-6 of the Zoning Ordinance:

1. The Applicant paves the unimproved parking lot with permeable pavers within one year of approval of the Special Use Permit.
2. The Applicant shall substantially comply with the documents and testimony given by the Applicant on the Record.
3. The Applicant must record the Special Use Permit with the Cook County Recorder of Deeds.
4. A Shared Housing License must be obtained pursuant to Evanston City Code 5-2-3.
5. The Applicant shall make all updates to the property stated in the Property Improvement Plan (PIP) prior to obtaining a Shared Housing License and prior to operation.
6. The Applicant shall follow all operational requirements of the hotel flag.
7. The Applicant shall comply with the hotel tax for 100% of the facility due to the transient use.
8. The Applicant shall engage a management company with hotel operation experience to operate the facility in accordance with the requirements of the hotel flag and the Shared Housing License.

**SECTION 4:** When necessary to effectuate the terms, conditions, and purposes of this ordinance, "Applicant" shall be read as "Applicant's tenants, agents, assignees, and successors in interest."

**SECTION 5:** This ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

**SECTION 6:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 7:** If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect

without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 8:** The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: \_\_\_\_\_, 2023

Approved:

Adopted: \_\_\_\_\_, 2023

\_\_\_\_\_, 2023

\_\_\_\_\_  
Daniel Biss, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Stephanie Mendoza, City Clerk

\_\_\_\_\_  
Nicholas E. Cummings, Corporation Counsel

**EXHIBIT A**

**LEGAL DESCRIPTION**

PARCEL 1:

LOTS 7, 8, AND 9 IN BLOCK 62 IN EVANSTON SUBDIVISION IN SECTION 18, TOWNSHIP 41 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS.

PARCEL 2:

ALL OF THE SUBDIVITED LOTS 1, 2 AND 5, TOGETHER WITH THE WEST 15 FEET OF SUBLOT 3 IN A.J. BROWN'S SUBDIVISION OF LOTS 10, 11, AND 12 IN BLOCK 62 IN VILLAGE (NOW CITY) OF EVANSTON IN SECTION 18, TOWNSHIP 41 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN. ACCORDING TO THE PLAT THEREOF RECORDED JUNE 18, 1885 AS DOCUMENT 633441 IN BOOK 20, PAGE 33.

PARCEL 3:

LOT 1 OF DIAMANTES' CONSOLIDATION OF LOT 4 AND EAST 100 FEET OF LOT 3 IN A.J. BROWN'S SUBDIVISION OF LOTS 10, 11, AND 12 IN BLOCK 62 IN VILLAGE (NOW CITY) OF EVANSTON, IN WEST ½ OF SOUTHWEST ¼ OF SECTION 18, TOWNSHIP 41 NORTH, RANGE 14 EAST OF THE PRICIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PINS:

11-18-309-018-0000  
11-18-309-019-0000  
11-18-309-020-0000  
11-18-309-024-0000  
11-18-309-029-0000





Melissa Klotz <mklotz@cityofevanston.org>

## BCH1555, LLC - Application for Special Use for Apartment Hotel

1 message

david@wrechicago.com <david@wrechicago.com>  
To: Melissa Klotz <mklotz@cityofevanston.org>, ewilliams@cityofevanston.org  
Cc: Cameel Halim <cmlabd@aol.com>

Wed, Apr 12, 2023 at 5:01 PM

Good Afternoon Melissa:

Please find below our responses (in red) to the information request you sent last Thursday, March 30<sup>th</sup>:

### Additional Information Request

1. Statement from Wyndham confirming their intent to work with the applicant

- Executed franchise contract would be ideal, but short of that an MOU/LOI or at least a written statement

Please find attached the following documentation:

- i. EXHIBIT A – Email chain documenting the relationship with Wyndham.
- ii. EXHIBIT B – Wyndham's Property Improvement Plan documenting requested changes to the facility.
- iii. EXHIBIT C – Wyndham's rendering of changes necessary to the front façade of the building.
- iv. EXHIBIT D – Wyndham's requested updates to the floorplans.

2. Statement from Wyndham regarding their experience managing an apartment hotel

- List of locations - Wyndham is the world's largest hotel chain by number of properties, thanks to its focus on more modestly-sized hotels. It has 26 Brands and over 9,000 properties across more than 80 countries globally, which makes Wyndham an internationally renowned hospitality company (see EXHIBIT E).
- Mix of permanent vs. transient guests observed at facilities they manage – 100% transient.
- Can they provide examples from their portfolio to substantiate this? – 100% transient – they do not have permanent [non-transient] guests.

- Is there any plan to include the Wyndham Destinations timeshare model for the permanent guests? (Club Wyndham, Worldmark by Wyndham, Shell Vacations Club, and Margaritaville Vacation Club by Wyndham) – **No, 100% transient.**

### 3. Wyndham's requirements: provide a summary of Wyndham's licensing requirements.

- What are Wyndham's requirements if they are responsible for managing the facility vs. if the property owner is responsible for managing the facility – **All Wyndham properties are self-managed by franchise owners. See EXHIBIT A, B, C & D to review Wyndham's requirements. In addition, Wyndham will require a Certificate of Occupancy and Annual Trainings required and taught by the brand. These will be outlined in the Franchise Agreement (see EXHIBIT E).**

### 4. Operations Summary -

- Job titles and number of employees broken out by shift
  - General Manager - 1
  - Front desk – 2 am, 2 pm, 1 overnight
  - Back office/accounting - 2
  - Sales - 1
  - Maintenance/Engineering/Housekeeping - 10
  - F&B – 5, or 10 if the restaurant is opened to the public.
  - Security - 2 (see EXHIBIT E for above estimates) ... total jobs created = 31.
- Who is responsible for management of day to day operations? – **The General Manager, overseen by CH Ventures staff will manage the day-to-day operations. However, Wyndham can and will provide support in various ways, above property level. They have a Regional Director of Operations that will provide support with Operational needs and suggestions. They also have a Quality Department that also monitors Quality to ensure Brand requirements are met. This is a general overview but the FDD will disclose a complete breakdown of services once completed (see EXHIBIT E).**
- How will they accomplish this? – **Direct onsite management.**
- Who is responsible for cleaning facilities and what is the plan to manage it (for example, will you provide on-site cleaning staff, how many, etc.) – **We will provide maintenance/housekeeping (see staffing question above).**
- Estimated number of units that will be for transient guests and permanent guests. – **100% transient.**
- Summary of booking process for a transient guest (does not have a lease and occupies an apartment, lodging room, or other living quarters on a daily or weekly basis) - who will manage this responsibility and how will it be tracked and records maintained and reported? – **Wyndham will handle all reservations. On Average, 74% of reservations come through the Brand's Central Reservations, the remaining 26% through other Online Travel agencies like Expedia and Travelocity. Wyndham**

negotiates on our behalf for associated fees. Wyndham does not have any requirements of lease agreements for stays over 30 days (see EXHIBIT E). Any stays over 30 days will need to pay at the same daily rates as our transient guests.

- Summary of agreement/leasing process for a permanent guest (occupies or has the right to occupy a residential accommodation for a period of thirty (30) days or more) - who will manage this and how will it be tracked and records maintained and reported? Note, if five or more units are rented using a standard 12-month lease, the units are subject to the City's Inclusionary Housing and Residential Landlord Tenant ordinances. – 100% transient.
- Floor plans with dimensions and maximum occupants per unit. See EXHIBIT F.
- Floor plans showing common space/amenities and what guests, whether transient or permanent, have access to those spaces. – See EXHIBIT G. These plans include a Salon\Barber Shop, Business Center, Sundries\Market, Meeting Room & Restaurant.
- Who will manage the other amenity spaces within the facility (for example, the beauty shop), who is responsible for cleaning services and how frequently will they be serviced? All amenities will be self-managed onsite by the property staff as specified above in the job count response). A professional licensed operator has already been contracted for the salon to service both men & women.
- Will the two restaurant spaces be used exclusively by guests of the apartment hotel and their guests, or will they be open to the public? If the latter, what parking will be provided/reserved for the restaurant use? – When we open, we will only include the first-floor restaurant which we hope the city will approve for being open to the public at large, but will make it available only to hotel guests if the city doesn't allow us to proceed. This restaurant, if we get the city's approval, will be expanded to include outdoor area seating in our garden. The grounds currently has plenty of parking to handle any guests of the restaurant.
- How will you track occupancy (permanent vs. transient)? - Tracking of guests stays are all done through the property management system that we will receive as part of the Franchise (see EXHIBIT E).
- Estimated occupancy rates (by month/season?) – Our research indicates that occupancy will vary between 60-100%, with an average occupancy closer to 70%.
- Proposed rate schedule – This is market specific and Wyndham's opening team will work with us to set the rates months before opening (see EXHIBIT E). These rates will change on a daily basis given current occupancy levels (as is done by all major hotels these days).

5. Traffic Impact: Guests vs. Permanent – We would note from Evanston Zoning Code requirements that if this property was zoned as an apartment building, we would need 40.65 parking spaces. If it continued as an assisted living facility (as it is currently zoned), it would require 26.1 parking spaces. As an apartment hotel, it needs 24.61 spaces. We see from this that the number of cars parking at the facility should be less than either of the other two uses. We have a huge parking lot that is also rented to both the YMCA and other local businesses, and believe that most travelers to the new apartment hotel would be arriving by Uber/Lyft. We conclude that the impact will be minimal on local traffic and of no influence on local parking.

- How many guests will have their own cars? – Possibly around 25% Arrive via taxi/Uber Lyft? – 60-70% Arrive via public transit? – Very small, around 5%.
- Timing of arrivals/departures? – Will assume typical averages, with a check-in time of between 2-4pm and a check-out time of between 10am-noon.
- Will van or shuttle services be provided, where will they stage for drop off/pick up? No van or shuttle service provided, but may reconsider in the future in order to take out-of-state guests to and from the hotel to the university campus.

#### 6. Traffic Impact: Operations

- How many/what type of delivery vehicles? – There is a large loading zone on the north side of the building that will be used primarily for food deliveries. However, the volume of deliveries may only be 1/3 of what was previously handled by the building in its previous designed function that required feeding 75 individuals each three meals a day as an assisted living facility.
- Timing of deliveries – Early morning through possibly 4pm.

As a side note, we are currently preparing a slide show to present to the Planning & Development Committee to show all our proposals for the exterior of the property, the lobby, the guest rooms, the hallways and amenities – which we think will impress everyone and convince the committee of how good this project would be for the City of Evanston.

If I can answer any other questions for you, please let me know.

Regards,

David Wolff

Senior VP of Technology Operations & Special Project Development

Wilmette Real Estate & Property Management








✉ E-mail: [david@wrechicago.com](mailto:david@wrechicago.com)

☎ Phone: 847-920-2078

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**7 attachments**

-  **EXHIBIT A - FW\_ Hawthorn\_ Evanston, IL -- CONV PIP APPROVAL FROM BRAND.pdf**  
428K
-  **EXHIBIT B - OB-00065875\_PIP Report\_3-22-2023.pdf**  
59K
-  **EXHIBIT C - HTNConv\_EvanstonIL-ExtMarkups-03.2023.pdf**  
5543K
-  **EXHIBIT D - HTNConv\_EvanstonIL-PlanMarkups-03.2023.pdf**  
1373K
-  **EXHIBIT E - Wyndam's Email Confirming Replies.pdf**  
203K
-  **EXHIBIT F - 1555 Oak Ave B-6 Floors .pdf**  
1657K
-  **EXHIBIT G - Floorplan 1st floor.pdf**  
5136K

4/3/23, 3:48 PM

FW: Hawthorn: Evanston, IL -- CONV PIP APPROVAL FROM BRAND

**From:** Leonard.Clifton@wyndham.com,  
**To:** cmlabd@aol.com, matt@wrechicago.com,  
**Subject:** FW: Hawthorn: Evanston, IL -- CONV PIP APPROVAL FROM BRAND  
**Date:** Fri, Mar 24, 2023 4:25 pm  
**Attachments:** OB-00065875\_PIP Report\_3-22-2023.pdf (59K), HTNConv\_EvanstonIL-ExtMarkups-03.2023.pdf (5542K), HTNConv\_EvanstonIL-PlanMarkups-03.2023.pdf (1373K),

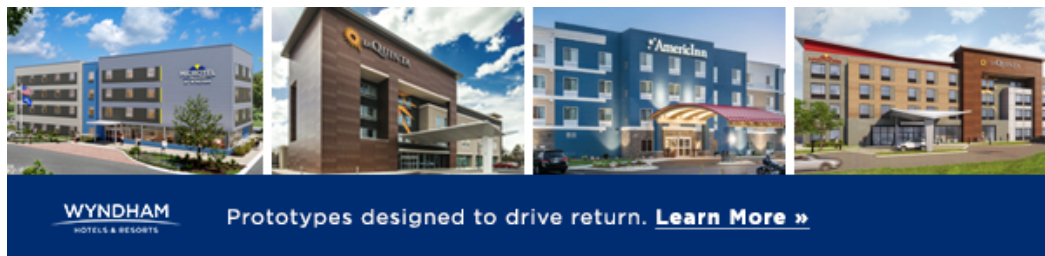
---

Guys,  
Please begin to review and lets discuss late next week...  
Enjoy the weekend. I need to get clarity on the exterior.....  
Thanks  
Lc

[Check out Links below to New Prototypes](#)

[Americinn](#)  
[Hawthorn Suites](#)  
[LaQuinta](#)  
[Microtel](#)  
[Dual Brand Hawthorn / LaQuinta](#)

**Leonard Clifton**  
**Director, Franchise Development**  
Wyndham Hotels & Resorts, Inc.  
M (314) 303-6716  
[leonard.clifton@wyndham.com](mailto:leonard.clifton@wyndham.com)



---

**From:** Pinto, Alice <Alice.Pinto@wyndham.com>  
**Sent:** Wednesday, March 22, 2023 5:10 PM  
**To:** Paliwal, Krishna <Krishna.Paliwal@wyndham.com>  
**Cc:** Kellam, David <david.kellam@wyndham.com>; Hare, Brian <brian.hare@wyndham.com>; Clifton, Leonard <Leonard.Clifton@wyndham.com>  
**Subject:** RE: Hawthorn: Evanston, IL -- CONV PIP APPROVAL FROM BRAND  
**Importance:** High

Thanks Krishna.

Leonard, you may use these documents as there are no further comments at this time from brand. Let me know if you need anything else at this time.

thank you.

<https://mail.aol.com/webmail-std/en-us/PrintMessage>  
Page 18 of 56

1/4



**Alice Pinto**

**Senior Manager, Architectural Design – Design & Construction**

Wyndham Hotels & Resorts, Inc.

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[alice.pinto@wyndham.com](mailto:alice.pinto@wyndham.com)

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---

**From:** Paliwal, Krishna <[Krishna.Paliwal@wyndham.com](mailto:Krishna.Paliwal@wyndham.com)>

**Sent:** Wednesday, March 22, 2023 4:12 PM

**To:** Pinto, Alice <[Alice.Pinto@wyndham.com](mailto:Alice.Pinto@wyndham.com)>

**Cc:** Kellam, David <[david.kellam@wyndham.com](mailto:david.kellam@wyndham.com)>; Hare, Brian <[brian.hare@wyndham.com](mailto:brian.hare@wyndham.com)>

**Subject:** RE: Hawthorn: Evanston, IL -- CONV PIP for Brand Review

Approved

“Count on Me”

**Krishna Paliwal**

President of La Quinta & Hawthorn Brands / Head of Architecture,  
Design & Construction

Wyndham Hotels & Resorts, Inc.

22 Sylvan Way, Parsippany, NJ 07054

M (214) 733-3609

[Krishna.paliwal@wyndham.com](mailto:Krishna.paliwal@wyndham.com)

---

**From:** Pinto, Alice <[Alice.Pinto@wyndham.com](mailto:Alice.Pinto@wyndham.com)>

**Sent:** Wednesday, March 22, 2023 4:09 PM

**To:** Paliwal, Krishna <[Krishna.Paliwal@wyndham.com](mailto:Krishna.Paliwal@wyndham.com)>

**Cc:** Kellam, David <[david.kellam@wyndham.com](mailto:david.kellam@wyndham.com)>; Hare, Brian <[brian.hare@wyndham.com](mailto:brian.hare@wyndham.com)>

**Subject:** RE: Hawthorn: Evanston, IL -- CONV PIP for Brand Review

**Importance:** High

Krishna, I have completed the Conversion PIP for King Homes (closed former retirement home facility) Evanston, IL for Brand review.

See attached for:

PIP document

Exterior markup

PS Plan Markups

Link to photos:

 [Evanston, IL \(King Homes\)](#)

Please note, there is an existing central system in the facility. Individual controls for the rooms are for the temperature for what is currently being output. There is no specific exhaust for the bathrooms.

Let me know if this meets with brand approval or you have any questions or changes.

thank you.

**Alice Pinto**  
Senior Manager, Architectural Design – Design & Construction

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---

**From:** Paliwal, Krishna <[Krishna.Paliwal@wyndham.com](mailto:Krishna.Paliwal@wyndham.com)>  
**Sent:** Thursday, March 9, 2023 5:35 PM  
**To:** Pinto, Alice <[Alice.Pinto@wyndham.com](mailto:Alice.Pinto@wyndham.com)>  
**Cc:** Kellam, David <[david.kellam@wyndham.com](mailto:david.kellam@wyndham.com)>; Hare, Brian <[brian.hare@wyndham.com](mailto:brian.hare@wyndham.com)>  
**Subject:** RE: HTN: Evanston, IL -- PIP walkthrough of King Home on 3/7

Thanks Alice,

I am not aware of it but please write a full PIP. I believe it could be a nice Hawthorn.

“Count on Me”

**Krishna Paliwal**  
President of La Quinta & Hawthorn Brands / Head of Architecture,  
Design & Construction

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---

**From:** Pinto, Alice <[Alice.Pinto@wyndham.com](mailto:Alice.Pinto@wyndham.com)>  
**Sent:** Thursday, March 9, 2023 3:59 PM  
**To:** Paliwal, Krishna <[Krishna.Paliwal@wyndham.com](mailto:Krishna.Paliwal@wyndham.com)>  
**Cc:** Kellam, David <[david.kellam@wyndham.com](mailto:david.kellam@wyndham.com)>; Hare, Brian <[brian.hare@wyndham.com](mailto:brian.hare@wyndham.com)>  
**Subject:** HTN: Evanston, IL -- PIP walkthrough of King Home on 3/7

Hello Krishna

I completed a walkthrough of this closed down former retirement home for a HTN PIP on 3/7.

4/3/23, 3:48 PM

FW: Hawthorn: Evanston, IL -- CONV PIP APPROVAL FROM BRAND

Below are my observation/notes and click on link below to see the photos. The ownership group had mentioned about having drawings (existing and proposed) sent to us to review.

Let me know your thoughts or anything to be aware of as I continue into writing the PIP.

- o 75 rooms currently, a mix of all different 1-bedroom, studio suites, 1 and 2 bed 'standard' units (more rooms can be made from large gathering areas on upper floors.)
- o 6 floors, 2 elevators
- o First floor is all offices and public area incl. a large lounge and dining room, barber shop, full kitchen
- o Floors 2-5 have been renovated (all real hardwood floors throughout rooms with new kitchens, appliances, new bathrooms with a shower stall, washer/dryer combo unit in bathroom, and all new furniture/furnishings but does not look commercial grade), 6<sup>th</sup> floor is untouched and plan to be made to like the other floors
- o Basement is utility and BOH areas, and a large exercise room
- o Stairwells look tight, owner's team assured me it has been consulted that it is acceptable per code

Link to photos below

 [Evanston, IL \(King Homes\)](#)

thank you.

**Alice Pinto**

**Senior Manager, Architectural Design – Design & Construction**

Wyndham Hotels & Resorts, Inc.

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[alice.pinto@wyndham.com](mailto:alice.pinto@wyndham.com)

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# Property Improvement Plan

March 22, 2023

Hawthorn  
1555 Oak Avenue,  
Evanston, IL, United States, 60201

Inspection Date : March 7, 2023

Items outlined below by Focus Area and Required Action Description.

Y = Indicates Design Approval Required

Category	Items	Required Action Description	
<b>To Be Completed Prior to Opening</b>			
Administrative Policies	Property Improvement Plan (PIP) > Property Improvement Plan	All work referenced in this PIP must be completed according to the franchise agreement. This includes, but is not limited to the facility complying with all local, state and federal laws and building codes, including The Americans with Disabilities Act and other codes applicable to the modification of buildings for persons whose disabilities are protected by law. All proposed architectural designs, product replacement or new finishes shall be submitted Wyndham Hotels and Resorts, Inc. Design and Construction Department for review and approval prior to installation in the field-no exceptions. (noted on items as "Design/Brand Approval Required.") All proposed substitutions to Wyndham specified materials or products shall be submitted to Wyndham Hotels and Resorts, Inc. Design and Construction Department for review and approval prior to installation/commencement of work in the field-no exceptions. Franchise owner is required to hire an architect to develop the drawings: plans and elevations. etc. based on this PIP, where required. Franchise owner is required to implement the brand prototype interior Haven design scheme (for guestrooms and guest corridors) with a complementary public space design, or a brand approved alternate custom interior design scheme prepared by a design professional. To implement the Hawthorn Haven interior scheme, hire a Wyndham approved FF and E procurement company to design and purchase all FF and E items. Any variances or deviations from items listed in the PIP must be approved in writing by an Architectural Design Manager AND Director of Franchise Operations (DFO). Any deviation from the PIP or Brand Standards will be subject to change at owner's expense and will not be considered a completed PIP item. Wyndham will work with the buyer to get the work completed based on the PIP/cost cap in the franchise agreement. Note that high impact guest items regardless of timeframe, for example mattresses, etc., may require attention sooner than later as this may affect guest satisfaction.	
Administrative Policies	Uniforms	Ensure all employees/staff members are clean and neat in appearance and wear proper brand uniforms and name tags during working hours and while customer facing.	
Administrative Policies	Non Smoking Policy	Adhere to non-smoking policy per Brand Standards Property must post the Smoking Policy at the front desk.	
Administrative Policies	Ecolab dilution system and disinfectant products > Ecolab	Provide an Ecolab Dilution Control System and Ecolab EPA-approved disinfectant products.	
Administrative Policies	HSIA Access (Bandwidth, Speed) > High Speed Internet Access Requirements	Complete the Count on Us & Human Trafficking training.	
Administrative Policies	Line Item > Additional Line Item	Install new Wyndham WiFi system (or similar HSIA system) throughout hotel, provide download/upload minimum internet speeds per Brand standards. Contact Hotel Connectivity Solutions at hcs@wyndham.com	
Administrative Policies	Line Item > Additional Line Item	The property must be well-maintained and clean and neat in appearance. This requirement pertains to all areas of the property, including but not limited to: guestrooms, public areas, grounds, curb appeal, building, equipment, décor, furniture, fixtures and equipment, signs, linens and supplies. A general maintenance program must be in place of ensure that all facilities are functional having addressed all conditional deficiencies. Properties not meeting cleanliness standards may be required to complete housekeeping training.	
Food & Beverage	Hours of Operation > Breakfast Availability	Hawthorn Suites properties must adhere to the brand F & B concept. The concept includes complimentary continental hot breakfast and manager's afternoon social hour provided per Brand Standards. A restaurant, bar/lounge is optional. Contact a Wyndham approved supplier to assist with F & B requirements.	
Food & Beverage	Counters/Cabinetry > Breakfast Area Fixtures and Finishes	Create a new breakfast serving area by installing 20LF minimum millwork HPL cabinetry bases and natural stone countertop (quartz or similar). Install a coordinating decorative tile, decorative feature wall vinyl or similar upgraded wall treatment over all breakfast serving counters from top of backsplash to underside of ceiling above.	Y
Food & Beverage	Furniture > Breakfast Area Fixtures and Finishes	Provide new for all breakfast area FF&E, furniture (including dining table and chairs), decorative artwork, window treatments (white light filtering roller shades or alternatively, white sheers are acceptable) etc. with new coordinating to brand approved interior aesthetic.	Y
		Ensure all finishes throughout (architectural, millwork wall casings and trim) in all F and B areas are in like-new condition, free of visible wear-scratches, scrapes, dings. etc. Repair or replace where cannot be repaired to a satisfactory condition.	

Items outlined below by Focus Area and Required Action Description.

Y = Indicates Design Approval Required

Category	Items	Required Action Description	
<b>To Be Completed Prior to Opening</b>			
Food & Beverage	Ceiling/Walls > Breakfast Availability	Renovate the first floor dining room to create a breakfast serving and dining area per brand standards open to lobby (remove doors.) Implement a custom interior scheme cohesive to the Haven interior scheme for installation of all new finishes (new large format porcelain tile flooring (2ft. x 2ft. minimum) and inset carpet areas, remove handrail and install upgraded wall finishes, and remove sections of ACT and install smooth, painted drywall ceilings in select areas to feature.) Install a combination of recessed LED can light fixtures, linear cove lighting, decorative sconces and table lamps, etc. All decorative moldings may remain.	
Guestroom	Robe Hook > Guest Bathroom Furnishings & Equipment	Provide a two-pronged or double robe hook adjacent to shower/bathtub and towel bar (not located over toilet) in single coordinating finish and style consistent with plumbing fixtures/accessories finish in bathroom interior. (Chrome or nickel finish.)	Y
Guestroom	Shower Rod > Guest Bathroom Furnishings & Equipment	Provide a curved shower rod (where bathtubs occur) and 5-setting massage type shower head throughout (straight rod in ADA units.)	
Guestroom	Sink/Vanity > Guest Bathroom Furnishings & Equipment	Augment vanity with new natural stone countertop (quartz or similar) and backsplash. Ensure open shelf below for towel and hair dryer in a bag storage per brand approved interior scheme and coordinating to guestroom case goods package. Provide a modified style in ADA rooms for accessibility. Where possible, vanities to provide 4ft. L countertop surface for use due to extended stay guests.	Y
Guestroom	Toilet > Guest Bathroom Furnishings & Equipment	Ensure all toilets are in proper working order and in like-new condition free of visible wear or defects.	
Guestroom	Terry > Guest Bath Terry	Ensure a complete inventory of WynDry terry stock is provided including washcloths, bath mats and bath and hand towels per Brand Standards.	
Guestroom	Hair Dryer > Guest Bath Amenities & Supplies	Provide one (1) minimum two-speed hairdryer stored in either a generic black hairdryer bag, or a Wyndham Rewards logo'ed bag.	
Guestroom	Presentation Tray > Guest Bath Amenities & Supplies	Ensure bath amenities package is provided per Brand Standards including (optional) hand sanitizer.	
Guestroom	Shower Curtain > Guest Bath Amenities & Supplies	Where a shower curtain is used for bathtubs or ADA rooms, one (1) Hookless Wyndham Green® white Litchfield shower curtain with mesh window is required.	
Guestroom	Mattress > Mattress Foundation Specifications	Provide new bedsets throughout per Brand Standards. Provide specified platform bed base per brand specification.	
Guestroom	Light Fixture > Guestroom Lighting Requirements	Replace lighting/lamp package to be consistent with Haven interior scheme and per Brand Standards. Install coordinating wall sconce or pendant hung fixture over workspace/dining area per brand specifications. Install energy efficient LED lamps/bulbs for guest room lighting. Ceiling lighting at 3500K and decorative lamps, etc. at 2700K. All electrical wiring must be fully concealed within wall cavity construction, or obscured from view by case goods or similar condition. Surface mounted cord covers are discouraged.	Y
Guestroom	Flooring > Guestroom Flooring/Carpeting	Install a bound area rug under the bed and adjacent walking areas on all sides of bed per Haven interior scheme. Replace flooring transition strip/threshold at entry door where damaged or worn and ensure a coordinating transition is installed between any change in flooring finishes.	Y
Guestroom	Closet Rod/Rack > Guestroom Furniture & Fixture Requirements	Repair/Touch-up interior of enclosed closet and doors to match guestroom interior. Replace closet rod or shelving system where damaged. Ensure closet supplies are provided per brand standard requirements.	
Guestroom	Cooktop/Stovetop Unit/Oven > Guestroom Furniture & Fixture Requirements	All guestroom must have full kitchens to have the following elements (per a brand approved interior scheme) in a matching black or stainless steel finish: sink, chrome kitchen faucet, cooktop, appliances (full size refrigerator, dishwasher, and microwave), exhaust, cooking and dining supplies. Replace refrigerator with larger unit per brand standards. Remove cabinet about refrigerator if needed to accommodate new unit. Any other units to be reused must be in proper working order and like-new condition, and meeting brand standards.	Y
Guestroom	Desk/Writing Surface > Guestroom Furniture & Fixture Requirements	Replace workspace/dining area table per and chairs accommodating for minimum of 2 persons per Haven interior scheme. Area to have adjacent wall mounted outlet with USB charging ports per brand specification.	Y
Guestroom	Dresser/Credenza/Media Cabinet > Guestroom Furniture & Fixture Requirements	Replace case goods package in its entirety per Haven interior scheme. (headboard/nightstands, dresser/credenza, luggage bench, etc.)	Y
Guestroom	Full Length Mirror > Guestroom Furniture & Fixture Requirements	Provide full length wall mounted mirror coordinating to case goods package per Haven interior scheme.	Y
Guestroom	Lounge Chairs > Guestroom Furniture & Fixture Requirements	Provide new seating/sofa package per Haven interior scheme.	Y



Items outlined below by Focus Area and Required Action Description.

Y = Indicates Design Approval Required

Category	Items	Required Action Description	
<b>To Be Completed Prior to Opening</b>			
Guestroom	Telephone/Dialing Instructions > Guestroom Ops Supplies & Equipment	Provide new telephone and telephone face plates per brand standards.	
Guestroom	HVAC/PTAC/Odor/Temp > Interior HVAC/PTAC	All guest rooms to be provided with heating, venting, and air conditioning to each room. Ensure all units are controlled via remote digital wall mounted thermostats per brand standards. No exposed electrical wiring to be visible.	
Guestroom	Television > Guestroom Television Requirements	Replace televisions to ensure Brand Standard requirements are satisfied. Minimum 43" flat panel, commercial grade, flat panel, Full HD 1080p, Pro: idiom, MPEG4. (Qty: 2 required at suites.)	
Guestroom	Bathtub/Shower > Guest Bathroom Furnishings & Equipment	Install glass door/enclosure at shower stalls. At ADA bathrooms, provide a new fold down seat or removable seat and ADA grab bars at accessible bathtubs per governing code/local authority.	Y
Guestroom	Mirror > Guest Bathroom Furnishings & Equipment	Remove vanity mirror and light and install new electric backlit mirrors throughout in all guest rooms per brand specification.	Y
Guestroom	Linens > Guest Bed Linen	Ensure a complete inventory of WynRest label linen is provided to include sheets, pillows, pillowcases, blankets, mattress pads.	
Guestroom	Top of Bed > Decorative Bedding	Replace decorative bed toppings with Brand approved bedding program coordinating to Haven interior scheme. Provide triple sheeting bed topping and including (1) decorative top sheet and (1) WynRest blanket or comforter.	
Guestroom	Outlets/Switches > Guestroom Lighting Requirements	Provide decorative bed topping with brand approved bedding program coordinating to Haven interior scheme. Provide triple sheeting bed topping including (1) decorative top sheet and (1) WynRest blanket or comforter.	
Guestroom	Ceiling/Walls > Guestroom Walls/Ceiling	Replace (provide where missing) electrical wall mounted devices (outlets, switches, etc.) where damaged or worn. Cover plate shall be in coordinating white finish with component and uniform throughout.	
Guestroom	Kitchen Cabinets, Sink, and Counters > Guestroom Furniture & Fixture Requirements	Repair and re-paint walls and ceiling to like-new condition per Haven interior scheme.	
Guestroom	Window Treatments > Guestroom Furniture & Fixture Requirements	Professionally refinish all existing kitchen cabinetry to like-new condition to typical Haven interior scheme painted grey finish. Replace cabinetry pulls with matte black.	Y
Guestroom	Window Treatments > Guestroom Furniture & Fixture Requirements	All new kitchens to be provided to be per Haven interior scheme design and specifications.	
Guestroom	Ventilation > Guest Bathroom Lighting	Install new window treatments per Haven interior scheme. Ensure 1 layer of 100% blackout capability.	Y
Guestroom	Artwork > Guestroom Furniture & Fixture Requirements	Ensure each bathroom is provided with a toilet exhaust system/exhaust fan and ensure system is operating at optimal efficiency and have exterior discharge.	
Guestroom	Guestroom Collateral	Provide artwork package per Haven interior scheme, including in bathroom.	Y
Guestroom	Plumbing Fixtures > Guest Bathroom Furnishings & Equipment	Provide all new guestroom supplies per Brand Standards.	
Guestroom	Doors > Guestroom Doors	Replace all plumbing fixtures and controls with new per brand specification in matte black finish per typical.	
Guestroom	Window Locks > Guestroom Window	Refurbish/Refinish all doors and frames throughout like-new condition, free of visible wear-scratches, scrapes, dings, etc. and to be uniform throughout. Prepare and re-paint metal door frames per a brand approved interior scheme. Install new vinyl floor thresholds. Install new hardware where damaged, missing, or not coordinating in finish.	
Guestroom	Line Item > Additional Line Item	Doors are to be provided with a self-closing device, door stop, and one way viewer. All door hardware shall be in a uniform finish throughout. All hardware to be in a single coordinating finish-not brass. Hardware inside the guestrooms to be matte black throughout.	
Hotel Arrival and Exterior	Exterior Signage > Exterior Signage Requirements	Replace entrance door locks with electronic RFID type with BLE enabled technology to work with Wyndham's mobile platform Openkey. Work with one of the Wyndham approved door suppliers.	
		Ensure windows are provided with locks or holds that limit opening for safety concerns. All windows to be refurbished to like-new condition. Replace any windows that are damaged or no longer weathertight.	
		Guestroom PIP items will refer to condition observed on floor 4, that showed some renovation already completed. Renovation of guestroom interior throughout on all floors must be brought to the level on floor 4 at minimum.	
		Install approved exterior building signage (surface mounted internally illuminated reverse channel letters) per Brand graphic standard specifications. Contact a Wyndham approved exterior signage vendor and submit signage proposal to Wyndham signage manager for review and approval prior to ordering/installation. For exterior signage a fully executed prepaid contract with an approved sign vendor must be provided prior to commencement.	



Items outlined below by Focus Area and Required Action Description.

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Category	Items	Required Action Description	
<b>To Be Completed Prior to Opening</b>			
Hotel Arrival and Exterior	Dumpster Enclosure > Dumpster, Loading Dock and Service Area	Ensure a dumpster enclosure is provided and bring to like-new condition. Ensure latching doors that are closed at all times.	
Hotel Arrival and Exterior	Landscaping	Ensure landscaping is continuously maintained throughout (site perimeter, landscape islands, building perimeter) by eliminating weeds and providing perennial and annual landscaping, and ground cover. All ground mounted and/or visible from public view mechanical units/equipment to be shielded with commercial grade fencing and/or landscaping.	
Hotel Arrival and Exterior	Parking Lot and Driveway > Parking Area and Driveways	Coordinate for guest parking accommodations 1 parking space: 1 guestroom minimum per brand requirement. Repair curbs where damaged.	
Hotel Arrival and Exterior	Sidewalks/Walkways	Pressure wash walkways throughout. Patch & repair any cracked or damaged areas.	
Hotel Arrival and Exterior	Facade/Fascia/Storefront > Building Exterior	Pressure-wash and clean all building exterior to remove dirt and debris to like-new condition. Paint EIFS/stucco, trims, gutters and downspouts per brand exterior colors. Install brand signature large format tile panels and brand red accent paint color at main entrance area. Pressure wash all exterior grilles to like-new condition. Replace where damaged. Submit exterior renovation proposal (drawings) to brand design for review/approval prior to commencement of work in the field.	Y
Hotel Arrival and Exterior	Lighting > Exterior Lighting	Exterior lighting shall be 4000K minimum. Light poles to be painted where paint condition is chipped, deteriorating or damaged for a consistent appearance. Walkway/Building light fixtures throughout shall be of uniform style and coordinating to exterior.	
Hotel Arrival and Exterior	Porte Cochere/Canopy > Entrance Coverage/Porte Cochere	Remove existing entrance canopy and install new 2 post canopy in brand exterior colors with linear LED lighting at underside at 4000K minimum. Submit exterior renovation proposal (drawings) to brand design for review/approval prior to commencement of work in the field. Pressure-wash paving at drive through area to like-new condition.	Y
Hotel Arrival and Exterior	Windows	Strip off existing paint (where occurs) and restore all hollow metal doors/frames to like-new condition free of scuffs, oxidation/rusting, and scratches. Paint (where applicable) existing hollow metal doors and frames coordinating to exterior. This applies to exterior doors where damaged or oxidation/wear is visible to like-new condition. Provide/Replace weather seals/stripping and door thresholds at all exterior entry doors where deteriorated or damaged. Replace windows where damaged and/or seals are broken (fogged appearance or dirt between window panes) and ensure all are weather tight.	
Hotel Facilities	Ceiling/Walls > Interior Corridors	Renovate corridors in their entirety per a brand approved interior scheme. Remove handrails, prepare and re-paint walls. Install new broadloom carpet and vinyl wall base. Replace ceiling tiles and paint ceiling grid throughout. Remove 2x2 parabolic drop in light fixtures and install new recessed LED can light or slim surface fixtures. Install modern wall sconces per brand specification. All lighting to be LED type at 3500K minimum.	Y
Hotel Facilities	Elevator	Ensure public elevator is in proper working order and per local authority. Install new large format floor tile, coordinating to lobby interior, refurbish laminate and solid surface wall panels, and retrofit lighting to LED.	Y
Hotel Facilities	Ceiling/Walls > Fitness Center Design	Renovate (or relocate and renovate) fitness room interior per brand approved interior scheme/aesthetic and per Brand Standards. Install new commercial grade wood look LVT with rubber backed gym flooring, minimum of 7mm thick. Remove wood wainscot and chair rail. Prepare and re-paint walls. Accent wall to be brand red color. Install one full wall of floor to ceiling wall mirror. Replace ceiling tiles and re-paint ceiling grid throughout. Replace light fixtures with new slim surface LED linear lights or recessed can light fixtures at 2700K minimum. Prepare and re-paint door and sidelight stiles/rails. Outfit with new RFID electronic lock for keycard access. Remove shutters and install light filtering roller shades at all windows. Replace all fitness equipment and supplies using an approved fitness vendor and per brand standards.	Y
Hotel Facilities	Ice Machine > Ice Machine Requirements	If provided, ensure dispenser type ice machines per brand standards are centrally located for access by guests on all floors.	
Hotel Facilities	Sundry Shop Cabinets, Counters & Shelving > Retail/Sundry Shop/Mart Display and Design	Construct a new ~100sf min. Sundry/Market adjacent to front desk check-in area per Brand Standards, in alignment to brand design for all finishes, FF and E, and accessories. Ensure visual connection and close physical proximity to front desk check-in area for convenient employee access. Install new professionally manufactured millwork shelving, cabinetry. Install full size un-branded refrigerator and full size freezer per brand specifications. Contact Wyndham F and B supplier for procurement and design. Submit proposal (drawings and specifications, etc.) to brand/design for review and approval prior to commencement of work in the field.	Y
Hotel Facilities	Interior Signage	Install new interior signage per brand graphic standards throughout. Contact a Wyndham approved interior signage vendor.	
Hotel Facilities	Doors > Guest Laundry Design	Construct a guest laundry facility per brand standards. Provide interior finishes (large format 2'x2' minimum hard surface floor tile and wall base, painted walls, and painted flat ceiling with LED recessed can light fixtures or slim surface linear lights.) Provide a rack for hanging clothes and a 4'L minimum solid surface fixed countertop for folding clothes. Install a commercial laundry washer and dryer.	Y

Items outlined below by Focus Area and Required Action Description.

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Category	Items	Required Action Description	
<b>To Be Completed Prior to Opening</b>			
Hotel Facilities	Line Item > Additional Line Item	General public areas not to be re-used as-is must be re-purposed, such as barber shop and larger open meeting rooms, etc. Guest facing areas that are not per brand standards are not permitted remain. All rooms intended to remain for employee and staff function (such as offices) after all brand standards are met on property may remain, refurbish as needed to like-new condition. Submit architectural drawings to brand/design for review of all proposal for entire property to convert to hotel brand. Refer to plan markups provided for comments on layouts.  Doors and hardware: Refurbish/Refinish all doors and frames throughout like-new condition, free of visible wear-scratches, scrapes, dings, etc. and to be uniform throughout. Prepare and re-paint metal door frames per a brand approved interior scheme. Install new vinyl floor thresholds. Install new hardware where damaged, missing, or not coordinating in finish. All hardware to be in a single coordinating finish-not brass. Install a new RFID electronic lock on all guest accessed public doors. Contact a Wyndham approved door supplier.	Y
Hotel Facilities	Ceiling/Walls > Public Restroom Design and Requirements	Renovate all public area restrooms to coordinate to new public area new interior and per brand standards and like-new condition. Prepare and re-paint or install wall vinyl on walls or a combination of both. Remove floor and wall tile and install new large format tile (2ft. x 2ft. minimum. Tile to be located behind plumbing fixtures at minimum.) Install new ceiling tiles and re-paint ceiling grid. Install new vanity or refurbish vanity with new natural stone (quartz) countertop, countertop/backsplash, augment mirror with a new frame and install vanity light. Install new sink and faucet/controls. Refurbish toilets in proper working order, toilet partitions, and all accessories and ensure supplies. Public restroom interior must be uniform in interior design/finishes and meet governing code for accessible design standards.	Y
Hotel Facilities	Stairways/Railings > Stairwells	Clean all stairwells. Ensure all finishes are in like-new condition and well lit for guest use. Ensure access is provided per governing code and authority.	
Lobby & Front Desk	Floor Mat > Lobby Floor Mat	Provide brand logo'ed floor mats at entrance and all secondary entry/exits.	
Lobby & Front Desk	Furniture > Lobby Furniture	Replace FF&E throughout (tables and chairs, seating, furnishings, decorative artwork, decorative lighting, window treatments, etc.) to a brand approved interior aesthetic to provide a consistent appearance. Select furnishing items can remain given they coordinate to new proposed custom public space interior.	Y
Lobby & Front Desk	Line Item > Additional Line Item	All rooms intended to remain for employee and staff function (such as offices) after all brand standards are met on property may remain, refurbish as needed to like-new condition.	Y
Lobby & Front Desk	Front Desk Area > Front Desk Area Design	(See plan markups sketch) Enlarge front desk area and renovate per brand aesthetic to Haven interior scheme. Extend partial height wall divider to underside of ceiling to create back wall drop for check-in area. Remove existing registration desk in its entirety and replace with new open pod style with natural stone (quartz) countertop.	Y
Lobby & Front Desk	Ceiling/Walls > Lobby Area Fixtures and Finishes	(See plan markups sketch) Renovate the Entry Vestibule, Lobby Foyer, Lobby Seating Areas, Registration area, and Public Corridors throughout to implement Wyndham standards and Hawthorn design aesthetic. Utilize a brand approved interior scheme for installation of all new finishes (new large format porcelain tile flooring (2ft. x 2ft. minimum) and inset carpet areas, remove handrail and install upgraded wall finishes, and remove sections of ACT and install smooth, painted drywall ceilings in select areas to feature.) Install a combination of recessed LED can light fixtures, linear cove lighting, decorative sconces and tablelamps, etc. All decorative moldings may remain. Submit proposal (drawings, etc.) to brand/design for review and approval prior to commencement of work in the field.	Y
Meeting & Business	Ceiling/Walls > Meeting Room & Board Room Design	If meeting/banquet rooms will be provided, ensure these are renovated in their entirety to brand interior scheme/aesthetic and per brand standards. Install new carpet flooring and vinyl wall base throughout. Install new large, decorative pendant hung fixtures at lower dropped soffits to create visual interest. Ensure all lighting is LED type. Provide new FF and E and furniture and serving millwork base cabinetry and natural stone (quartz) counter. Provide light filtering roller shades at windows with one layer of blackout capability. Submit cohesive proposal to brand/design for review and approval prior to commencement of work in the field.	Y
Meeting & Business	Availability > Business Center Equipment & Services	Provide a new business center print station per brand aesthetic located in open lobby incorporating millwork base and new natural stone (quartz) countertop. Provide business center with a minimum of 2 computers and a shared printer and per brand standards.	Y



**PLAN REQUIREMENTS & SUBMITTAL PROCESS**

Please submit all design plans and specifications to Wyndham Interior Design ([interior.design@wyndham.com](mailto:interior.design@wyndham.com)) for review and approval prior to purchasing or starting renovations. All renovations must meet Brand Standards, any items purchased or renovated without approval may need replacement if they do not meet brand design standards.

**OVERVIEW**

The PIP identifies specific items which we inspected at the Facility which were not in compliance with brand standards and need to be corrected. It is the responsibility of the Owner/Franchisee to review the Brand Standards Manual for a complete description of all standards and to maintain Brand Standards for any areas of the property that are not specifically covered in this PIP.

In addition, you are responsible for ensuring that the Facility is constructed, improved, maintained and operated in compliance with all applicable federal, state and local laws, codes, ordinances and regulations, including but not limited to, the Americans with Disabilities Act and its Accessibility Guidelines. This PIP was based on a random sample inspection of the Facility on the date specified. You may need to take additional actions to meet brand standards or comply with law or, at our discretion, if the condition of the facility changes materially since the inspection date or if the brand standards change.

All items in this PIP are required to be completed no later than the timeframes noted. Time extensions in no way imply a waiver. Failure to comply with specified deadlines for completing items may result in default under your license or franchise agreement and reservation service suspension. All items will continue to be evaluated on condition, appearance and adherence to brand standards through periodic quality assurance inspections. Any items on a future quality assurance inspection that do not meet brand standards will be required to be remedied. Failure to maintain acceptable levels of conditions and appearance and adherence to brand standards may be grounds for default under the Franchise or License Agreement. Prior to the commencement of all work you are required to ensure that you are complying with the most current standards. Please consult your Development Director or noted department with specific questions to comply with the requirements contained in the PIP.

To obtain access to the Brand Standards please visit <https://brandstandards.wyndham.com> and/or contact your Wyndham representative to request temporary Brand Standard Portal access. Your request will be reviewed and processed in a timely manner.

By signing this PIP, you acknowledge and agree that this PIP may be provided to Wyndham Hotels & Resort's approved vendors for the purpose of their offering products and services that are required to complete this PIP. You hereby grant permission for the entire PIP and/or any information necessary for the vendor to offer their products and services. The information provided includes but is not limited to contact information, property address, number of rooms, brand converting to, and a list of items related to necessary or required products and services.

**ONLY THE FRANCHISOR MAY REVISE THIS PIP. THE PIP IS VOID 180 DAYS AFTER THE INSPECTION DATE UNLESS THE FRANCHISE OR LICENSE AGREEMENT BECOMES EFFECTIVE.**

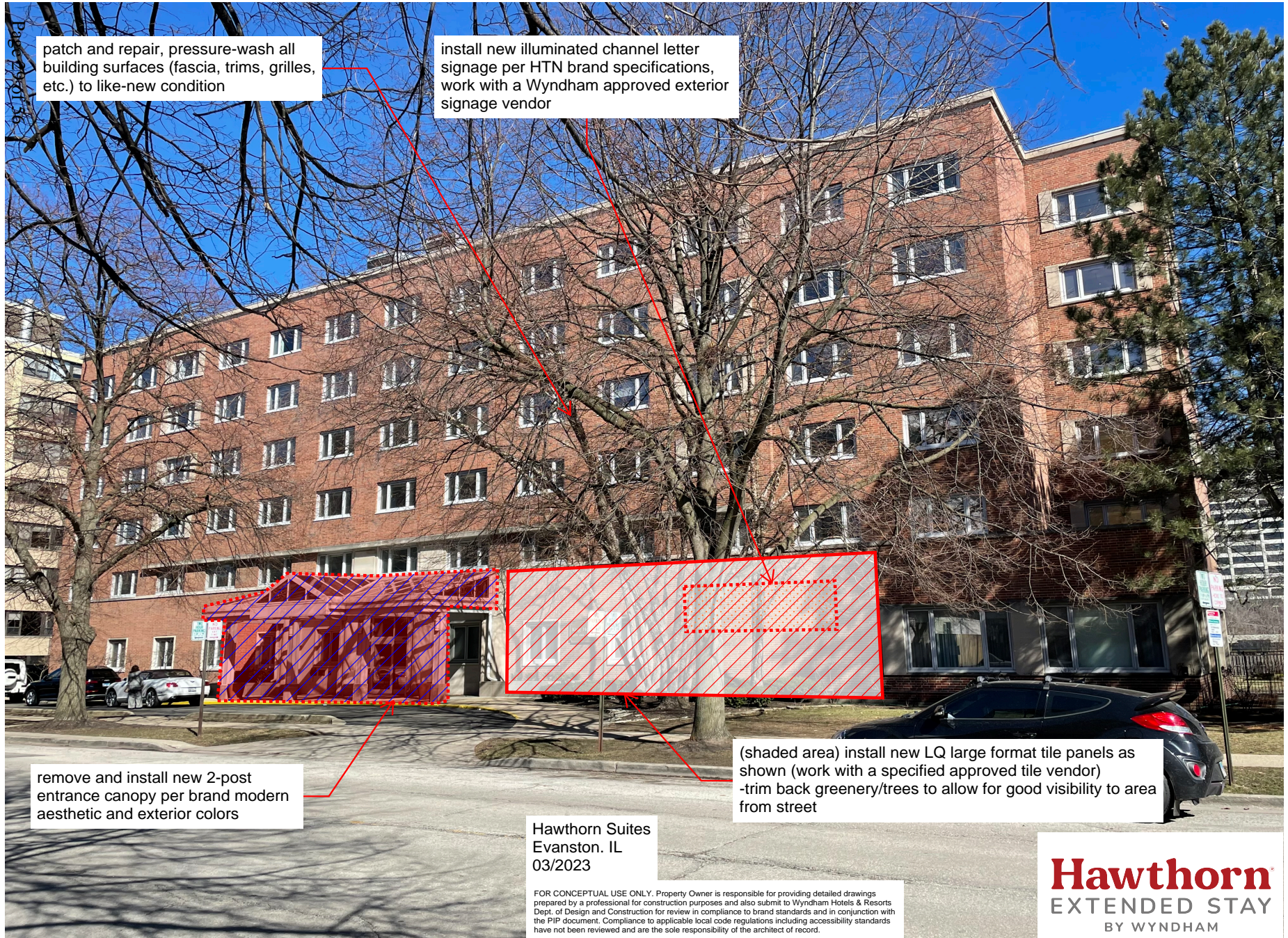
The Franchise Review Committee may in its discretion revise this PIP as a condition of approving your application. You should not consider this PIP to be final until we sign the License or Franchise Agreement.

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

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

**Revisions- All Previous Copies are Invalid**





patch and repair, pressure-wash all building surfaces (fascia, trims, grilles, etc.) to like-new condition

install new illuminated channel letter signage per HTN brand specifications, work with a Wyndham approved exterior signage vendor

remove and install new 2-post entrance canopy per brand modern aesthetic and exterior colors

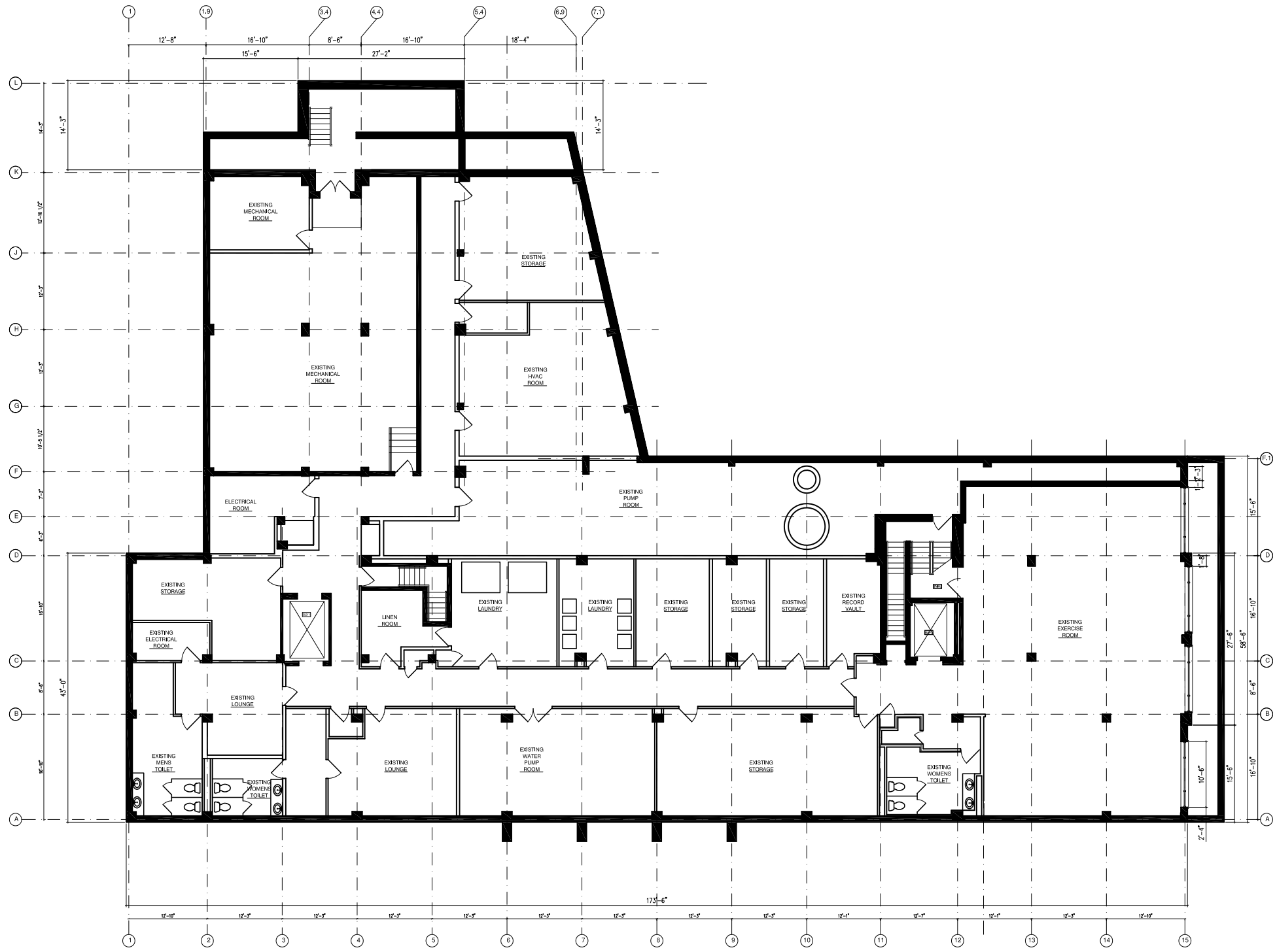
(shaded area) install new LQ large format tile panels as shown (work with a specified approved tile vendor)  
-trim back greenery/trees to allow for good visibility to area from street

Hawthorn Suites  
Evanston. IL  
03/2023

FOR CONCEPTUAL USE ONLY. Property Owner is responsible for providing detailed drawings prepared by a professional for construction purposes and also submit to Wyndham Hotels & Resorts Dept. of Design and Construction for review in compliance to brand standards and in conjunction with the PIP document. Compliance to applicable local code regulations including accessibility standards have not been reviewed and are the sole responsibility of the architect of record.

**Hawthorn**  
EXTENDED STAY  
BY WYNDHAM





1 BASEMENT FLOOR PLAN - 14,000 SF  
SCALE 1/8"=1'-0"

**WNA**  
william NG architects  
architecture planning interior design  
79 East Frontage road  
Northfield, Illinois 60093  
773.531.5245  
wnsarchitects@gmail.com

CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL PLANS AND SPECIFICATIONS VERIFYING ALL EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION AND NOTIFYING ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES OR CONFLICTS.  
CONTRACTOR IS RESPONSIBLE FOR DESIGN AND INSTALLATION OF PROPERLY SIZED AND LOADED SYSTEMS. SUBMIT SHOP DRAWINGS TO ARCHITECT FOR APPROVAL OR COMMENT TO ARCHITECTURAL DESIGN INTENT.  
WILLIAM NG ARCHITECTS SHALL RETAIN ALL COPYRIGHT AND DESIGN RIGHTS IN THESE PLANS AND BUILDING DESIGN. REPRODUCTION, CHANGE OR RESUBMIT TO ANY THIRD PARTY SHALL NOT OCCUR WITHOUT EXPRESSED WRITTEN PERMISSION AND CONSENT OF WILLIAM NG ARCHITECTS.

NOT FOR CONSTRUCTION

DATE	ISSUED FOR
1 05.23.22	PRELIMINARY ZONING REVIEW
2 06.21.22	PRELIMINARY ZONING REVIEW

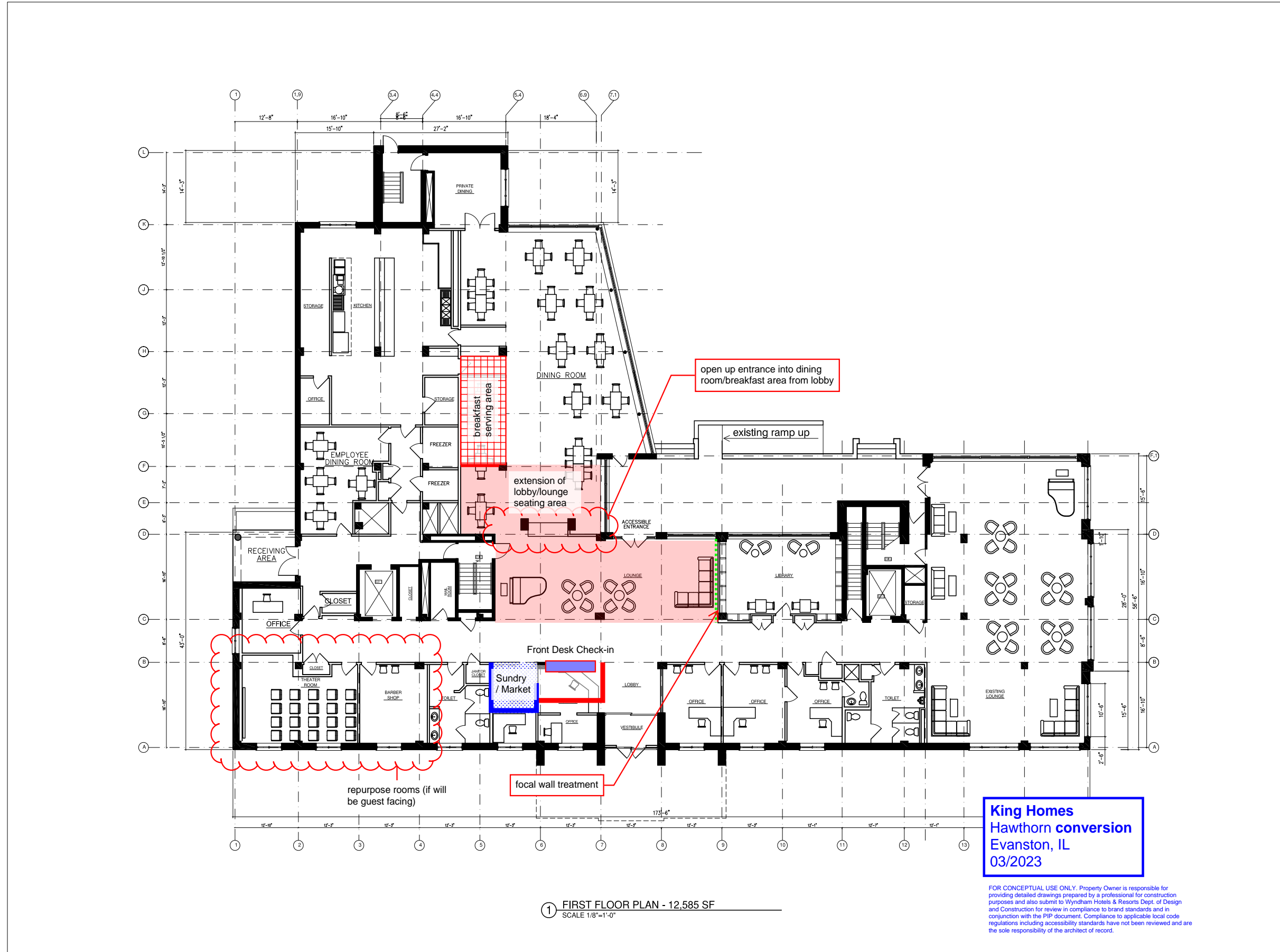
1555  
OAK  
AVENUE

Evanston, Illinois

22-06001

A1.1





1 FIRST FLOOR PLAN - 12,585 SF  
SCALE 1/8"=1'-0"

**King Homes  
Hawthorn conversion  
Evanston, IL  
03/2023**

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**WNA**  
william NG architects  
architecture planning interior design  
79 East Frontage road  
Northfield, Illinois 60093  
773.531.5945  
wnaarchitects@gmail.com

CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL PLANS AND SPECIFICATIONS, VERIFYING ALL EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION AND NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES OR CONFLICTS.  
DESIGNER IS RESPONSIBLE FOR DESIGN AND INSTALLATION OF PROPERLY SIZED AND RATED VENTILES. SUBMIT SHOP DRAWINGS TO ARCHITECT FOR APPROVAL. ON CONFORMANCE TO ARCHITECTURAL DESIGN INTENT.  
WILLIAM NG ARCHITECTS SHALL RETAIN ALL COPYRIGHTS, DESIGN, AND COMMON LAW RIGHTS WITH REGARD TO THESE PLANS AND BUILDING DESIGN. REPRODUCTION, CHANGE, OR ASSIGNMENT TO ANY THIRD PARTY SHALL NOT OCCUR WITHOUT EXPRESSED WRITTEN PERMISSION AND CONSENT OF WILLIAM NG ARCHITECTS.

NOT FOR CONSTRUCTION

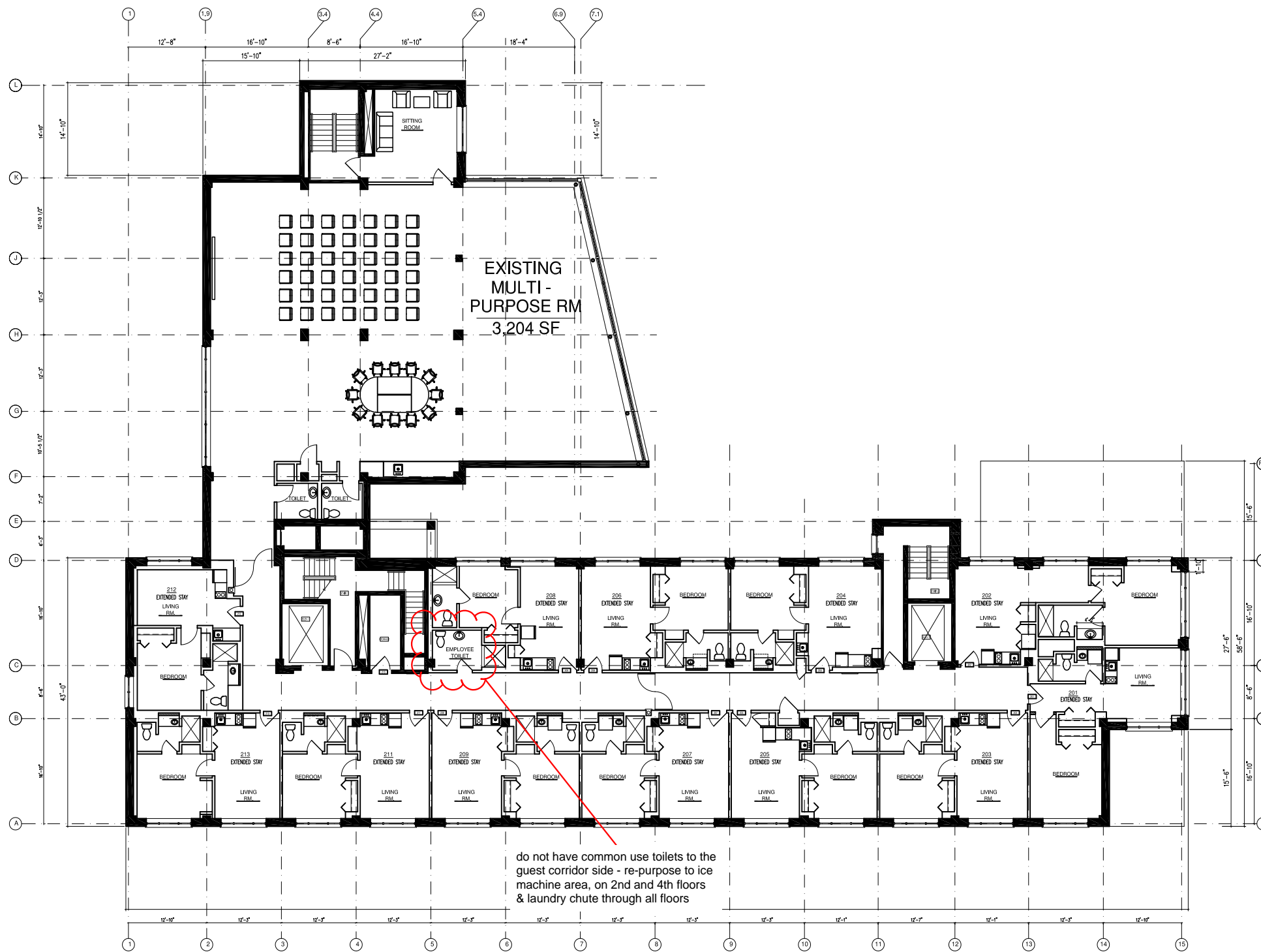
DATE	ISSUED FOR
1 05.23.22	PRELIMINARY ZONING REVIEW
2 06.21.22	PRELIMINARY ZONING REVIEW

1555  
OAK  
AVENUE

Evanston, Illinois

22-06001

**A1.2**



1 SECOND FLOOR PLAN - 11,375 SF  
 SCALE 1/8"=1'-0"

CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL PLANS AND SPECIFICATIONS VERIFYING ALL EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION AND NOTIFYING ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES OR CONFLICTS.

CONTRACTOR IS RESPONSIBLE FOR DESIGN AND INSTALLATION OF PROPERLY SIZED AND LOADED SYSTEMS. SUBMIT SHOP DRAWINGS TO ARCHITECT FOR APPROVAL OR COMMENT TO ARCHITECTURAL DESIGN INTENT.

WILLIAM NG ARCHITECTS SHALL RETAIN ALL COPYRIGHTS WITH REGARD TO THESE PLANS AND BUILDING DESIGN. REPRODUCTION, CHANGE OR REVISION TO ANY THIRD PARTY SHALL NOT OCCUR WITHOUT EXPRESSED WRITTEN PERMISSION AND CONSENT OF WILLIAM NG ARCHITECTS.

NOT FOR CONSTRUCTION

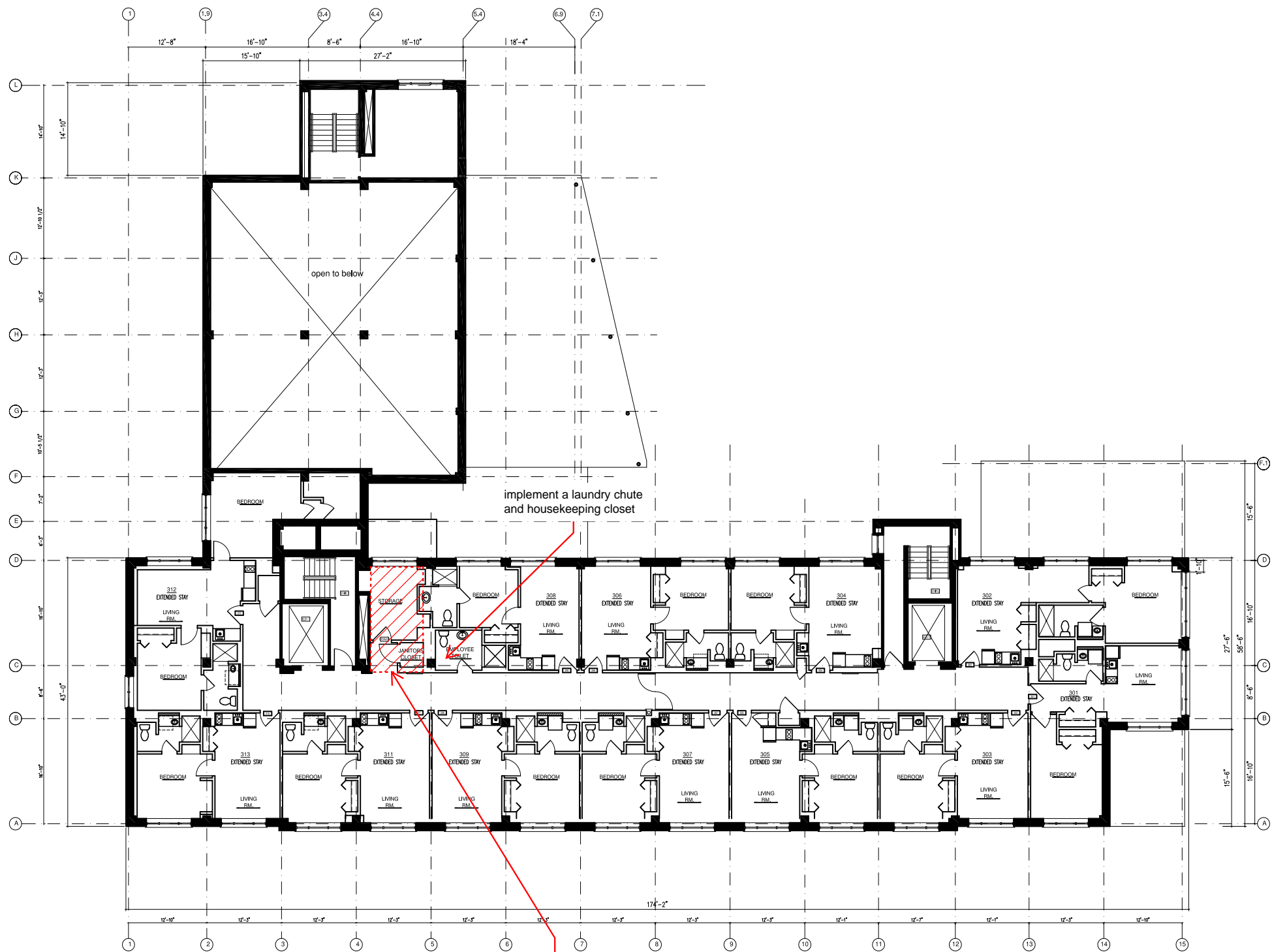
DATE	ISSUED FOR
1 05.23.22	PRELIMINARY ZONING REVIEW
2 06.21.22	PRELIMINARY ZONING REVIEW

1555  
 OAK  
 AVENUE

Evanston, Illinois

22-06001

A1.3



create a guest laundry area  
on 3rd and 5h floors

① THIRD FLOOR PLAN -7,655 SF  
SCALE 1/8"=1'-0"

**WNA**  
william NG architects  
architecture planning interior design  
79 East Frontage road  
Northfield, Illinois 60093  
773.531.5245  
wnsarchitects@gmail.com

CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL PLANS AND SPECIFICATIONS VERIFYING ALL EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION AND NOTIFYING ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES OR CONFLICTS.  
CONTRACTOR IS RESPONSIBLE FOR DESIGN AND INSTALLATION OF PROPERLY SIZED AND LOADED SYSTEMS. SUBMIT SHOP DRAWINGS TO ARCHITECT FOR APPROVAL OR COMMENT TO ARCHITECTURAL DESIGN INTENT.  
WILLIAM NG ARCHITECTS SHALL RETAIN ALL COPYRIGHT AND DESIGN RIGHTS IN THESE PLANS AND BUILDING DESIGN. REPRODUCTION OR CHANGE OF ANY PART OF THESE PLANS WITHOUT WRITTEN PERMISSION AND CONSENT OF WILLIAM NG ARCHITECTS.

NOT FOR CONSTRUCTION

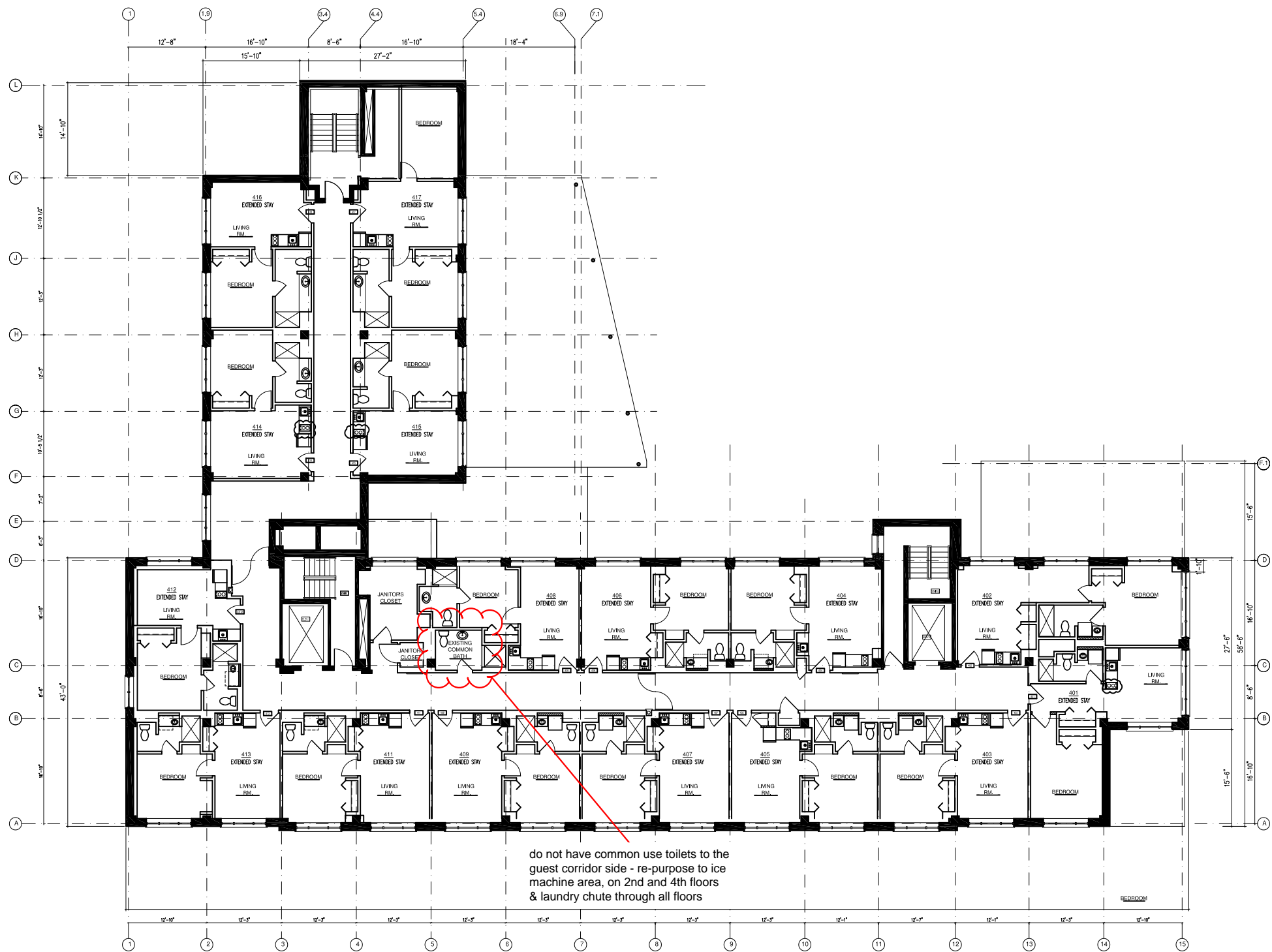
DATE	ISSUED FOR
1 05.23.22	PRELIMINARY ZONING REVIEW
2 06.21.22	PRELIMINARY ZONING REVIEW

1555  
OAK  
AVENUE

Evanston, Illinois

22-06001

A1.4



do not have common use toilets to the guest corridor side - re-purpose to ice machine area, on 2nd and 4th floors & laundry chute through all floors

① FOURTH FLOOR PLAN - 10,310 SF  
SCALE 1/8"=1'-0"

**WNA**  
william NG architects  
architecture planning interior design  
79 East Frontage road  
Northfield, Illinois 60093  
773.531.5245  
wnsarchitects@gmail.com

CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL PLANS AND SPECIFICATIONS VERIFYING ALL EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION AND NOTIFYING ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES OR CONFLICTS.  
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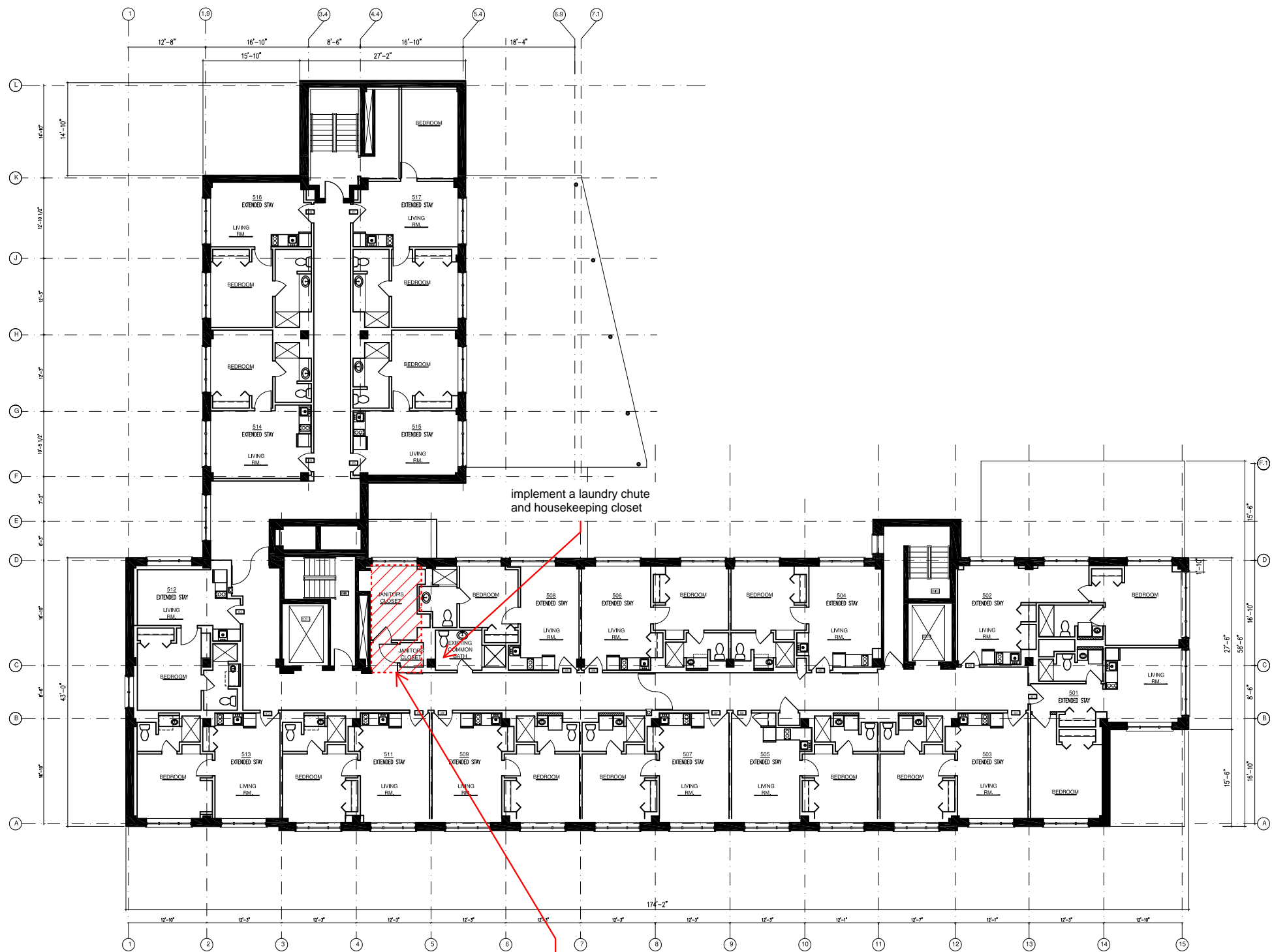
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Evanston, Illinois

22-06001

A1.5



create a guest laundry area on 3rd and 5h floors  
 ① FIFTH FLOOR PLAN - 10,310 SF  
 SCALE 1/8"=1'-0"

**WNA**  
 william ng architects  
 architecture planning interior design  
 79 East Frontage road  
 Northfield, Illinois 60093  
 773.531.5245  
 wnaarchitects@gmail.com

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 AVENUE

Evanston, Illinois

22-06001

A1.6

**From:** [Clifton, Leonard](#)  
**To:** [david@wrechicago.com](mailto:david@wrechicago.com)  
**Cc:** "Cameel Halim"; [matt@wrechicago.com](mailto:matt@wrechicago.com)  
**Subject:** RE: Items Needed for Proposed Hawthorn: Evanston, IL Facility  
**Date:** Monday, April 3, 2023 12:06:17 PM

---

**See Responses Below... Please use as a guide**

**From:** david@wrechicago.com <david@wrechicago.com>  
**Sent:** Friday, March 31, 2023 6:15 PM  
**To:** Clifton, Leonard <Leonard.Clifton@wyndham.com>  
**Cc:** 'Cameel Halim' <cmlabd@aol.com>; matt@wrechicago.com  
**Subject:** Items Needed for Proposed Hawthorn: Evanston, IL Facility

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Evening Leonard,

As part of the process to get our hotel property in Evanston, IL zoned to allow an "Apartment Hotel", the Evanston City Council's Planning & Development Committee has requested that we provide some specific information to them with regards to how we would operate this property. Would it be possible that you help us craft a proper reply by answering a few of the questions put to us by the city, that we might incorporate that information into our official response.

1. Statement from Wyndham regarding their experience with franchises:
  - Number of locations in each state and how many are extended stay vs hotels?
    - Wyndham is the world's largest hotel chain by number of properties, thanks to its focus on more modestly-sized hotels. It has 26 Brands and over 9,000 properties across more than 80 countries globally, which makes Wyndham an internationally renowned hospitality company.
  - How many of these franchises Wyndham manages and how many are self-managed?
    - All Hotels are Self-Managed
  - What is the mix of permanent vs. transient guests observed at these facilities?
    - 100% Transient
2. We have the physical requirements from Wyndham for the Property Improvement Plan, but need to know if there are any other licensing you require of us to obtain a franchise?
  - Certificate of Occupancy and Annual Trainings required and taught



by the brand. These will be outlined in the Franchise Agreement.

3. Your thoughts on the following items:

- Can you help provide us with a best estimate of the number of employees, broken out by shift, needed to run the hotel?
  - General Manager - 1
  - Front desk – 2 am, 2 pm, 1 Overnight
  - Back office - 2
  - Sales - 1
  - Housekeeping - 10
  - Security - 2
- Can you help provide us an understanding of how the booking process works?
  - On Average, 74% of Reservations come through the Brand's Central Reservations, the remaining 26% through other Online Travel agencies like Expedia and Travelocity. Wyndham negotiates on your behalf for associated fees.

What would Wyndham do and what would our responsibilities be if we self-manage the property.

- Wyndham can and will provide support in various ways, above property level. We have a Regional Director of Operations that will provide support with Operational needs and suggestions. We have a Quality Department that also monitors Quality to ensure Brand requirements are met. We have models for Revenue Management and Sales Support that are a paid service if you should choose. This is a general overview but the FDD discloses a complete breakdown of services.

If a guest stays on long term (say, greater than 30 days), do you normally require them to sign some form of lease? How will both transient guests and long-term guests be tracked and recorded?

- Tracking of guests stays are all done through the property management system that you will receive as part of the Franchise. We do not have any requirements of lease agreements for stays over 30 days.

- Can you provide any thoughts on what an initial rate schedule might look like for daily, weekly & monthly customers?
  - This is market specific and the opening team will work with you to set rate months before opening. Rate schedule will be established.

If you can help us with answers to these questions, we can prepare our formal response for the scheduled April 24<sup>th</sup> hearing.

Additionally, Mr. Halim would like to know the next time you are in Chicago so he can take you downtown to view his 311 unit / 16-story gold coast property at 1100 N. LaSalle, which he is now considering to also turn into a hotel.

I will be in town the week of the 17<sup>th</sup> of April. I will confirm a date to meet as we get closer.

Thanks  
Leonard

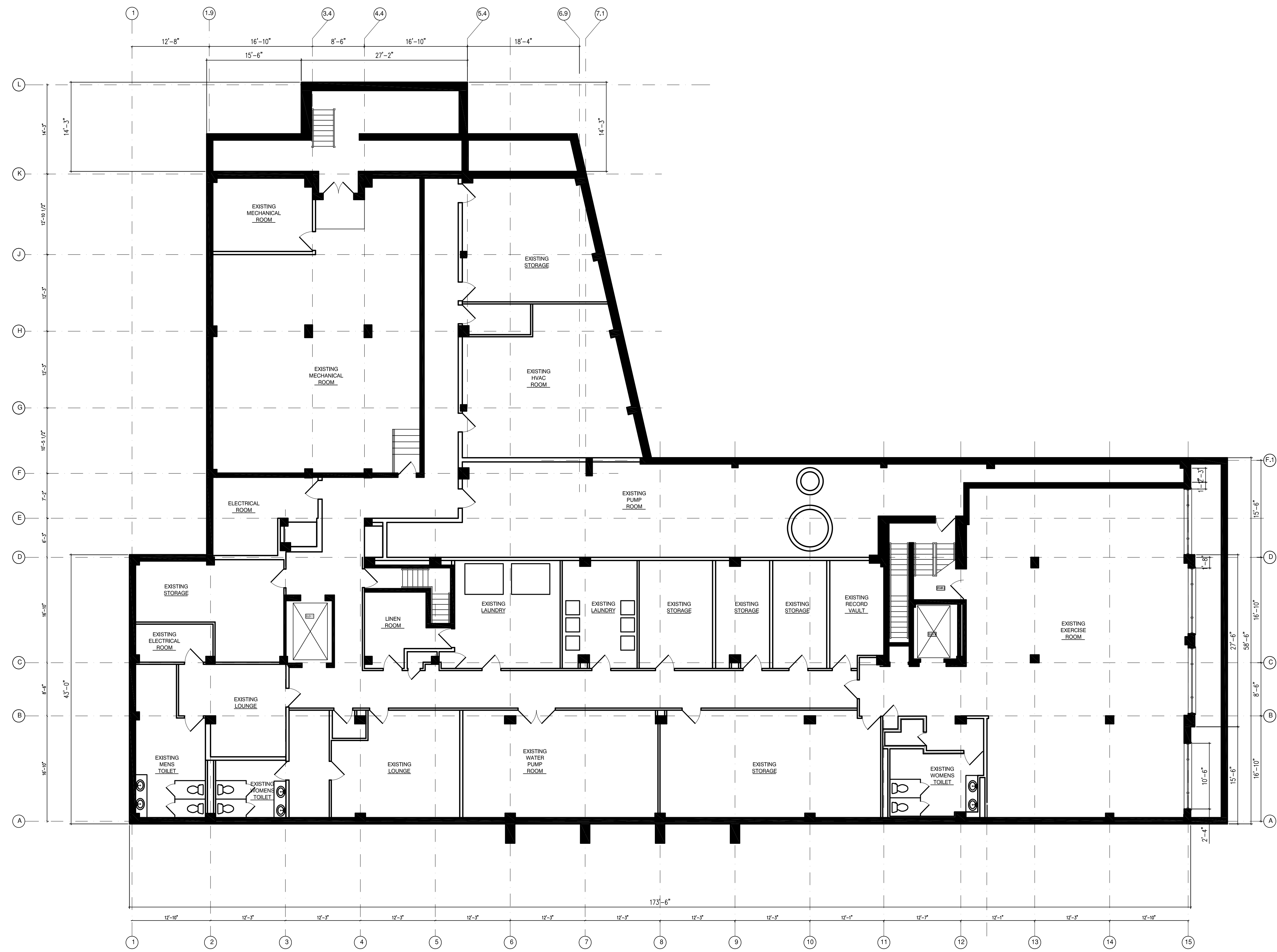
Regards,

David Wolff  
Senior VP of Technology Operations & Special Project Development  
Wilmette Real Estate & Property Management  
✉ E-mail: [david@wrechicago.com](mailto:david@wrechicago.com)  
☎ Phone: 847-920-2078

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**1** BASEMENT FLOOR PLAN - 14,000 SF  
SCALE 1/8"=1'-0"

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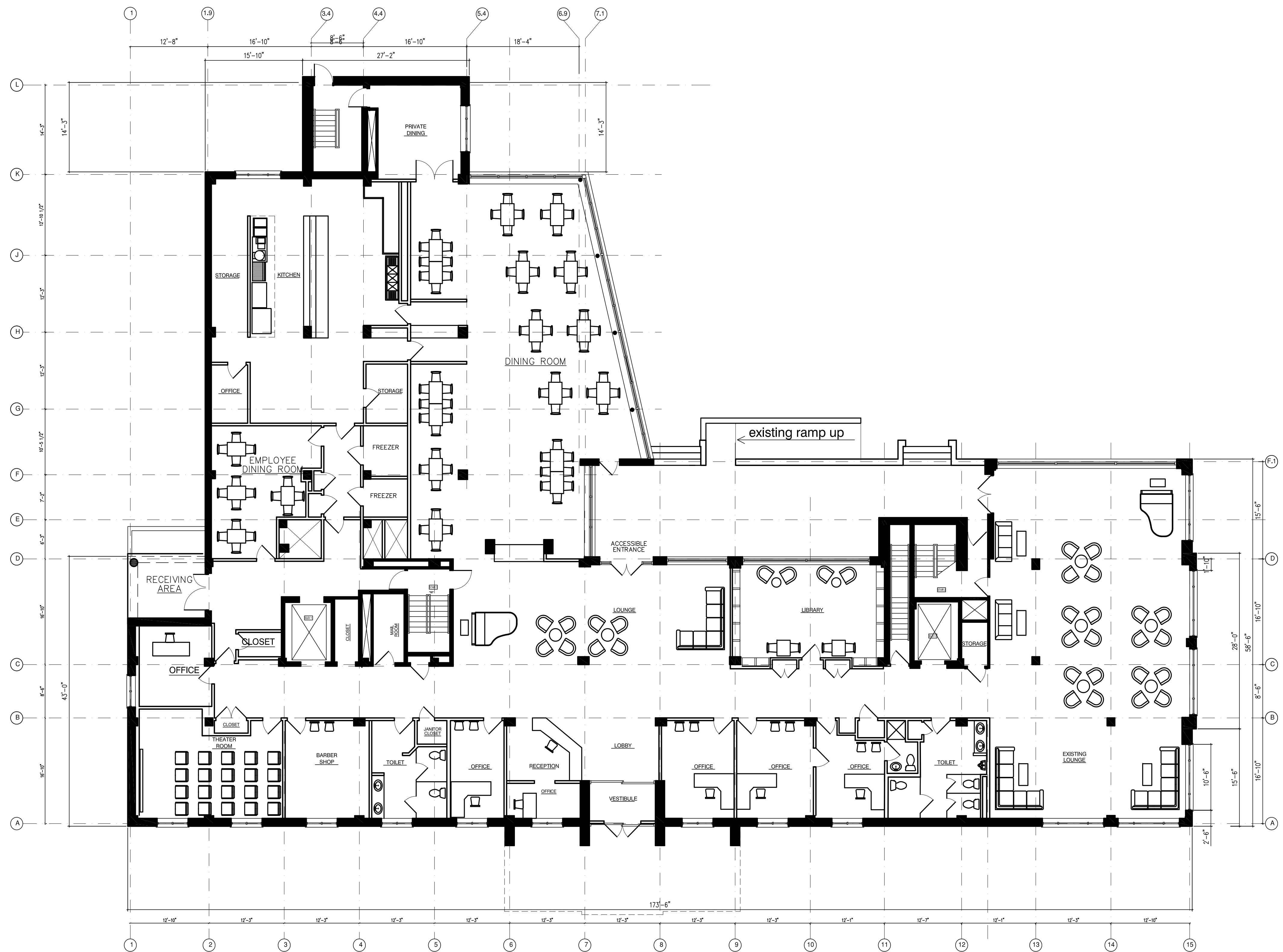
DATE	ISSUED FOR
1 06.21.22	REVIEW

**1555  
OAK  
AVENUE**

Evanston, Illinois

22-06001

**A1.1**



1 FIRST FLOOR PLAN - 12,585 SF  
SCALE 1/8"=1'-0"

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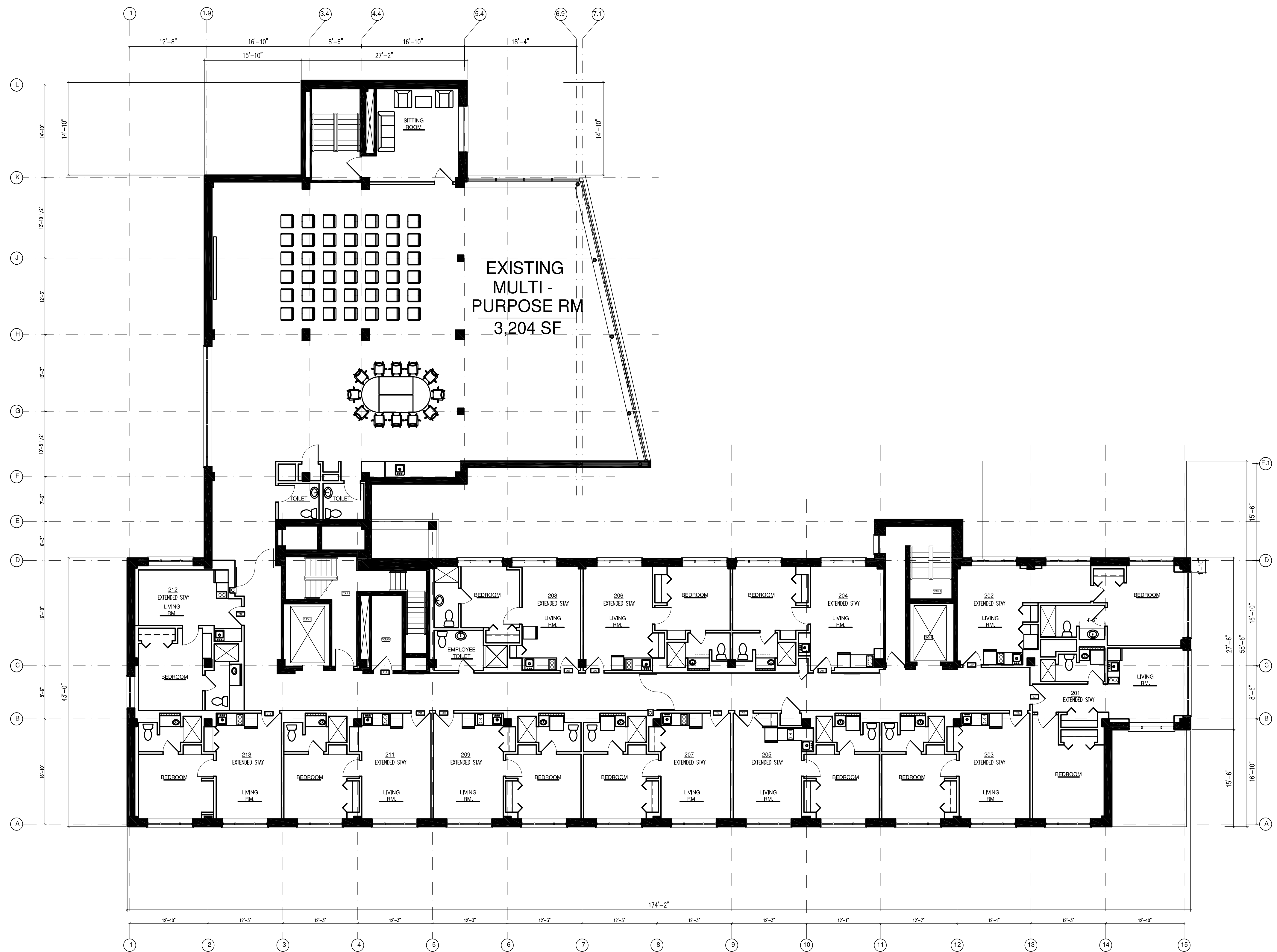
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AVENUE

Evanston, Illinois

22-06001

A1.2



1 SECOND FLOOR PLAN - 11,375 SF  
SCALE 1/8"=1'-0"

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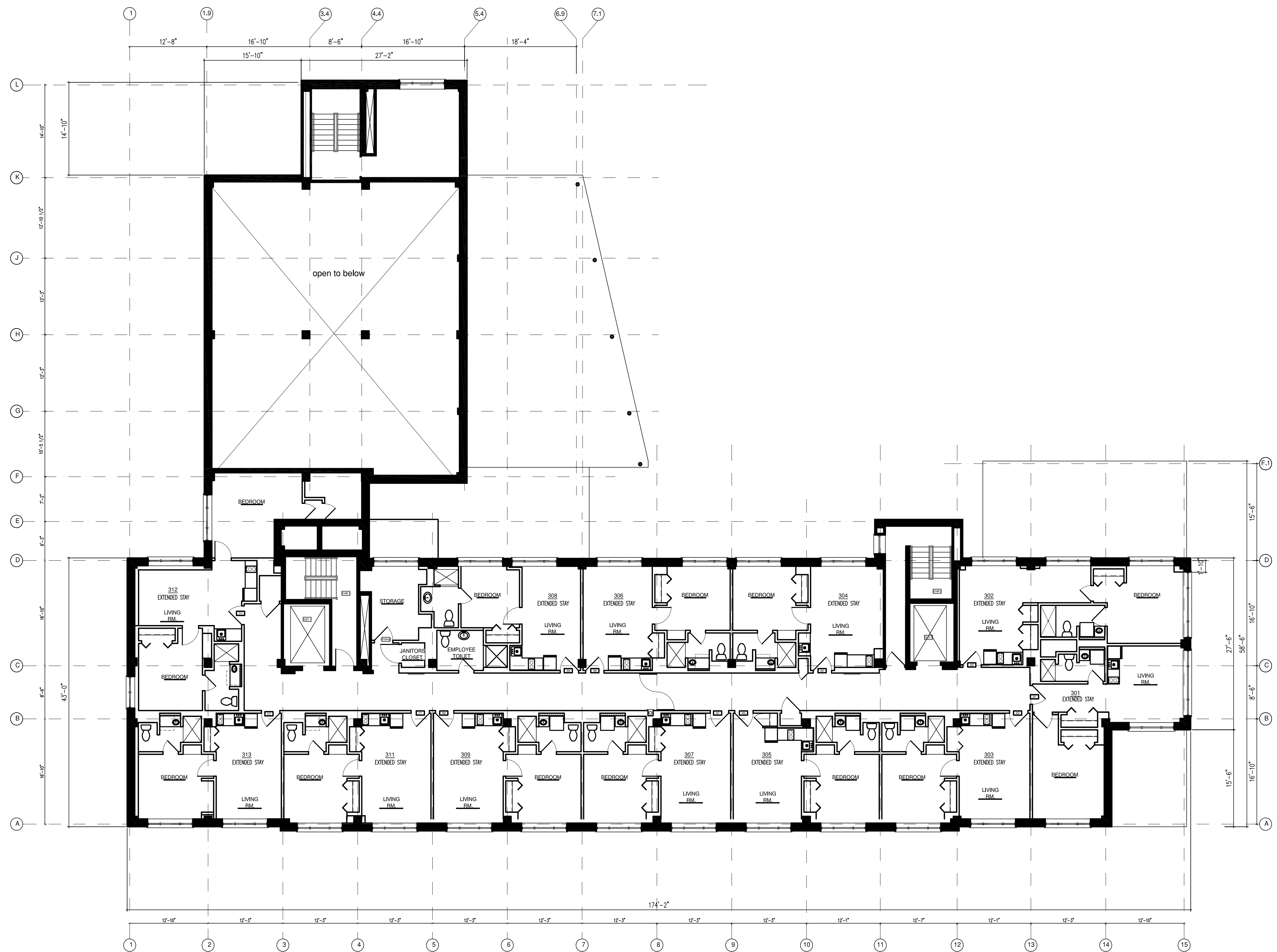
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Evanston, Illinois

22-06001

A1.3



① THIRD FLOOR PLAN -7,655 SF  
SCALE 1/8"=1'-0"

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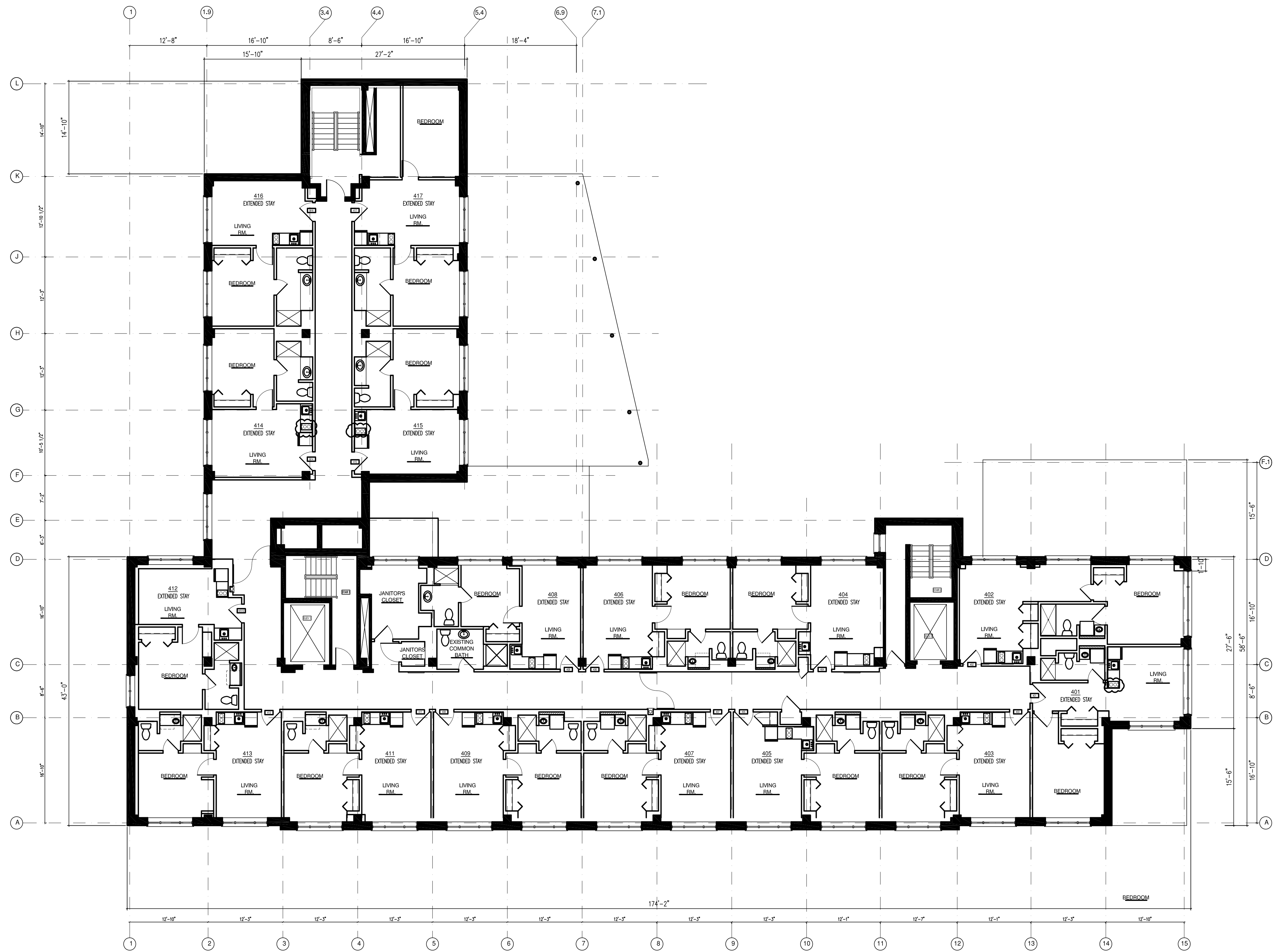
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Evanston, Illinois

22-06001

A1.4





① FOURTH FLOOR PLAN - 10,310 SF  
SCALE 1/8"=1'-0"

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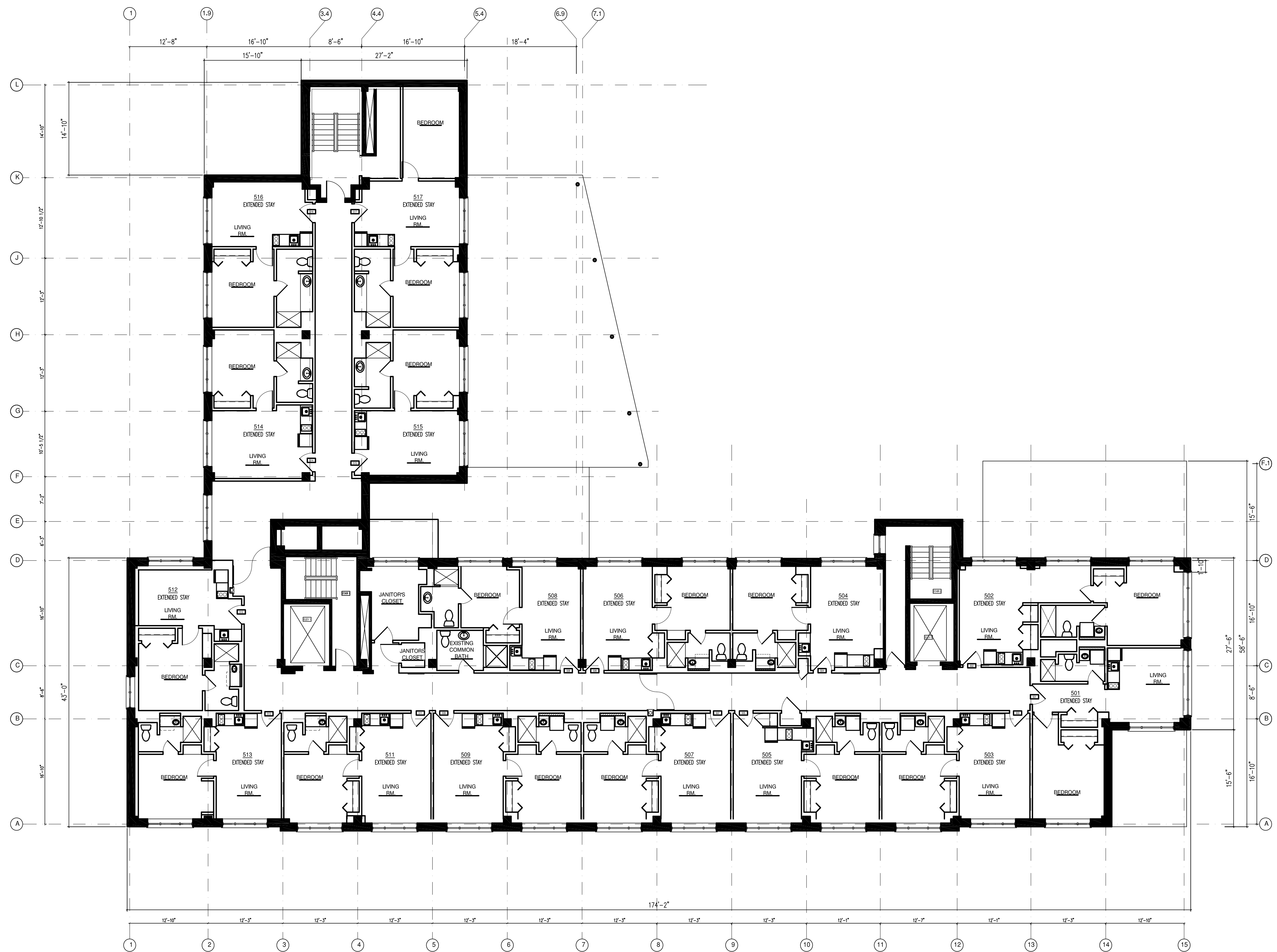
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22-06001

A1.5



① FIFTH FLOOR PLAN - 10,310 SF  
SCALE 1/8"=1'-0"

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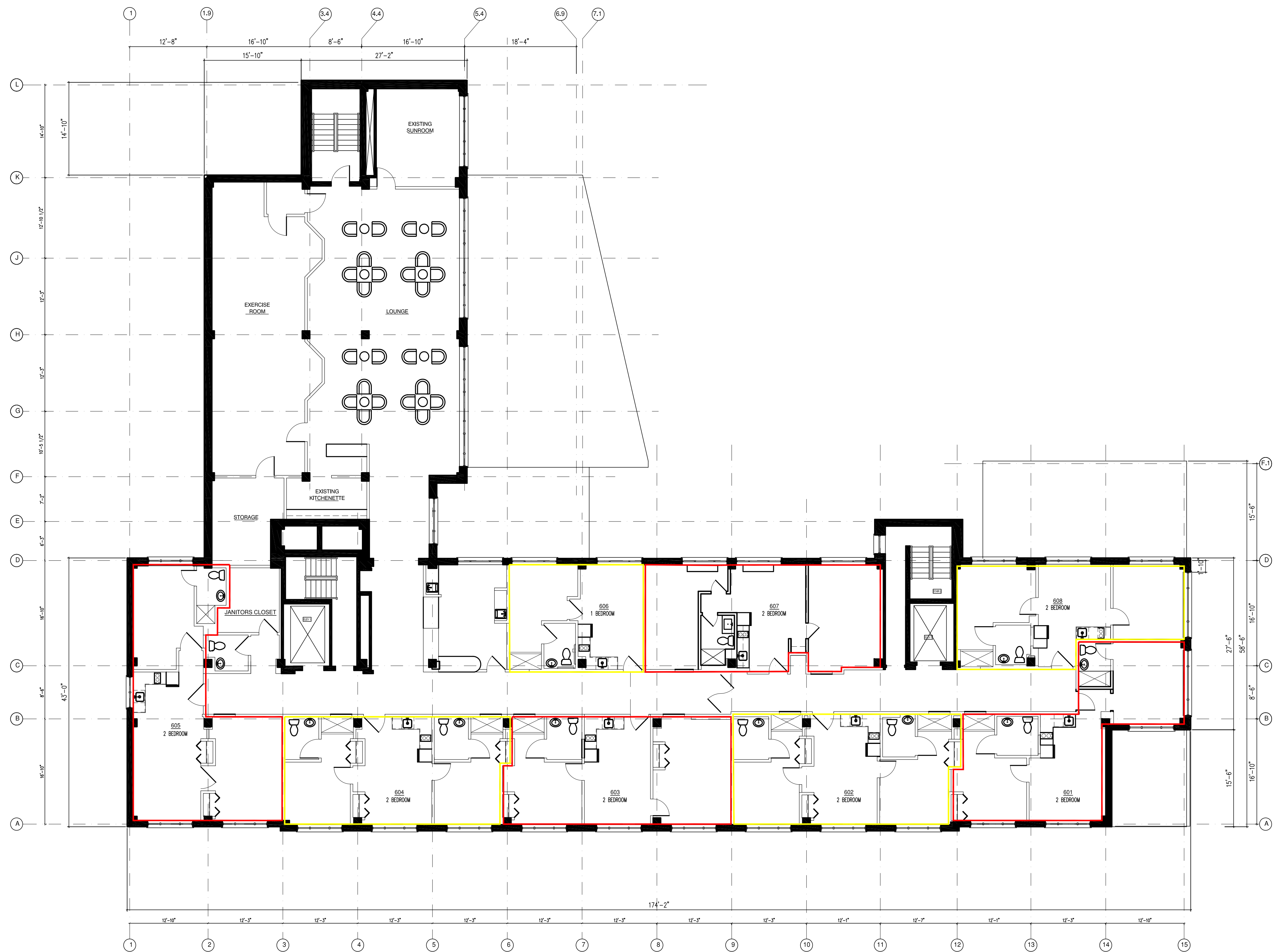
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22-06001

A1.6



1 PROPOSED SIXTH FLOOR PLAN - 10,310 SF  
SCALE 1/8"=1'-0"

CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL PLANS AND SPECIFICATIONS, VERIFYING ALL EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION AND NOTIFYING ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES OR CONFLICTS.

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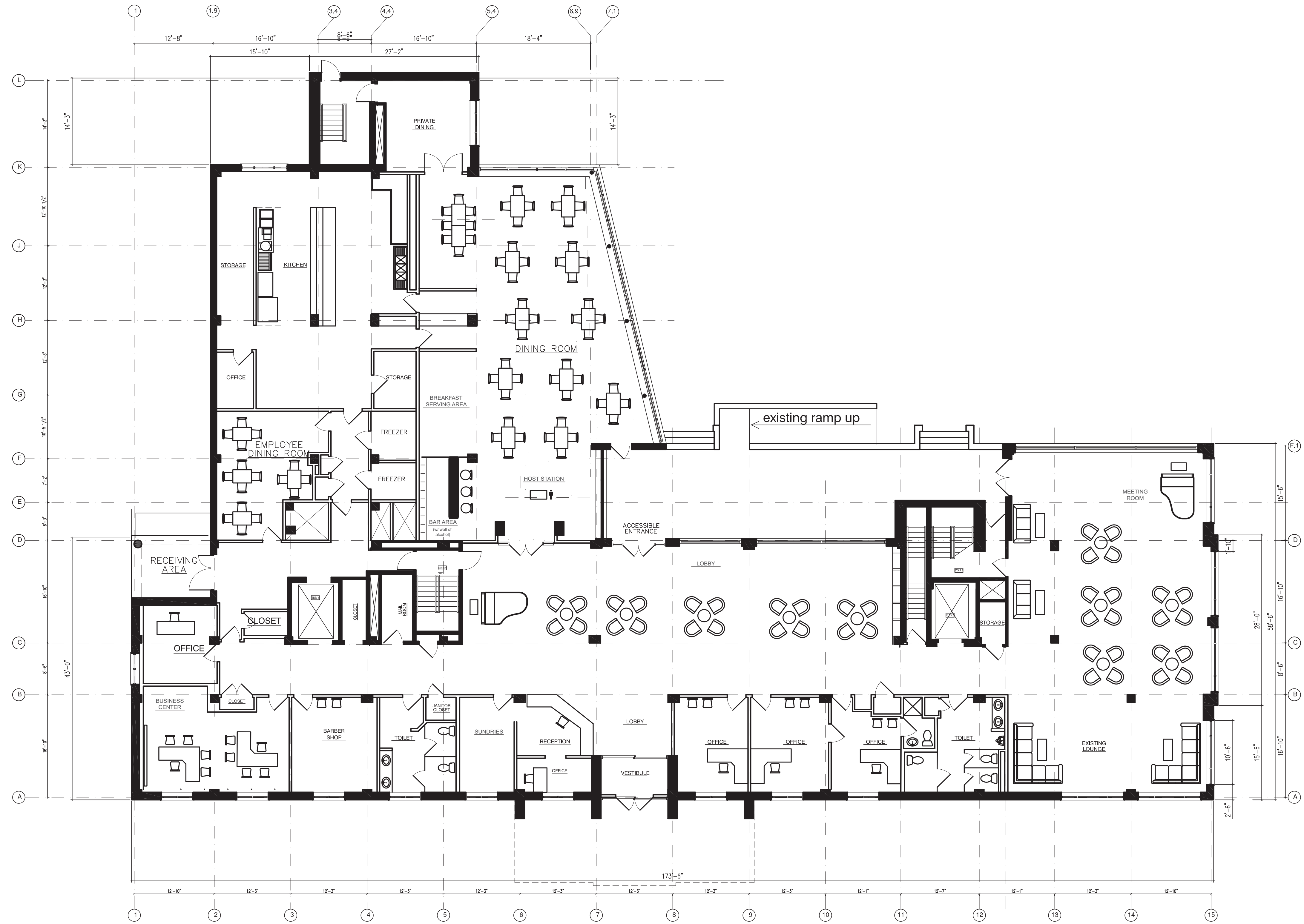
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AVENUE

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22-06001

A1.7



① FIRST FLOOR PLAN - 12,585 SF  
SCALE 1/8"=1'-0"

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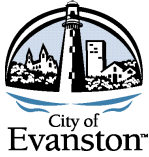
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**MEETING MINUTES**  
**LAND USE COMMISSION**  
Wednesday, January 11, 2023  
7:00 PM

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

Members Present: Myrna Arevalo, George Halik, Jeanne Lindwall, Kristine Westerberg, and Matt Rodgers

Members Absent: Brian Johnson, John Hewko, Kiril Mirintchev, and Max Puchtel

Staff Present: Neighborhood and Land Use Planner, Meagan Jones, Assistant City Attorney, Alex Ruggie, Planning Manager Liz Williams, Zoning Administrator Melissa Klotz, Michael Griffith, Planner, and Sarah Flax, Interim Director of Community Development

Presiding Member: Matt Rodgers

**Call to Order**

Chair Rodgers opened the meeting at 7:02pm. A roll call was then done and a quorum was determined to be present.

Commissioner Halik made a motion to move Agenda Items III, Election of Officers and IV, Approval of 2023 Meeting Schedule to after New Business and before Communications. Seconded by Commissioner Lindwall. A voice vote was taken, and the motion passed, 5-0.

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

Commissioner Westerberg made a motion to approve the Land Use Commission meeting minutes from November 30, 2022, with the following amendments:

1. Page 8, third full paragraph, replace "increased" with "ceased"; and
2. Page 2, paragraph starting with Sue Loellbach, Connections Manager of Advocacy, should add that it was discussed that the Good Neighbor Agreement is not going to be done until after the permit was granted.

Seconded by Commissioner Lindwall. A voice vote was taken, and the motion passed, 5-0.

**New Business**

**A. Public Hearing: Special Use Permit | 1555 Oak Avenue | 22ZMJV-0085**  
**Cameel Halim, property owner, requests a Special Use Permit for an Apartment Hotel at 1555 Oak Avenue, commonly known as the Museum Residences on Oak**



**or the King Home, in the R6 General Residential District (Section 6-8-8-3). 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 and Ordinance 92-O-21.**

Alan M. Didesch, General Counsel to BCH 1555 LLC, introduced William Ng of William NG Architects and presented an overview of the proposed Apartment Hotel and his interpretation of how it complies with City Standards for Approval.

Commissioner Questions

Commissioner Halik asked staff if there was a maximum number of transient units since there is a minimum of twenty-five percent. Ms. Klotz responded that the Zoning Code definition does not include a maximum. Commissioner Westerberg asked whether it would be a Hotel or an Apartment Hotel if there were 100% transient guests. Ms. Klotz noted that it could be either. Discussion ensued regarding the zoning ordinance definition and the primary use of the property.

Commissioner Lindwall asked how the accessory property facilities (restaurant, barbershop, massage spa, etc.) would be used and who was going to operate them. Mr. Didesch responded that BCH 1555 LLC would hire for the positions and the implementation phasing has not yet been determined.

Commissioner Westerberg asked whether they could use permeable pavers for the parking lot. Mr. Didesch responded that BCH 1555 LLC may consider it.

Chair Rodgers called for public comment. There was none.

The record was then closed.

Deliberations

Commissioner Lindwall remarked that transient hotel guests could provide additional city revenue that a permanent apartment building would not.

Commissioner Halik said that he thinks the proposal meets the Zoning Code definition. Commissioner Westerberg noted that it may enhance and differentiate the Apartment Hotel Zoning Code definition by adding a maximum number of transient guests. Chair Rodgers stated that he also thinks it is a good project, but the Zoning Code definitions should be improved.

The Chair reviewed the nine Standards for Special Use (Section 6-3-5-10).

1. Is one of the listed special uses for the zoning district in which the property lies:  
The Apartment Hotel definition is listed as an eligible special use in the R6



General Residential District and this project could also be interpreted as a Hotel implying that the Zoning Code Apartment Hotel definition should be clarified.

2. Complies with the purposes and the policies of the Comprehensive General Plan and the Zoning Ordinance: The property has been vacant for a period and the adaptive reuse preserves the building meeting the standard.
3. Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use: The proposed building reuse will bring downtown activity and so the standard is met.
4. Does not interfere with or diminish the value of property in the neighborhood: The property is now vacant property so the reuse will increase value and therefore, the standard is met.
5. Is adequately served by public facilities and services: The building is near public transportation and is already served by public facilities, so the standard is met.
6. Does not cause undue traffic congestion: With parking provided, the incremental traffic would not have a negative effect downtown and so the standard is met.
7. Preserves significant historical and architectural resources: The property preserves a mid-century non-historic building, and thus the standard is met.
8. Preserves significant natural and environmental resources: The lot has open space which is being preserved and so the standard is met.
9. Complies with all other applicable regulations: The applicant had proved to be familiar with Evanston regulations and so the standard is met.

Chair Rodgers asked for Commissioner comments on the standards. Commissioner Westerberg recommended adding a permeable paver condition. It was also clarified that there would be no percentage applied to the number of transient guests.

**Commissioner Lindwall made a motion to recommend approval to the City Council to approve the Special Use Permit on the property located at 1555 Oak Avenue, 22ZMJV-0085, with the following conditions:**

1. The applicant paves the unimproved parking lot with permeable pavers within one year of approval of the Special Use Permit.
2. The Special Use Permit is in general compliance with the application and testimony provided.

**Second by Commissioner Halik. A voice vote was taken, and the motion carried, 3-2.**

**B. Public Hearing: Appeal | 1733 Oakton Street | 22ZMJV-0088**

**Cheryl & Robert Muno, property owners of 1729 Oakton Street, appeal the Zoning Administrator's decision to grant minor zoning relief (case number 22ZMNV-0074) to construct a second story addition with a proposed east interior side yard setback of 3.9' and an existing first story of 3.9' (Section 6-8-3-7) in the R2 Single Family Residential District. The appellant appeals the approval of the 3.9' east interior side yard setback variation, and also appeals the overhang amount (eave; yard obstruction) approved without variation. The Land Use Commission is the determining body for this case in accordance with Section 6-3-8-8 of the Evanston Zoning Code and Ordinance 92-O-21.**

Robert Muno, 1729 Oakton Street, presented his opposition to the variances being requested at 1733 Oakton Street. The primary reasons for opposition include loss of light, increased noise, and the potential for stormwater runoff to negatively impact his property at 1729 Oakton Street.

#### Commissioner Questions

Commissioner Lindwall asked if the distance from the west side of the property to the house was about five feet. Mr. Muno stated that he did not know the exact distance.

Ms. Klotz summarized that the variance was granted due to finding that it met the standards for a minor variation. Relocating the addition created construction issues and potential triggers for additional variance requests. The permitted bulk in the zoning district was not maximized and other houses on the block were at a similar height to the proposed addition. Commissioner Westerberg asked staff if an offset of the second story was considered, and Ms. Klotz replied that it was not. Ms. Klotz noted that a stormwater drainage plan will have to be approved prior to issuing the building permit.

The record was then closed.

#### Deliberations

Commissioner Halik noted residents cannot own natural light or views and the setback was not an issue created by the homeowner. He also stated that the property owner has the right to build, and they were not proposing to maximize what they could have been allowed. Commissioner Westerberg noted that stormwater is a substantive issue and should be reviewed prior to permit issuance and Chair Rodgers concurred.

The Commission then reviewed the Standards for a Minor Variation (Section 6-3-8-12-A).

1. The practical difficulty is not self-created: The legally nonconforming interior side yard setback is not self-created by the minor variation applicant and so the standard is met.
2. The requested variation will not have a substantial adverse impact on the use, enjoyment, or property values of adjoining properties: The second story height is not maximized thus not creating a substantial adverse impact and so the standard is met.
3. The requested variation is in keeping with the comprehensive general plan and the zoning ordinance: Adding on to existing house stock aligns with the plan meeting the standard.
4. The requested variation is consistent with the preservation policies set forth in the comprehensive general plan: The minor variation allows a second story addition rather than an increased building footprint which would have created a larger negative effect and so the standard is met.

5. The requested variation requires the least deviation from the applicable regulation among the feasible options identified before the Zoning Administrator issues his/her decision regarding said variation: Alternative locations were considered that did not take advantage of the existing structure and so the standard is met.

**Commissioner Lindwall made a motion to affirm the Zoning Administrator's decision on the property located at 1733 Oakton Street, 22ZMJV-0088, with the instruction that as the project moves forward through the permitting process that staff pay particular attention to the stormwater management system. Second by Commissioner Halik. A voice vote was taken, and the motion carried, 5-0.**

**Commissioner Halik made a motion to accept the Zoning Administrator's interpretation on the property located at 1733 Oakton Street, 22ZMJV-0088, that the proposed 4" eave is compliant. Second by Commissioner Westerberg. A voice vote was taken, and the motion carried, 5-0.**

**C. Public Hearing: Special Use & Major Variation | 1801-1805 Church Street and 1708-1710 Darrow Avenue | 22ZMJV-0089**

**Pastor Clifford Wilson, Mt. Pisgah Ministry, Inc., applicant, submits for a Special Use for a use (religious institution) in the oWE West Evanston Overlay District exceeding 10,000 square feet but less than 40,000 square feet (Sections 6-15-15-XVII-B.4 and 6-15-15-XVII-B.6), and submits for the following Major Variations from the Evanston Zoning Code: 1) Reduce required front yard build to zone from 5'-25' to 0' at upper floors (Section 6-15-15-XVII-A.2), 2) Reduce required west interior side yard setback from 5' to 0' (Section 6-15-15-XVII-A.6), 3) Increase impervious surface coverage from 60% + 20% semi-pervious surface material to 90.3% (Sections 6-15-15-XVII-A.8 and 6-15-15-XVII-A.9), 4) Increase building height from 2 stories or 30' to 3 stories at 44.0' to parapet (Section 6-15-15-XVII-B.1), 5) Eliminate the required building stoop base type and provide a storefront base type instead (Section 6-15-15-IV, Table IV.A, and 6-15-15-V-C.4), 6) Provide occupied space behind building parapet cap type where occupied space is not permitted (Section 6-15-15-IV, Table IV.A, and 6-15-15—VI-A.3), 7) Eliminate the required one short loading berth (Section 6-16-5, Table 16-E), 8) Increase yard obstruction from 10% to 40% into corner side setback for exterior building fins and vertical trellis (Section 6-4-1-9-B.1), 9) Eliminate the required 3'-4' tall steel or PVC picket fence around the parking area (6-15-15-XVIII.B.5), in order to construct a 3-story building for a religious institution with both on-site and leased offsite parking in the B2 Business and oWE West Evanston Overlay Districts. The Land Use Commission makes a recommendation to the City Council, the determining body for this case in accordance with Zoning Code Section 6-3-5-9, and Ordinance 92-O-21.**

Senior Pastor Clifford Wilson, Mt. Pisgah Ministry, Inc., 1813 Church Street, stated their goal is to build a new non-denominational religious institution with a soup kitchen to help those in need. Mr. Richard Koenig, Executive Director of Koenig Housing Opportunity

Development Corporation (“HODC”), a non-profit organization building affordable housing, provided an overview of the sites and the projects which revitalize the block with a new church, 44 new affordable residential apartments, and a retail space.

Chair Rodgers asked staff to read Item IV. D. into the record due to the interrelationship of the projects. Ms. Ruggie confirmed that both projects will move together to the City Council for approval.

Commissioner Questions

Commissioner Halik inquired what the impact would be if the HODC project was reduced from five to four stories. Mr. Koenig replied that it would not be financially feasible.

Commissioner Lindwall questioned the impact of eliminating the zero front yard setback and front loading for the buildings without a designated loading berth. Mr. Koenig responded that it would make the units smaller and challenge the number of parking spaces able to be built. Mr. Griffith added that Evanston Public Works indicated their approval of a shared on-street loading zone for the entire block. Mr. Koenig also mentioned that the church currently does not often use the loading space and does not expect a lot of HODC move-in and out traffic.

Commissioner Lindwall asked about the planter locations and Mr. Koenig responded that they extend two feet from the east wall. Commissioner Lindwall asked why there is a separate location for the garbage chute and recyclables. Mr. Koenig replied that they have found this practice to promote less mixing of trash.

Commissioner Halik said that the Special Overlay District triggers several variations and questioned staff about the future of overlay districts. Ms. Klotz answered that the Planning & Development Committee discussed the overlay district challenges due to the strict structure and age of the form-based Zoning Code with no further action.

Commissioner Westerberg inquired about the stormwater and soil remediation plans. Mr. Griffith answered that the applicant is proposing a stormwater vault to hold and slowly release the water into the alley stormwater system and that any further soil remediation would be addressed during building permit review.

Chair Rodgers called for public comment.

Carlis Sutton, 1821 Darrow Avenue, commented that the overlay district is problematic and that the proposed design is not characteristic of the neighborhood.

Tina Paden, 1122 Emerson Street, inquired about confirmation of the environmental cleanliness of the site. She asked about the value of the property that the church is being built on and future ownership of the two properties. She asked if HODC would be building the church and where was its parking. She asked what the public notice

distance was for an overlay district. She asked if there would be a priority for minority hiring and how preference to Evanston residents could be managed. She questioned whether there was a lack of public meetings and if this use was the best for public property which should serve the greater community.

Priscilla Giles, 1829 Ashland Avenue, objects to the size of the building as it relates to the neighborhood.

Nambi Chambers, 1816 Darrow Avenue, expressed concern about traffic, parking and building height. Xiomara Chambers, 1816 Darrow Avenue, also expressed concern about parking especially during street and snow cleaning. She added that there tends to be standstill traffic in front of the storefronts.

Katie Nawrocki, Crosby Theodore, LLC, 1817 Church Street, asked for a three-month continuance to discuss the documents and variations submitted by the applicant. Their concerns include stormwater, impact on a local landmark structure, the building's height and bulk, and that the least deviation standard was not provided. Erin Jackson, also 1817 Church Street, acknowledged that 1817 has stormwater issues and would like to understand how the proposed project would impact parking for her business. She also concurs with the spirit of providing affordable housing to individuals in the area.

Vanessa Johnson McCoy, 1710 Central Street, noted that affordable housing is a need that she has seen in Evanston through her real estate experience and the church provides great service to the community.

Sidney Reed, 1151 Ashland Avenue, expressed support of the affordable housing development and getting some of the property back in a taxable status.

Keith Banks, 737 Reba Place Development Corporation, Suite B, spoke in support of the affordable housing development and the height of the building.

Mr. Koenig summarized that the public meetings began in July 2019 with a community meeting regarding the site, followed by 5<sup>th</sup> Ward meetings in October. The city issued a Request for Qualifications (RFQ) in January of 2020 and in June, the Economic Development Committee met to discuss the responses and voted to recommend the Mt. Pisgah Ministry and HODC partnership ("Partnership") to the City Council in December. The City Council authorized negotiations with the Partnership in January 2021 and adopted an ordinance in February 2021 to negotiate a purchase and sale agreement with the Partnership. 5<sup>th</sup> Ward project presentations were made in August and December of 2021. Flyers were distributed to neighborhood homes and businesses in September 2022 prior to another community meeting held later that month.

Mr. Koenig confirmed that the city has property environmental clearance in the form of an Illinois Environmental Protection Agency (IEPA) No Further Remediation Required (NFR) Letter that was communicated by issuing it with the 2020 RFQ and including it with these public hearing packets. Pastor Wilson has testified regarding personally

observing removal of the tanks. Any further clean-up objectives are local, based on land use and handled through the permitting process.

Mr. Koenig responded that the donated portion of the property is appraised at approximately \$1M and eligible for a state donation tax credit. The church will only own the east section of the property and HODC will own the west and pay property taxes. He further clarified that the five parcels will be combined and subdivided into two with two different parcel identification numbers (PINs). The two projects will be built independently.

Pastor Wilson stated that they currently have 7 church parking spaces. Evanston Township High School has granted permission to let the church park on Sunday in the southeast parking lot if necessary (typically for weddings and funerals). He has reached out to adjacent churches for Saturdays or other days when they are not using spaces for additional parking if necessary.

Mr. Koenig restated that Federal Fair Housing law does not allow a local waitlist. HODC has requested consideration to allow it but if it is not approved, they will comply with the law. He confirmed that they will comply with Evanston's minority hiring program.

Mr. Koenig summarized that there are 13 1-bedrooms, 20 2-bedrooms, and 11 3-bedrooms. The 1-bedrooms range from 640 to 670 square feet; the 2-bedrooms are 782 to 908 square feet, and the 3-bedrooms are 1,053 to 1,150 square feet.

Mr. Griffith noted that public mail notice was sent within a radius of 500 feet, the requirement for variations.

Commissioner Westerberg asked staff when plans were posted, and Mr. Griffith noted that the packet was posted the Friday prior to the Land Use Committee meeting and public mail notices were sent in mid-December. Mr. Koenig added that plans, elevations, and story boards have been part of earlier presentations over the last 18 months for both projects.

Chair Rodgers asked for commissioners' input on continuing the hearings and staff input on the Land Use Commission case schedule. Chair Rodgers set the expectation that the developer and church hold an additional community meeting to review the plans. He also noted that continuing to February 8, 2023, will not include another mailed public notice. Commissioner Lindwall suggested that stormwater drainage, lot coverage and alley function be discussed with the neighbors.

**Commissioner Lindwall made a motion to continue the hearing to the February 8, 2023 meeting on the property located at 1801-1805 Church Street and 1708-1710 Darrow Avenue, 22ZMJV-0089. Second by Commissioner Westerberg. A voice vote was taken, and the motion carried, 5-0.**

#### **D. Public Hearing: Major Variation | 1811-1815 Church Street and 1708-1710**



**Darrow Avenue | 22ZMJV-0092**

Richard Koenig, Housing Opportunity Development Corporation, applicant, submits for the following Major Variations from the Evanston Zoning Code:

1) Reduce the required front yard build to zone from 5'-10' to 0' (Section 6-15-15-IX-A.3), 2) Reduce the required west and east interior side yard setbacks from 5' to 0' (Section 6-15-15-IX-A.5), 3) Reduce the required rear yard setback from 5' to 0' (Section 6-15-15-IX-A.6), 4) Increase the maximum permitted impervious surface coverage from 90% + 5% semi-pervious surface area to 99.7% of lot area (Sections 6-15-15-IX-A.7 and 6-15-15-IX-A.8), 5) Increase the maximum permitted building height from 3 stories and 47' to 5 stories and 57.7' (Section 6-15-15-IX-B.1), 6) Eliminate the required 8' ziggurat setback at the 3rd story (Section 6-15-15-IX-B.1), 7) Eliminate the required one short loading berth (Section 6-16-5, Table 16-E), in order to construct a 5-story mixed-use building with ground floor retail, 44 dwellings, and on-site parking in the B2 Business and oWE West Evanston Overlay Districts. The Land Use Commission is the determining body for this case in accordance with Zoning Code Section 6-3-8-2, and Ordinance 92-O-21.

Commissioner Lindwall made a motion to continue the hearing to the February 8, 2023 meeting on the property located at 1801-1805 Church Street and 1708-1710 Darrow Avenue, 22ZMJV-0089. Second by Commissioner Westerberg. A voice vote was taken, and the motion carried, 5-0.

**Election of Officers**

**A. Election of Land Use Commission Chair and Vice-Chair**

Commissioner Halik made a motion to elect Commissioner Matt Rodgers Chair, seconded by Commissioner Lindwall, and Chair Rodgers accepted the nomination. The motion carried 5-0. Commissioner Rogers made a motion to elect Commissioner Max Puchtel Vice-Chair, seconded by Commissioner Lindwall. The motion carried 5-0.

**B. Election of Zoning Committee Members**

The Election was deferred until the next Commission meeting.

**C. Election of Comprehensive Plan Committee Members**

The Election was deferred until the next Commission meeting.

**D. Election of Comprehensive Plan Steering Committee Chair**

Commissioner Rogers made a motion to elect Commissioner Jeanne Lindwall as the Comprehensive Plan Steering Committee Chair, seconded by Commissioner Westerberg. The motion carried 5-0.

**Adoption of 2023 Meeting Schedule**

Commissioner Westerberg made a motion to adopt the 2023 calendar, seconded by Commissioner Lindwall. The motion carried 5-0.

**Communications**

Ms. Williams provided a Comprehensive Plan Update. Staff has identified key elements to bring before those committees that have purview over the plan and will schedule

**APPROVED**

these in the coming months prior to finalizing the RFP. Discussion ensued regarding communicating commission and staff recommendations to City Council. Chair Rodgers made a referral to staff to review the Zoning Code definition for an Apartment Hotel.

**Adjournment**

Commissioner Westerberg motioned to adjourn, Commissioner Lindwall seconded, and the motion carried, 5-0.

Adjourned 10:03 pm.

The next meeting of the Evanston Land Use Commission will be held on **Wednesday, January 25, 2023, at 7:00 pm, in the James C. Lytle Council Chambers in the Lorraine H. Morton Civic Center.**

Respectfully submitted,  
Amy Ahner, AICP, Planning Consultant

Reviewed by,  
Meagan Jones, Neighborhood and Land Use Planner



## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of the Planning and Development Committee  
From: Cade Sterling, Planner  
CC: Sarah Flax, Community Development Director; Elizabeth Williams, Planning Manager  
Subject: Ordinance 41-O-23, amending Title 4 - Building Regulations of the City Code, striking Chapter 14, Design and Project Review (DAPR).  
Date: April 24, 2023

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Recommended Action:

The Community Development Department recommends approval of Ordinance 41-O-23, removing Title 4, Chapter 14, Design and Project Review (DAPR).

CARP:

N/A

Council Action:

For Introduction

Summary:

On January 15, 2023, Councilmember Kelly submitted a referral to develop a Community Design Commission which is co-sponsored by Councilmember Suffredin and Geracaris. The Community Design Commission is proposed to replace aspects of the City's code that reference the Design and Project Review Committee, Title 4, Chapter 14 in its entirety, to create new policies that promote transparency and efficiency in the development and entitlement processes through early consultation and technical assistance. In addition, the intent of the Community Design Commission is to maintain a high-quality built environment and enhance the vibrancy and resiliency of Evanston.

Ordinance 41-O-23 is the first phase related to this referral and would remove the Design and Project Review Committee (DAPR). Previous City Council discussions regarding the removal of the Design and Project Review Committee occurred on May 9, 2023, and June 13, 2023. DAPR is comprised of City staff from various departments that meet to review proposed developments or redevelopments as it relates to:

- Parking;
- Circulation;
- Traffic access;
- Building location on a site;
- Landscaping;
- Signage;
- Drainage; and,
- Exterior building design and materials

Operationally, staff believes that the proposed Ordinance to remove DAPR will introduce greater efficiencies in the development review process:

- The ability to review projects for code compliance, and conformance with City plans and other policies and plan documents early in development processes is a noted important step for developers or anyone seeking a variance. Changes in the later stages of projects can be more costly and time-consuming.
- Applicable staff can attend meetings or review projects and prepare comment sheets based on the scope of the project on a case-by-case basis, rather than convening all the staff listed in the ordinance. This can reduce meetings for staff. Additional follow-up for corrections or revisions to comments can be reviewed within a day or two of receiving and will not have to wait a week for the next Committee meeting.

If Ordinance 41-O-23 is adopted, a subsequent ordinance would be brought to the Council for adoption to strike and amend references to DAPR in City Code Titles 2, 6, and 7. In the interim, associated codified references to DAPR in Titles 6 and 7, specifically recommendations provided for Administrative Review Uses, as well as review and approval of sidewalk cafes would be handled under an administrative review process by staff in the Community Development Department and Public Works Agency respectively.

The second phase of this referral will include the development of an ordinance that creates the proposed Community Design Commission. In order to advance phase two, staff is seeking direction from the Planning & Development Committee on the establishment of a Community Design Commission intended to:

- provide technical assistance and expert advice on development and redevelopment proposals in the public and private realm;
- advocate for human-centered design solutions for projects which have the potential to impact the experiential quality of the built environment; and
- promote the highest quality of design to ensure projects create and retain economic, environmental, social, and cultural value.

Staff will present further detail on the potential makeup and framework of the Community Design Commission on April 24, 2023, to aid in obtaining further direction from the Planning & Development Committee.

Attachments:

[Ordinance 41-O-23 Deleting Title 4, Chapter 14 Design and Project Review](#)

**41-O-23**

**AN ORDINANCE**

**Deleting Title 4, Chapter 14, “Design and Project Review (DAPR)” of the City Code**

**WHEREAS**, the current Design and Project Review process creates unintended undue delays to potential projects in the City of Evanston; and

**WHEREAS**, the City Council finds that it is in the best interest of the City of Evanston to create an internal review of projects to ensure efficiency of potential new projects.

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

**SECTION 1:** City Code Title 4, Chapter 14, “Design and Project Review (DAPR)” of the Evanston City Code of 2012, as amended, is hereby deleted to read as follows:

**~~CHAPTER 14 DESIGN AND PROJECT REVIEW (DAPR)~~**

**~~4-14-1. STATEMENT OF PURPOSE.~~**

- ~~(A) *Objective.* Design and project 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 surroundings with review and discussion by members of City staff and community members from various disciplines. Design and project review also includes sign review.~~
- ~~(B) *Address Details Not Covered.* The purpose of design and project review is to go beyond the basic zoning requirements and to deal with the site details on which zoning and other codes are silent. Design and project review is not a substitute for zoning.~~

(C) ~~*Elements Examined.*~~ In carrying out the purpose of Design and Project 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.
8. ~~\_\_\_\_\_~~ Exterior building design and materials.
9. ~~\_\_\_\_\_~~ Emergency phone structure, as defined in City Code Section 6-18-3.
10. ~~\_\_\_\_\_~~ Small cell height waiver requests, as required in City Code Subsection 7-16-3(C)(9).

(D) ~~*Authority Limited.*~~ Design and project review does not have any authority to determine land use, and in certain circumstances acts as a recommending body to the Zoning Board of Appeals and/or the Plan Commission. ~~\_~~

(E) ~~*Result of Review Process.*~~ 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.

(F) ~~*Authority Related to Sign Regulations.*~~ The Design and Project Review Committee is also vested with the following jurisdiction and authority:

1. ~~\_\_\_\_\_~~ *Sign Administrator Appeals.* The Design and Project Review Committee will hear all appeals from any order, requirement, decision, determination, or interpretation of the Sign Administrator acting within the authority vested from Title 4, Chapter 10 of the Evanston City Code, "Sign Regulations," and make written findings and decisions for the disposition of such appeals. For this subsection only, the Design and Project Review Committee will exclusively follow the procedures set forth in City Code Section 4-10-15, "Appeals."
2. ~~\_\_\_\_\_~~ *Sign Variations.* The Design and Project Review Committee will hear all petitions for variations from the provisions of Title 4, Chapter 10 of the Evanston City Code, "Sign Regulations," make written findings, and approve, modify, approve with conditions or deny such petitions for variations. For this subsection only, the Design and Project Review Committee will exclusively follow the procedures set forth in City Code Section 4-10-16, "Variations."
3. ~~\_\_\_\_\_~~ *Unified Business Center Signage.* The Design and Project Review Committee shall hear all requests for the establishment or amendment of comprehensive sign plans for unified business centers, make written findings, and approve, modify, approve with conditions or deny such requests. For this subsection



only, the Design and Project Review Committee will exclusively follow the procedures set forth in City Code Section 4-10-17, "Unified Business Centers."

**4-14-1-1. DESIGN AND PROJECT REVIEW COMMITTEE.**

(A) *Membership.* The membership of the Design and Project Review Committee is composed of two (2) groups: (1) voting members; and (2) advisory members. Voting members shall be the only class of members entitled to vote on any matter put before the Design and Project Review Committee. Advisory members shall provide the Design and Project Review Committee with insight related to their area of expertise as the Committee as a whole discusses each matter. In the case of City Staff, the named member may designate a department member to attend in his/her stead. The following are the list of members:

Voting members:

1. ——— Representative from City Manager's Office/Economic Development Division;
2. ——— Director of Community Development;
3. ——— Director of Public Works Agency or Representative;
4. ——— City Engineer;
5. ——— Representative from the Fire Department;
6. ——— Planning and Zoning Manager;
7. ——— Representatives from the Planning and Zoning Division (2);
8. ——— Manager of Building and Inspection Services;
9. ——— Representative from the Public Works Agency, Water Production Bureau;
10. ——— Civil Engineer/Storm Water Management;
11. ——— Transportation and Mobility Coordinator;
12. ——— Sustainability Coordinator.

Non-Voting Committee Advisors:

1. ——— Traffic Engineer;
2. ——— Representative from Administrative Services/Parking Services Manager;
3. ——— Housing and Grants Administrator;
4. ——— Representative from the Parks and Recreation Department;
5. ——— Representative from the Police Department;
6. ——— Certified arborist from the Public Works Agency;
7. ——— Representative from the Health Department; and
8. ——— An architect or urban designer who is employed in Evanston or is a resident of Evanston and appointed by the Mayor with the advice and consent of the City

~~Council. Said mayoral appointment shall be for a term of no longer than two (2) years.~~

~~(B) Officers.~~

- ~~1. The officers of the Committee shall consist of the Chair, Vice Chair and Secretary.~~
- ~~2. The Director of Community Development shall preside as the Chair of the Committee.~~
- ~~3. The Planning and Zoning Manager shall serve as the Vice Chair of the Committee.~~
- ~~4. Staff from the Planning and Zoning Division shall serve as the Secretary of the Committee.~~
- ~~5. The Chair, or his/her designee, shall supervise the Committee and shall preside at all Committee meetings.~~
- ~~6. The Vice Chair, in the absence of the Chair, shall perform all duties and exercise all powers of the Chair.~~
- ~~7. The Secretary shall:
 
  - ~~a. Be custodian of the active files of the Committee and keep all of the records.~~
  - ~~b. Conduct the correspondence of the Committee.~~
  - ~~c. Promptly prepare and distribute a meeting agenda in consultation with the Chair. The rules shall be reviewed regularly and monitored to ensure consistency with the policies and priorities of the City Council.~~
  - ~~d. Record the names and addresses of all persons appearing before the Committee.~~
  - ~~e. Keep records of the Committee's official actions and prepare meetings.~~
  - ~~f. Record each member's vote for every question, whether or not each member was present for the vote, and if a member abstained from voting for a particular question.~~
  - ~~g. Perform such additional duties as may be requested by the Chair or Committee.~~~~

~~(C) Voting. Voting privileges are extended to voting members listed under Section 14-4-1-1(A). Advisory members shall abstain from voting.~~

~~(D) Objective. 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 resulting design should also promote efficiency and economy in providing any necessary City services. Beyond the specific improvements to the site itself, design and project review should help reduce adverse impact, promote harmony of development with its surroundings and maintain property values.

**4-14-2. DEVELOPMENTS REQUIRING DESIGN AND PROJECT REVIEW APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.**

(A) The following are developments requiring Design and Project 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 land use requiring a building permit.
2. Developments requiring a zoning variation.
3. Developments requiring a zoning ordinance text or map amendment.
4. All planned developments.
5. All municipal or other public developments.
6. Any proposed developments for which parking is to be located off-site.
7. All development proposals for which public and/or quasi-public financial assistance has been requested.
8. Emergency phone structures, as defined in City Code Section 6-18-3.
9. Small cell height waiver requests, as required in City Code Subsection 7-16-3(C)(9).
10. Any other use or development as determined by the Director of Community Development.

(B) *Exceptions.* No design and project review shall be required for the following uses:

1. Permitted single family and two family residential.
2. Permitted temporary uses.

**4-14-3. PRELIMINARY AND FINAL DESIGN AND PROJECT REVIEW REQUIRED.**

For the types of developments defined in Section 4-14-2(A), a site plan, prepared in accordance with the provisions of this Section, shall be required for a concept, preliminary, or final design project review conference. Additional submittal materials may be required as determined by the Director of Community Development.

(A) *Concept Design and Project Review.*

1. Concept Design and Project Review is optional and intended for large and/or complex construction projects in which applicants seek input from City staff during the initial design stage. Concept design and project review is for projects that have not yet applied for zoning review or a building permit for said project.

2. ~~\_\_\_\_\_~~ The Design and Project Review Committee does not provide a vote or official recommendation at concept review.
  3. ~~\_\_\_\_\_~~ Concept review is scheduled directly through the Zoning Office upon request of the applicant.
- (B) ~~\_\_\_\_\_~~ *Preliminary Design and Project Review.*
1. ~~\_\_\_\_\_~~ A preliminary design and project review conference is required. The purpose of the preliminary design and project review is to assist the applicant in bringing the site and building plans into conformity with applicable regulations and seek input from City staff at the stage of development when designs are flexible and adjustments are possible. Preliminary review may occur only upon the completion of a zoning analysis by City staff.
  2. ~~\_\_\_\_\_~~ The Design and Project Review Committee provides an official vote or recommendation at preliminary reviews.
  3. ~~\_\_\_\_\_~~ Preliminary review occurs in conjunction with final review unless otherwise specified by the applicant through the Zoning Office.
- (C) ~~\_\_\_\_\_~~ *Final Design and Project Review.*
1. ~~\_\_\_\_\_~~ A final design and project review conference is required. The purpose of the final design and project review is to verify that the final site plan complies with all applicable regulations and meets the design goals of the City. Final review may occur only upon the completion of a zoning analysis by City staff that is in conjunction with a building permit application.
  2. ~~\_\_\_\_\_~~ The design and project review committee provides an official vote or recommendation at reviews.
  3. ~~\_\_\_\_\_~~ Final design and project review is required prior to the issuance of a building permit.
- (D) ~~\_\_\_\_\_~~ *Committee Action Recorded and Transmitted.* Official recommendation to City boards and/or Commissions of the design and project review shall be recorded and transmitted to the City Council.

#### **4-14-4. SUBMISSION REQUIREMENTS AND PROCEDURES.**

- (A) ~~\_\_\_\_\_~~ *Submission Requirements and Procedures.* The following documents are required for proper submission (Note: Director of Community Development or his/her designee may require digital documentation):
1. ~~\_\_\_\_\_~~ *Preliminary Design and Project Review:* Three (3) copies of a preliminary site plan, current plat of survey which accurately reflects the premises at the time of submission, and preliminary elevation drawings.
  2. ~~\_\_\_\_\_~~ *Final Design and Project Review:* A zoning analysis of the proposed development is required prior to final design and project review. Four (4) copies

of the following exhibits shall be submitted and include a final site and building plan containing the following:

- a. Existing and proposed development on the site and adjacent sites.
  - b. Elevation drawings of all proposed buildings. A color rendering of the primary facade may also be required.
  - c. Actual building material samples and manufacturer's product information representing accurate color, texture, pattern, finish and range of variations of all exterior building materials proposed.
  - d. Parking plans and access drives including dimensions, stall markings, required screening, landscaping and surfacing.
  - e. Lighting plan identifying the location, height and type of all site, sign and exterior building illumination proposed.
  - f. 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 (4) inches.
  - g. Signage plan identifying the location, height, type, size, color and proposed message of all exterior signage proposed, consistent with all other signage regulations.
  - h. Sidewalks and any other elements of pedestrian circulation.
  - i. Major accessory elements including, but not limited to, signage, outdoor furniture, bike racks, outdoor art, etc.
  - j. 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.
  - k. A current plat of survey which accurately reflects the premises at the time of submission.
  - l. A completed zoning analysis on the proposed project.
  - m. Other materials and data which may be required of the applicant for an adequate plan review (such as, but not limited to: traffic studies, a sustainability plan, preliminary engineering and drainage/storm water control plans, preliminary utility locations, floor plans, etc.).
- (B) *Review Conference.* The developer or his/her representative shall be present at the final design and project review conference to explain the project and to answer any questions thereon.

**4-14-5. PRELIMINARY AND FINAL DESIGN AND PROJECT REVIEW APPROVAL.**

- (A) The Director of Community Development, or his/her designee, shall schedule and conduct the preliminary or final Design and Project Review conference. At the

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~~preliminary or final Design and Project Review conference, the Director of Community Development or his/her 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 criteria 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 criteria, decline to approve the site plan.~~
- ~~(B) At the conclusion of the review, the Director of Community Development or his/her designee shall return to the applicant one (1) copy of the submitted plans permanently marked to indicate one (1) of the following options: approval, approval subject to further specified approvals, lack of approval, or approval subject to modifications.~~

#### **4-14-6. 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 Chapter.~~

- ~~(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 properties. Also, the arrangement of structures on the site shall be evaluated for their potential impact on the ability to deliver 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 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.~~
- ~~(C) *Landscaping.* Landscape 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 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. 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/landscaping shall be provided. Interior parking lot landscaping is also required to break up large areas of parking with plant material. Parking lot drainage shall not adversely affect surrounding properties.
- (G) ~~*Open Space.*~~ Open space on the site shall create a desirable and functional environment.
- (H) ~~*Site Illumination.*~~ Site illumination shall be designed, located and installed so as to minimize adverse impact on adjacent properties. A site lighting plan may be required by City staff.
- (I) ~~*Preservation.*~~ Preservation of unique architectural resources and development designs that respect desirable historical architectural resources of surrounding sites should be provided.
- (J) ~~*Completeness.*~~ The application for design and project review must contain all the information required in Section 4-14-4 of this Chapter.
- (K) ~~*Compliance With All Other Applicable Codes.*~~ These may include, but are not limited to, the following:
  1. ~~\_\_\_\_\_~~ The Evanston zoning ordinance.
  2. ~~\_\_\_\_\_~~ The adopted building codes.
  3. ~~\_\_\_\_\_~~ This Code.

#### **4-14-7. AMENDMENTS.**

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

#### **4-14-8. TIME LIMIT ON APPROVAL.**

- (A) ~~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.~~
- (B) ~~Time extensions may be authorized by the Director of Community Development or his/her 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.~~

#### **4-14-9. APPEALS.**

~~Except for appeals related to sign variation decisions, and Unified Business Center decisions any final Design and Project Review decision may be appealed to the Planning and Development Committee for additional consideration, modification, reversal or affirmation by the Committee upon appeal by the applicant. Such appeal~~

~~shall be filed with the Committee within fifteen (15) business days of the decision by the Director of Community Development, or his/her designee, and the Committee shall consider and decide said appeal within thirty (30) business days thereafter.~~

**SECTION 2:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** The City Clerk is instructed to place an editor’s note in Titles 2, 6 and 7 of the Evanston City Code, that Title 4, Chapter 14 has been deleted and all references to the Design and Project Review now follow an administrative review process.

**SECTION 4:** If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 5:** The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

**SECTION 6:** This ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced: \_\_\_\_\_, 2023

Approved:

Adopted: \_\_\_\_\_, 2023

\_\_\_\_\_, 2023

\_\_\_\_\_  
Daniel Biss, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Stephanie Mendoza, City Clerk

\_\_\_\_\_  
Nicholas E. Cummings, Corporation  
Counsel

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## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of the Planning and Development Committee  
From: Melissa Klotz, Zoning Administrator  
CC: Elizabeth Williams, Planning Manager; Sarah Flax, Interim Community Development Director  
Subject: Ordinance 20-O-23, Amending Title 6 of the City Code Relating to Cannabis Consumption Lounges  
Date: April 24, 2023

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Recommended Action:

The Land Use Commission recommends denial of Ordinance 20-O-23, a text amendment to the Zoning Ordinance to establish zoning regulations for cannabis consumption lounges. The Land Use Commission found the text amendment does not meet the Standards for Approval for amendments, specifically that the proposal is not consistent with the goals, objectives, and policies of the Comprehensive General Plan, and that the request may have an adverse effect on the value of adjacent properties.

CARP:

N/A

Council Action:

For Introduction

Summary:

Background

The State of Illinois legalized the sale and consumption of recreational cannabis effective January 1, 2020. In preparation of that, the City of Evanston established zoning regulations for cannabis uses via Ordinances 126-O-19, 23-O-20, and 31-O-20. The regulations contemplate all types of cannabis businesses (dispensary, cultivation center, infuser, processor, craft grower, and transporter) that are allowed within Illinois except for consumption lounges.

Following a referral from Councilmember Reid with support from Councilmember Burns, the Human Services Committee discussed modifications to the City's Clean Air Act, which is needed to allow consumption lounges, in addition to a text amendment to the Zoning Ordinance. The Clean Air Act modification is proposed in Ordinance 21-O-23, which is under

separate consideration from this zoning text amendment (Ordinance 20-O-23). See Legislative History for additional details including meeting packets and minutes.

#### Proposal

Cannabis consumption lounges, or any type of smoking lounges, are not currently allowed within Evanston. Consumption lounges are indoor smoking facilities that are exempt from the typical Smoke-Free Illinois Act standards and allow indoor smoking, but are required to locate within a stand-alone building, have limitations on door and window openings so that smoke does not emanate from a location, and require extensive HVAC ventilation to circulate clean air indoors and limit nuisance odors outdoors. Consumption lounges may serve tobacco, hookah, cigars, etc. (not just cannabis), and are not currently allowed within Evanston. The state allows consumption lounges (including cannabis use) at Retail Tobacco Stores (smoke shops), which are not a listed eligible zoning use in Evanston.

The CDC notes cannabis delivers tetrahydrocannabinol (THC) and other cannabinoids to the body. Cannabis smoke delivers many of the same substances researchers have found in tobacco smoke, which is harmful to the lungs and cardiovascular system. The American Lung Association states “no one should be exposed to secondhand marijuana smoke” and the CDC advises secondhand marijuana smoke contains many of the same toxic and cancer-causing chemicals found in tobacco smoke, even in higher amounts in some of the chemicals. The Chair of the Evanston Health Advisory Council strongly opposes cannabis consumption lounges in Evanston due to the associated negative health effects. Consumption lounges may be contrary to the overall goals and objectives of the City’s Clean Air Ordinance and the EPLAN’s overall intent to advance health throughout the community.

While consumption lounges are not beneficial to physical health, they may provide other benefits including the following:

- Providing a legal location to smoke cannabis products or other smoking products for individuals who reside in non-smoking buildings (including many multifamily apartment buildings and Northwestern University dorms).
- Providing a legal location to smoke cannabis products or other smoking products that is not within the vicinity of others who do not want/should not receive secondhand smoke (ie. minors or other family members).
- Providing additional cannabis-related business opportunities within Evanston.
- Reducing illegal cannabis smoking in outdoor public areas such as parks and alleys.
- Providing additional tax revenue to the City’s Reparations Fund.
- Providing a legal location for cannabis use as an alternative to other substance use such as alcohol.

#### Current Regulations

The Zoning Ordinance does not currently allow any indoor smoking use. Other cannabis uses in Evanston (including dispensaries) are specifically prohibited from indoor smoking, and Retail Tobacco Stores (smoke shops) are not eligible uses listed in the zoning code.

The Zoning Ordinance currently regulates a myriad of cannabis uses including dispensaries, cultivation centers, infusers, processors, craft growers, and transporters, but does not list consumption lounges as an eligible zoning use. Evanston has one dispensary approved and

in operation at 1804 Maple Avenue, one transporter special use that was approved but never operated, and since expired for 1701 Howard Street, and one special use application in process for a dispensary at 100 Chicago Avenue (tentative for LUC in April or May). Staff is also aware of interest in locating a dispensary with a consumption lounge at 1633-1635 Chicago Avenue but has not received any related applications to date. [Section 6-4-11, Special Regulations Pertaining to Cannabis Related Uses](#), is summarized in the chart below. Dispensaries, as the highest-intensity customer-interacting cannabis use, are likely the most similar to consumption lounges:

	Permitted Use	Special Use	Distance Requirement	Hours of Operation
<b>Dispensaries</b>		RP, Ds, Cs, B1a, B2, B3, O1	1,500' – dispensary 500' – schools 1,500' – any cannabis use 2,500' – schools, daycare center, daycare home, group daycare home, part-day child care facility, or residential zoning district	10am – 8pm daily
<b>Cultivation Centers</b>		Is		8am – 8pm daily
<b>Infusers</b>	Is	RP, Ds, C,s Ms, B1a, B2, B3, WE1, O1	1,500' – any cannabis use 500' – schools	8am – 8pm daily
<b>Processors</b>	Is	M, WE1	1,500' – any cannabis use 500' – schools	8am – 8pm daily
<b>Craft Growers</b>	Is	RP, Ds, Cs, Ms, B1a, B2, B3, O1, WE1	1,500' – any cannabis use 500' – schools	8am – 8pm daily
<b>Transporters</b>	Is	RP, Ds, Cs, Ms, B1a, B2, B3, WE1, O1	1,500' – any cannabis use 500' – schools	8am – 8pm daily

Schools = public or private elementary, middle, or high school

Distance Requirement = property line to property line

Of note, the B1 District is not an eligible location for a dispensary specifically due to B1 proximity to the Northwestern University campus. Additional regulations include allowing the co-location of cannabis uses at one site (Section 6-4-11-9) and prohibition of on-site consumption of cannabis at any Evanston business (cannabis related business or not) (Section 6-4-11-10).

Since consumption lounges include indoor smoking, regulations within Title 3, Business Regulations, for related uses such as cigarettes, tobacco, and liquid nicotine products, may be



used to establish appropriate consumption lounge regulations. [Section 3-14-5, Location Restrictions](#), includes a 150 foot distance requirement for the sale, offer, give away, or delivery of cigarettes, tobacco and liquid nicotine products to any public or private elementary, middle, or high school (except for the Park School and Rice Children’s Center, and private educational institutions located in any downtown zoning districts).

While the State of Illinois regulates most cannabis related uses and issues licenses accordingly, there are no state regulations specific to cannabis consumption lounges beyond the Smoke Free Illinois Act that currently requires cannabis consumption lounges to co-locate within cannabis dispensaries or locate within Retail Tobacco Stores. Retail Tobacco Stores are defined by the state as retail establishments that derive more than 80% of gross revenue from the sale of tobacco, plants, herbs, cigars, cigarettes, pipes, and other smoking devices for burning tobacco and related smoking accessories.

#### Proposed Regulations

A proposed text amendment to establish zoning regulations for indoor smoking lounges should be considered with a lens similar to the policies/regulations established for existing cannabis use regulations such as dispensaries. One option is to establish zoning regulations that define and allow the use as an eligible accessory use, while also requiring special use approval, which is similar to how drive-through facilities are regulated by zoning:

Section 6-18, Definitions:

Consumption Lounge – A stand-alone building that is occupied for the use of indoor consumption of smoke, including but not limited to tobacco, pipe, hookah, and/or cannabis smoke or vapor, in compliance with the Illinois Clean Air Act and Smoke Free Illinois Act, as amended from time to time. A Consumption Lounge shall only be permitted as an accessory use in conjunction with another listed permitted or special use.

As proposed, the definition allows for Consumption Lounges for cannabis and non-cannabis products, but only in conjunction with another zoning use (and with special use approval per additional regulations). The only use currently listed in the Zoning Ordinance that the State allows consumption at is a Cannabis Dispensary. If the Zoning Ordinance is ever updated to include Retail Tobacco Stores (smoke shops), of which the State also allows consumption at (cannabis and tobacco), then a Consumption Lounge would become an eligible special use to a Retail Tobacco Store.

Chapters 6-9 through 6-15 (Special Use sections of each Chapter):

Establish Consumption Lounge as an eligible Special Use in the RP, Ds, Cs, B1a, B2, B3, O1 Districts (same Special Use districts as Cannabis Dispensaries – see attached) while also including language similar to how Drive-Through Facilities are regulated stating “accessory or principal use” in each eligible special use list. Although listed as an eligible special use that is accessory or principal, the zoning definition further limits the use to be in conjunction with Cannabis Dispensaries only.

Section 6-4-11, Special Regulations Pertaining to Cannabis Related Uses:

Distance Requirement – A distance requirement may not be needed since the use must be attached to a Cannabis Dispensary, which already requires a distance buffer from other

dispensaries and schools. However, if a distance requirement is necessary or a distance requirement that includes daycares and residential districts is needed, one could be established that is similar to the existing 150 foot distance requirement for the sale, offer, give away, or delivery of cigarettes, tobacco and liquid nicotine products to any public or private elementary, middle, or high school (except for the Park School and Rice Children's Center, and private educational institutions located in any downtown zoning districts). In a quasi-urban environment such as Evanston, a minimal distance requirement may be appropriate for the use (in conjunction with the existing Cannabis Dispensary distance requirement) when also considering all smoking occurs indoors and is filtered with extensive HVAC so that the smoke or aroma is not obvious from the outdoors (as required by the Smoke Free Illinois Act).

**Operations Agreement:**

It is beneficial to require an operations agreement that the applicant must adhere to that addresses concerns such as security, odor mitigation, customer flow/reservations, customer safety protocols, safe driver requirements, staff training, etc. Changes to an operations agreement that are not consistent with existing special use approval would require an amendment including a new public hearing with the Land Use Commission and a final determination by the City Council.

**Hours of Operation:**

8am – 10pm (of note, all other cannabis uses as listed in the Evanston Zoning Ordinance must close by 8pm. Other communities that allow consumption lounges typically feature hours of operation until 10pm). 10pm is earlier than most restaurant on-premises liquor licenses allow.

Section 6-4-11-10, On-site Consumption of Cannabis, should be modified in order to allow the new use and replaced with:

On-site consumption of cannabis shall be prohibited at any business establishment or cannabis related business within the City, including at any cannabis related business, except for the legal on-site use at an approved Consumption Lounge in conformance with Section 6-4-11-10.

Draft Ordinance 20-O-23 proposes the following zoning regulations for consumption lounges that are similar to requirements for other cannabis uses (in addition to the above definition and modification to 6-4-11-10 previously noted):

- A. Special Use in RP, D1, D2, D3, D4, C1a, C1, C2, B1a, B2, B3, and O1 Zoning Districts as well as the oCSC Zoning Overlay District.
- B. Any consumption lounge shall not be located within one thousand five hundred (1,500) feet of another consumption lounge or five hundred (150) feet of a pre-existing public or private educational institution that is an elementary, middle, or high school.
- C. The distance requirement shall be measured from the nearest property lines of each property the cannabis use and educational use is located on.
- D. Consumption lounges shall only be permitted to operate between the hours of 8:00 a.m. and 10:00 p.m. seven (7) days out of the week.
- E. Following special use approval, any consumption lounge shall not open for business until an Operating Agreement is approved by the City Manager or his/her/their designee.

### Other Communities

While not yet a commonly business type, some communities in Illinois currently regulate and allow consumption lounges and/or cannabis consumption lounges in the following ways:

Mundelein: Located 28 miles northwest of Evanston and as the closest municipality to legalize cannabis consumption lounges. [RISE Mundelein Lounge](#) opened on April 20, 2022 and is currently in operation as both a dispensary and consumption lounge. Dispensaries are a permitted use in the M1, M-MU, C2, and C4 districts. Mundelein does not list consumption lounges as an eligible zoning use, and instead allows on-site consumption as an accessory use to a dispensary. The business license requirements (not zoning requirements) for Mundelein limit the municipality to one dispensary license (and also limit operations to 6am-10pm). As the one licensed dispensary, Rise Mundelein Lounge requested on-site consumption (See [RISE Expansion-On Site Premises Cannabis Consumption](#) towards the bottom of the webpage) and was granted approval by the Village Board in September 2021. Conditions imposed by the Village Board include:

1. The total consumption lounge footprint shall not exceed 1,200 square feet without permission from the Village Board.
2. Alcohol is not permitted.
3. Cannabis products consumed in the consumption lounge must be purchased at the RISE Mundelein dispensary.
4. RISE will identify designated drivers from each group and request that they stop consumption 30 minutes prior to the end of their reservation.
5. Consumption of edible cannabis products shall be prohibited within the on-premises consumption lounge.
6. RISE Mundelein must submit and adhere to a detailed operations plan to be kept on file at the Village Hall. Changes to the operations plan must be requested in writing and approved by the Zoning Administrator. The plan must address the following:
  - Hours of operation
  - Security
  - Odor mitigation
  - Customer flow
  - Reservation time limitations
  - Customer safety protocols
  - Customer communication protocol regarding impaired driving, over consumption, and ride share options
  - Lounge staff training protocol
  - Current lounge facility square footage (however expansions that cause the facility to exceed 1,200 square feet in area must be approved by the Village Board of Trustees).

DeKalb: Located approximately 75 miles west of Evanston off of I-88 and home to Northern Illinois University, which as a state university features a smoke-free campus, DeKalb allows consumption lounges. When regulations were adopted in 2021 for a variety of cannabis uses (dispensaries, transporters, craft growers, etc.), cannabis consumption lounges were not added as a zoning use. Instead, existing zoning regulations for [Retail Tobacco Stores](#) that allow indoor smoking were clarified to include indoor cannabis smoking. Zoning regulations for Retail Tobacco Stores include special use approval required in the CBD, LC, GC, ORI, LI, and HI Districts (commercial and industrial districts), a 200 foot distance requirement from residentially zoned property or property occupied by a public or private

K-12 school, and a 200 foot distance requirement from any other Retail Tobacco Store. These regulations are currently being revised to include additional eligible zoning districts, add daycares and post-secondary schools to the distance requirement, and add in a stand-alone building requirement for establishments with indoor smoking. DeKalb currently has at least one Retail Tobacco Store with indoor smoking including cannabis, the [Aroma Hookah Bar](#).

Carbondale: Located at the southern end of the state and home to the University of Illinois, which as a state university features a smoke-free campus, Carbondale allows cannabis consumption lounges when co-locating within a dispensary or adjacent to one. Dispensaries are permitted uses in the SB, BPR, and BPL (business) districts. Additional consumption lounge regulations that apply via the business license (not zoning) include:

- A cannabis consumption lounge may operate during the hours that the associated dispensary is permitted to operate and up to two (2) hours after the dispensary closes.
- A licensed cannabis consumption lounge shall not permit or allow a person under the age of twenty-one (21) to enter or remain within the cannabis lounge.
- A licensed cannabis consumption lounge shall maintain such ventilation and odor control so as to not create a public nuisance.
- A licensed cannabis consumption lounge shall provide sufficient security so as to prevent the cannabis lounge from becoming a public nuisance.
- A licensed cannabis consumption lounge shall provide local law enforcement with access to recorded security camera footage upon request and shall maintain such video recordings for a minimum period of ninety (90) days.
- A licensed cannabis consumption lounge shall not permit unsealed cannabis to leave the cannabis lounge, except as approved by the Illinois Cannabis Regulation and Tax Act as amended.
- No licensee shall permit any person to enter or remain upon the licensed premise with any product containing alcohol, except as approved by the Illinois Cannabis Regulation and Tax Act as amended.

Carbondale currently has one dispensary, Consume Cannabis, who does not have an associated consumption lounge in operation. In response to a [lack of viable consumption lounge locations in Carbondale](#), some smaller surrounding communities have legalized cannabis consumption lounges including Sesser (35 miles from Carbondale) and Harrisburg (40 miles from Carbondale).

#### Standards for Approval

Standards for Amendments (Section 6-3-4-5) must be considered in order to modify the Zoning Ordinance via a text amendment. Of the four Standards for Amendments (listed below), the Land Use Commission unanimously found Standards A and C were not met and therefore recommended denial of the proposal.

- A. Whether the proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive General Plan, as adopted and amended from time to time by the City Council.

- B. Whether the proposed amendment is compatible with the overall character of existing development in the immediate vicinity of the subject property.
- C. Whether the proposed amendment will have an adverse effect on the value of adjacent properties.
- D. The adequacy of public facilities and services.

Legislative History:

Following a referral from Councilmember Reid, the Human Services Committee discussed modifications that would be needed to the City's Clean Air Act in order to allow cannabis consumption lounges on January 3, 2023, and February 6, 2023.

[Human Services Committee Packet](#)- January 3, 2023

[Human Services Committee Minutes](#) - January 3, 2023

[Human Services Committee Packet](#) - February 6, 2023

[Human Services Committee Minutes Draft](#) - February 6, 2023

March 22, 2023, LUC - The Land Use Commission discussed the proposal presented by staff and unanimously determined the proposed text amendment does not meet the Standards for Approval for amendments, specifically that the proposal is not consistent with the goals, objectives, and policies of the Comprehensive General Plan, and that the request may have an adverse effect on the value of adjacent properties.

[Land Use Commission Packet](#) - March 22, 2023

Attachments:

[Ordinance 20-O-23 Establishing Regulations for Cannabis Consumption Lounges](#)

[Land Use Commission Meeting Minutes - March 22, 2023](#)

**20-O-23**

**AN ORDINANCE**

**Amending Title 6 of the City Code Relating to Cannabis Consumption Lounges**

**WHEREAS**, the City of Evanston is a home-rule municipality pursuant to Article VII of the Illinois Constitution of 1970; and

**WHEREAS**, as a home rule unit of government, the City has the authority to adopt legislation and to promulgate rules and regulations that protect the public health, safety, and welfare of its residents; and

**WHEREAS**, Article VII, Section 6(a) of the Illinois Constitution of 1970, states that the “powers and functions of home rule units shall be construed liberally,” was written “with the intention that home rule unit be given the broadest powers possible” (*Scadron v. City of Des Plaines*, 153 Ill.2d 164, 174-75 (1992)); and

**WHEREAS**, it is a well-established proposition under all applicable case law that the power to regulate land use through zoning regulations is a legitimate means of promoting the public health, safety, and welfare; and,

**WHEREAS**, Division 13 of the Illinois Municipal Code (65 ILCS 5/11-13-1, *et seq.*) grants each municipality the power to establish zoning regulations; and,

**WHEREAS**, pursuant to its home rule authority and the Illinois Municipal Code, the City has adopted a set of zoning regulations, set forth in Title 6 of the Evanston City Code of 2012, as amended (“the Zoning Ordinance”); and

**WHEREAS**, the Evanston Land Use Commission (“LUC”), in its capacity as a recommending body to the Evanston City Council on policy and amendments to



the Zoning Ordinance as the relate to the present and future development or redevelopment of land as identified in the Comprehensive General Plan, pursuant to Section 2-19-4 of the Evanston City Code of 2012, finds the below changes to the Zoning Ordinance are in conflict with the goals and objectives of the Comprehensive Plan; and

**WHEREAS**, the LUC has adopted Rules of Procedure in which they may request Community Development Department staff to assist in carrying out their duties as outlined in Section 2-19-4 of the Evanston City Code of 2012 and staff prepared draft Code Amendments for the consideration of the LUC to this effect; and

**WHEREAS**, following due and proper publication of notice in Pioneer North not less than fifteen (15) nor more than thirty (30) days prior thereto, the Evanston Land Use Commission (“LUC”) conducted a public hearing on March 22, 2023, regarding case no. 23PLND-0015 to consider the proposed Code Amendments at which evidence, testimony, and exhibits related to the Code Amendments were presented, and at which interested parties were provided the opportunity to provide public comment; and

**WHEREAS**, after having considered the evidence presented, including the exhibits and materials submitted, and public testimony provided, the LUC found that:

- A. The proposed Code Amendments are not consistent with the goals, objectives, and policies of the Comprehensive General Plan, as adopted and amended from time to time by the City Council.
- B. The proposed Code Amendments are compatible with the overall character of existing development in the immediate vicinity of the subject

property.

- C. The proposed Code Amendments may have an adverse effect on the value of adjacent properties.
- D. The proposed Code Amendments feature adequacy of public facilities and services.

**WHEREAS**, after making its findings as set forth herein, the LUC recommended denial of the proposed Code Amendments pursuant to Sections 6-3-4-5 and 6-3-4-6 of the Zoning Ordinance by a vote of 0 “yes” votes and 8 “no” votes with 1 absent, to the Planning and Development Committee (“P & D Committee”) of the City Council denial thereof; and

**WHEREAS**, on April 24, 2023, the P & D Committee held a meeting in compliance with the Illinois Open Meetings Act, received input from the public, carefully considered the findings and recommendation for denial by the LUC in case no. 23PLND-0015 as outlined herein, and recommended approval of the Code Amendments by City Council; and

**WHEREAS**, at its meetings on April 24, 2023, and May 8, 2023, held in compliance with the Open Meetings Act, the City Council considered the aforementioned findings of fact related to the proposed Code Amendments, as recommended by the LUC and the P & D Committee and amended and outlined herein; and

**WHEREAS**, the City Council finds that it is in the best interest of the City of Evanston to codify these changes.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF**

**THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:**

**SECTION 1:** The City Council has considered the findings and recommendations of the LUC and the P & D Committee with regard to the proposed Code Amendments as outlined herein and the foregoing recitals are hereby found and adopted as fact with regard to the proposed Code Amendments.

**SECTION 2:** City Code Subsection 6-18-3, "Definitions", of the Zoning Ordinance, Title 6 of the Evanston City Code, as amended, is hereby further amended to include the following:

<p><u>CONSUMPTION LOUNGE.</u></p>	<p><u>A stand-alone building that is occupied for the use of indoor consumption of smoke, including but not limited to tobacco, pipe, hookah, and/or cannabis smoke or vapor, in compliance with the Illinois Clean Air Act and Smoke Free Illinois Act, as amended from time to time. A Consumption Lounge shall only be permitted as an accessory use in conjunction with another listed permitted or special use.</u></p>
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**SECTION 3:** City Code Subsection 6-4-11, "Special Regulations Pertaining to Cannabis Related Uses" of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-4-11-10. ~~On-site Consumption of Cannabis~~ Consumption Lounge**

On-site consumption of cannabis shall be prohibited at any business establishment or cannabis related business within the City, ~~including at any Cannabis Related Business.~~ except for the legal on-site use at an approved consumption lounge in conformance with Section 6-4-11-10.

(A) Special Uses: The approval for consumption lounge businesses shall only be allowed as a Special Use in RP, D1, D2, D3, D4, C1a, C1, C2, B1a, B2, B3, and O1 Zoning Districts. Consumption Lounges shall be prohibited in all R, B1, M, T, U, I, WE1 and OS zoning districts as well as within any dwelling unit or rooming unit.

(B) Distance Requirement: Any consumption lounge shall not be located within one thousand five hundred (1,500) feet of another consumption lounge or five hundred (150) feet of a pre-existing public or private educational institution that is an elementary, middle, or high school, as measured from lot line to lot line.

(C) Distance Requirement Measurement: The distance requirement shall be measured from the nearest property lines of each property the cannabis use and educational use is located on.

(D) Hours of Operation: consumption lounges shall only be permitted to operate between the hours of 8:00 a.m. and 10:00 p.m. seven (7) days out of the week.

(E) Operations Agreement: Following special use approval, any consumption lounge shall not open for business until an Operating Agreement is approved by the City Manager or his/her/their designee.

**SECTION 4:** City Code Subsection 6-9-3-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include

the following:

**6-9-3-3. - SPECIAL USES.**

The following uses may be allowed in the B2 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 5:** City Code Subsection 6-9-4-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-9-4-3. - SPECIAL USES.**

The following uses may be allowed in the B3 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 6:** City Code Subsection 6-9-5-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-9-5-3. - SPECIAL USES.**

The following uses may be allowed in the B1a district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 7:** City Code Subsection 6-10-2-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-10-2-3. - SPECIAL USES.**

The following uses may be allowed in the C1 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 8:** City Code Subsection 6-10-3-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-10-3-3. - SPECIAL USES.**

The following uses may be allowed in the C1a district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 9:** City Code Subsection 6-10-4-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-10-4-3. - SPECIAL USES.**

The following uses may be allowed in the C2 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 10:** City Code Subsection 6-11-2-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-11-2-3. - SPECIAL USES.**

The following uses may be allowed in the D1 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:



Consumption Lounge (accessory or principal)

**SECTION 11:** City Code Subsection 6-11-3-4, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-11-3-4. - SPECIAL USES.**

The following uses may be allowed in the D2 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 12:** City Code Subsection 6-11-4-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-11-4-3. - SPECIAL USES.**

The following uses may be allowed in the D3 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 13:** City Code Subsection 6-11-5-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-11-5-3. - SPECIAL USES.**

The following uses may be allowed in the D4 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 14:** City Code Subsection 6-12-2-3, "Special Uses", of the

Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-12-2-3. - SPECIAL USES.**

The following uses may be allowed in the RP district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 15:** City Code Subsection 6-15-2-3, "Special Uses", of the Zoning Ordinance, Title 6 of the City Code, as amended, is hereby further amended to include the following:

**6-15-2-3. - SPECIAL USES.**

The following uses may be allowed in the O1 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Consumption Lounge (accessory or principal)

**SECTION 16:** City Code Subsection 6-15-14-7, "Active Ground Floor Uses", of the City Code, as amended, is hereby further amended to include the following:

**6-15-14-7. - ACTIVE GROUND FLOOR USES.**

In Subareas 3, 4, 5, 6, and 7, active uses shall occupy the ground floor level along the primary street frontage. "Active uses" are hereby defined in the table below along with the matter in which they are allowed in each subarea as either permitted use ("P") or administrative review uses ("A") or special use ("S"). In Subareas 3, 4, 5, 6 and 7, active uses shall occupy the ground floor level along the primary street frontage. "Active uses" are hereby defined in the table below along with the matter in which they

are allowed in each subarea as either permitted use (“P”) or administrative review use (“A”) or special use (“S”).

	Allowed in:		
Uses:	B1A (Subareas 4, 5 and 6)	O1 (Subarea 3)	C2 (Subarea 7)
<u>Consumption Lounge (accessory or principal)</u>	<u>S</u>	<u>S</u>	<u>S</u>

**SECTION 17:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 18:** If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 19:** This ordinance shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

**SECTION 20:** The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: \_\_\_\_\_, 2023      Approved:

Adopted: \_\_\_\_\_, 2023

\_\_\_\_\_, 2023

\_\_\_\_\_  
Daniel Biss, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Stephanie Mendoza, City Clerk

\_\_\_\_\_  
Nicholas E. Cummings, Corporation  
Counsel



**MEETING MINUTES**

**LAND USE COMMISSION**  
Wednesday, March 22, 2023  
7:00 PM

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

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

Members Absent: John Hewko

Staff Present: Neighborhood and Land Use Planner Meagan Jones, Assistant City Attorney Brian George, Planner Katie Ashbaugh, and Planning Manager Liz Williams

Presiding Member: Matt Rodgers

**Call to Order**

Chair Rodgers opened the meeting at 7:03 PM. A roll call was then done and a quorum was determined to be present.

**Approval of March 8, 2023 Meeting Minutes**

Commissioner Lindwall made a motion to approve the Land Use Commission meeting minutes from March 8, 2023. Seconded by Commissioner Westerberg. A voice vote was taken, and the motion passed 8-0.

**New Business**

**A. Public Hearing: Major Variations | 2117 Dewey Avenue | 23ZMJV-0014**  
**Andrew J. Spatz, property owner, requests Major Variations to construct a 2-unit, two-story live-work building with a 0’ front yard setback where 10’ is required (Section 6-13-4-6-A) and a 3’ north interior side yard setback where 5’ is required (Section 6-13-4-6-C) in the MXE Mixed Use Employment District. The Land Use Commission is the determining body for this case in accordance with Section 6-3-8-10 of the Evanston Zoning Code and Ordinance 92-O-21**

Mr. Spatz and Mr. Berry presented his proposal for a new two unit building to be used as a live workspace and reviewed the 3-D model and requested variations.

**Commissioner Questions**

Commissioner Halik inquired inquired about the windows on the north elevation met the light and vent requirements as they are close to the north property line. Mr. Spatz

described two windows on the second floor located above the adjacent building roof which will provide light. Mr. Berry noted the glazed windows that face the courtyard space.

Commissioner Lindwall asked the applicant to speak to the four foot projection that extends beyond the sidewalk. Mr. Spatz responded that the intent is to integrate the building with the design and projection of the existing Stamp Factory. The projection is a bump out with some glass and not a living space, and the projection is allowed by code. Ms. Klotz stated that it does fall into the right-of way however, it is governed by the building code and will go through a commercial plan reviewer for building code compliance.

Commissioner Westerberg asked if they could bring the projection into the five-foot setback. Mr. Spatz reviewed the surrounding zero lot line setbacks. Mr. Berry said they wanted to add parking at the rear which results in pushing the building towards the street. Commissioner Lindwall asked if there were other solutions to not have the projection and a general discussion of the challenges of parking in the neighborhood followed.

Chair Rodgers asked about the front yard setback. Ms. Klotz responded that it is ten feet for the MXE District and front yards are not averaged in this district.

Chair Rodgers asked what the plan for securing the courtyard was. Mr. Berry responded that it is a six-foot-high wall with an exterior entrance to a patio space.

#### Public Comment

Chair Rodgers called for public comment. There was none.

#### Deliberations

Commissioners Halik and Mirintchev noted the alignment with existing distinctive architecture should be consistent. Similarly, Commissioner Puchtel stated that the applicant's variation request is asking to be consistent with the block.

Commissioner Westerberg supports the projection within the lot line.

The Chair reviewed the seven Standards for Major Variations (Section 6-3-8-12.E).

1. The requested variation will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties: The proposed building fits within the existing structures and the proposed use fits within the mixed use area, so the standard is met.
2. The requested variation is in keeping with the intent of the zoning ordinance: The intent of the zoning ordinance is to rehabilitate properties to make them more



- useful overtime. Making this property into two live workspaces aligns with the neighborhood and the standard is met.
3. The alleged hardship or practical difficulty is peculiar to the property: Moving the building back would look odd due to the adjacent property so it is peculiar to the property and the standard is met.
  4. The property owner would suffer a particular hardship or practical difficulty as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out: Parking would be impacted by moving the building and parking is at a premium in this neighborhood so the standard is met.
  5.
    - a. The purpose of the variation is not based exclusively upon a desire to extract additional income from the property, or
    - b. While the grant of a variation will result in additional income to the applicant and while the applicant for the variation may not have demonstrated that the application is not based exclusively upon a desire to extract additional income from the property, the Land Use Commission or the City Council, depending on final jurisdiction under Section 6-3-8-2, has found that public benefits to the surrounding neighborhood and the City as a whole will be derived from approval of the variation, that include, but are not limited to, any of the standards of Section 6-3-6-3 of the Zoning Code: The limited amount of extra square footage will not meaningfully increase income so the standard is met.
  6. The alleged difficulty or hardship has not been created by any person having an interest in the property: The adjacent building was built in the 1920's and the property was acquired later by applicant so the situation is not created by the applicant meeting the standard.
  7. The requested variation requires the least deviation from the applicable regulation among the feasible options identified before the Land Use Commission issues its decision or recommendation to the City Council regarding said variation: The standard is met because it is a minor request considering the overall project.

Chair Rodgers asked for Commissioner comments on the standards. There were none.

**Commissioner Puchtel made a motion to grant the Major Variations at 2117 Dewey Avenue, 23ZMJV-0014, for the zoning relief described in the packet. Second by Commissioner Arevalo. A roll call vote was taken, and the motion carried, 8-0.**

**B. Public Hearing: Zoning Text Amendment | Cannabis Consumption Lounges | 23 PLND-001**

**A City-initiated Text Amendment to the Zoning Ordinance, Title 6 of the Municipal Code, to establish a zoning definition for Cannabis Consumption Lounges (Section 6-18, Definitions), special regulations for Cannabis Consumption Lounges (Section 6-4-11, Special Regulations Pertaining to Cannabis Related Uses), and to establish Cannabis Consumption Lounges as eligible special uses in certain non-residential zoning districts (Sections 6-9 through 6-15). The Land Use Commission makes a recommendation to the City Council, the determining**

**body for this case in accordance with Section 6-3-4-6 of the Evanston Zoning Code and Ordinance 92-O-21.**

Ms. Klotz summarized that this item originated from an aldermanic referral from Councilmember Burns and has been discussed from the health perspective at the Human Services Committee. This discussion item is the related zoning text amendment. No regulations have proceeded to the City Council for final determination. Cannabis regulations have been instituted within the Zoning Ordinance through text amendments over the last three years with on-site consumption excluded. The discussion is whether to add consumption lounges as an eligible use.

Ms. Klotz stated that the few communities that have legalized on-site consumption have done it in two ways: 1) They can be an accessory to a state licensed dispensary, so they must be within it or located adjacent to it; 2) Or they must be part of what the state calls a retail tobacco store. The Evanston Zoning Ordinance does not currently allow retail tobacco stores so the only current potential option would be through the dispensaries.

Ms. Klotz said to develop potential regulations, a definition and special regulations would need to be established and then what districts a lounge could be located in would need to be specified. Staff recommends that if this is an appropriate request for Evanston, zoning districts that are similar to the dispensaries be considered. Staff also suggest that an operations agreement to cover any additional specifics be required. Further, that it be a special use that is treated as an accessory use to add any additional regulations and conditions which then would go to the City Council for approval.

Commissioner Questions

Chair Rogers asked if there were any anticipated applications for a consumption lounge. Ms. Klotz responded that there is an active application now for a cannabis dispensary for 100 Chicago Avenue with no consumption lounge. There is also a potential applicant who would like to open a dispensary with a consumption lounge at 1633 Chicago Avenue but that has not been applied for to date.

Commissioner Halik asked how many dispensaries are in Evanston. Ms. Klotz said just the one at 1804 Maple Avenue.

Public Comment

Chair Rodgers called for public comment.

Donald Zeigler, 1430 Elmwood Avenue, Chair of the Evanston Health Advisory Council, advised that it would be unsafe to establish cannabis lounges due to public health concerns and legal liabilities such as current heating, ventilation and air conditioning systems alone do not control secondhand smoke exposure and the risk of driving after using marijuana.

Bruce Doblin, 5017 North Ravenswood, advisor to the Evanston Department of Health and Human Services, summarized some of the recent studies showing harmful results from the use of cannabis.

Health and Human Services Director, Ike Ogbo, stated that Evanston was the first community that increased the age in which you can sell or purchase tobacco as an example of the job of the public health official and cannabis consumption lounges would not ensure the public health of the entire community. Commissioner Lindwall asked about Evanston's five-year health plan specifically related to indoor air quality. Mr. Ogbo responded that the EPLAN is a local needs assessment where health priorities are identified and tracked over a five-year period. Advancing health equity, mental health and climate resiliency are the three topics being tracked. When it comes to indoor air quality, the City will not be able to make significant impacts on addressing health equities if indoor cannabis smoking is permitted. The EPLAN is prepared by staff, reviewed by the Human Services Committee, and then submitted to this state. It was approved by the state in August of 2022.

Commissioner Lindwall asked since the state requires a lounge to be a freestanding structure, do any of the current or proposed locations qualify as such. Ms. Klotz said that 1633 Chicago Avenue is considered a free standing building.

The record was then closed.

#### Deliberations

Chair Rogers polled the members to see if they wanted to discuss the item or wait until there was an actual application. Commissioners Halik and Puchtel would like to have the discussion to communicate intention. Commissioner Lindwall agreed to move forward with discussion of whether a cannabis consumption lounge was appropriate for Evanston and noted the community tobacco smoking limits. Commissioner Johnson concurred. Commissioner Miritchev said he thought it would be better not to have it in the code.

Commissioner Lindwall summarized her thoughts on the objectives and policies of the Comprehensive General Plan. In the 1950's, the focus was on land use and by 1974 the environment became important. Evanston's 1986 and 2000 plans expanded that emphasis to include more policies on the environment, historic preservation, arts and civic design. The state of Illinois adopted guidelines for the contents of a comprehensive plan including telecommunications and internet connectivity. The next comprehensive plan for the City should encompass things that create healthy communities like workforce development, improving quality of life, mobility, climate action and hazard mitigation. She concluded that the comprehensive plan standards have not been met regarding the proposed consumption lounges because they are not consistent with these broad policies.

The Chair reviewed the four Standards for Amendments (Section 6-3-4-5).

1. Whether the proposed amendment is consistent with the goals, objectives and policies of the Comprehensive General Plan as adopted and amended from time to time by the City Council: The current Comprehensive General Plan doesn't address many modern issues but considering its broader goals, as well as existing tobacco smoking prohibitions, the proposed amendment does not meet the standard.
2. Whether the proposed amendment is compatible with the overall character of existing development in the immediate vicinity of the subject property: The problem is not the structure but the activity within, so the standard is met.
3. Whether the proposed amendment will have an adverse effect on the value of adjacent properties: There does not seem to be a decrease in property values due to the dispensaries. Discussion regarding ventilation from a lounge may affect adjacent properties so from that viewpoint the standard is not met.
4. The adequacy of public facilities and services: This standard is met because there are public services.

**Commissioner Puchtel made a motion to recommend denial of the proposed Zoning Text Amendment, 23 PLND-001. Second by Commissioner Arevalo. A roll call vote was taken, and the motion was approved 8-0.**

### **Communications**

Ms. Williams updated the commission that at the March 27, 2023 City Council meeting staff will be giving a presentation on the request for proposals for the Comprehensive Plan and Zoning Code update.

Miss Williams also noted that there is a quorum for a Land Use Commission Special Meeting on April 19, 2023. There is not a meeting on April 5<sup>th</sup> and the regular meetings on April 12<sup>th</sup> and 26<sup>th</sup> remain.

Chair Rodgers made a referral to staff to coordinate and prioritize amendments on the following matters.

1. To establish a unified sign process for the Land Use Commission to be the determining body and that signage over 50 feet in height be referred to City Council as of recommendation.
2. Update sign variations and create separate standards that are simpler.
3. Explore radius expansion of the Transit-Oriented Development map to provide more consistent buffer distances without making changes to parking requirements.
4. Update continuance language to remove inconsistencies between the ordinance and rules.
5. Evaluate changing a unique use to unique adaptive use process and make it available to other areas in the City.
6. Update the wording for curb cuts, Section 6-8-3-11, and related code sections.

7. Establish an accessory structure setback in non-residential districts.
8. Clarify parking setbacks including loading berth setbacks.
9. Establish a mixed-use market as an eligible principal use in all non-residential districts for mixed use business concepts (ask business districts what would be helpful or needed).
10. Update the apartment hotel definition to clarify the maximum rental, when its primary use would change, and list the maximum rental amount allowed.
11. Review how voted and recommended major/minor development can be revived from the referral committee.

Commissioner Halik inquired about the role of Design and Project Review (DAPR). Ms. Williams answered that staff has received a referral that DAPR be removed from the city code and an urban design commission be established. Applicants are still receiving DAPR comments with no formal staff recommendations.

**Adjournment**

Commissioner Westerberg motioned to adjourn, Commissioner Lindwall seconded, and the motion carried, 8-0.

Adjourned 8:32 PM.

The next meeting of the Evanston Land Use Commission will be held on **Wednesday, April 12, 2023, at 7:00 PM, in the James C. Lytle Council Chambers in the Lorraine H. Morton Civic Center.**

Respectfully submitted,  
Amy Ahner, AICP, Planning Consultant

Reviewed by,  
Katie Ashbaugh, AICP, Planner  
Meagan Jones, Neighborhood and Land Use Planner