



**AGENDA AND NOTICE OF A MEETING**  
**Housing & Community Development Committee**  
**Tuesday, October 21, 2025**

**Lorraine H. Morton City Hall, 909 Davis Street, Evanston, IL. 60201 Council Chambers**  
**7:00 PM**

Those wishing to make public comments may submit written comments or sign-up to provide in-person comment with the public comment form or by calling/texting 847-448-4311 by 5pm the day of the meeting.

The purpose of public comment is to enable members of the public to provide input on any topic on the agenda. The Committee may question the commenter, but a response is not required. The length of the public comment period will be **15 minutes**; the time allocated for each commenter is dependent on the number wishing to speak, but will not exceed **5 minutes per person**. The length of the public comment may be extended at the discretion of the Chairperson depending on the number of commenters and time needed to address the items on the agenda.

Public comment form: <https://forms.gle/juR6pAK1NMmWNQCJA>

To listen to the meeting, join the Zoom meeting online:

Please click the link below to listen online via Zoom:

<https://us06web.zoom.us/j/89903481176>

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

**2. APPROVAL OF VIRTUAL COMMITTEE MEMBER PARTICIPATION**

**3. INTRODUCTION OF NEW COMMITTEE MEMBERS**

**4. PUBLIC COMMENT**

**5. APPROVAL OF MEETING MINUTES**

- A. **Approval of minutes from the September 16, 2025 meeting.** 4 - 5  
**For Action**  
[Housing & Community Development Committee - Sep 16 2025 - Minutes - Pdf](#)

**6. NEW BUSINESS/OLD BUSINESS**

- A. **Approval of Renewal Funding to Administer the Inclusionary Housing Waitlist** 6 - 11  
**For Action**  
[Approval of Renewal Funding to Administer the Inclusionary Housing Waitlist - Attachment - Pdf](#)
- B. **Update on the MTO Landlord/Tenant Walk-In Hours Program** 12 - 13  
**For Action**  
[Update on the MTO Landlord/Tenant Walk-In Hours Program - Attachment - Pdf](#)
- C. **Approval of Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Law Center for Better Housing for January 1, 2026 - December 31, 2026** 14 - 27  
**For Action**  
[Approval of Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Lawyers' Committee for Better Housing for January - Pdf](#)
- D. **Referral to amend Title 5, Chapter 9, of the City Code, "Vacation Rentals."** 28 - 42

**For Discussion**

[Referral to amend Title 5, Chapter 9, of the City Code, "Vacation Rentals." - Attachment - Pdf](#)

E. **Housing4All Draft Plan - Feedback**

43 - 50

**For Discussion**

[Housing4All Draft Plan - Feedback - Attachment - Pdf](#)

F. **Discussion and Vote to Change the Housing and Community Development (HCDC) meeting time to 6:00 p.m.**

**For Action**


**7. STAFF REPORTS AND UPDATES**

**8. ADJOURNMENT**

*Agenda items and order are subject to change.*

*Questions can be sent to Marion Johnson, Housing & Grants Supervisor at [marionjohnson@cityofevanston.org](mailto:marionjohnson@cityofevanston.org).*

*The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact 847-448-4311 or 847-448-8064 (TTY) at least 48 hours in advance of the scheduled meeting so that accommodations can be made. La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).*



City of  
**Evanston™**  
**MINUTES**

**Housing & Community Development Committee**  
**Tuesday, September 16, 2025 @ 7:00 PM**  
Lorraine H. Morton City Hall, 909 Davis Street, Evanston, IL. 60201 Council Chambers

<b><u>COMMITTEE MEMBER PRESENT:</u></b>	Shawn Iles, Councilmember Bobby Burns, Councilmember Matt Rodgers, Councilmember Joanne Zolomij, Member Juan Geracaris, Councilmember Trina Ntamere, Committee Member
<b><u>COMMITTEE MEMBER ABSENT:</u></b>	Fran Sweeney, Member
<b><u>STAFF PRESENT:</u></b>	Uri Pachter, Senior Housing Planner, Erin Baynes, Planning & Policy Supervisor, Sarah Flax, Director of Community Development
<b><u>GUESTS PRESENT:</u></b>	Zach Lowe from the Developing Planning Partners (DPP), Ryan Holmes from Holmes Market Guidance

- |           |   |
|-----------|---|
| <b>1.</b> | <b>CALL TO ORDER/DECLARATION OF A QUORUM</b>  |
|           | Chair Burns called the meeting to order at 7:14 p.m.  |
| <b>2.</b> | <b>PUBLIC COMMENT</b>   |
|           | B. Hanson, S. Cohen, D. Voz, and L. Damashek provided public comment on the Housing4All plan. |
| <b>3.</b> | <b>APPROVAL OF MEETING MINUTES</b>  |
| <b>A.</b> | <b><u>Approval of Meeting Minutes from July 15, 2025</u></b>                                  |

	<p>Motion to approve meeting minutes from July 15, 2025 with edits from Cm. Rodgers.</p> <p><b>Motion:</b> Councilmember Rodgers <b>Second:</b> Zolomij</p> <p><b>Motion Passed 6-0-1</b></p> <table border="1"><tr><td><b>Ayes:</b></td><td>Iles, Burns, Rodgers, Zolomij, Geracaris, and Ntamere</td></tr><tr><td><b>Nays:</b></td><td>None</td></tr><tr><td><b>Absent:</b></td><td>Sweeney</td></tr></table>	<b>Ayes:</b>	Iles, Burns, Rodgers, Zolomij, Geracaris, and Ntamere	<b>Nays:</b>	None	<b>Absent:</b>	Sweeney
<b>Ayes:</b>	Iles, Burns, Rodgers, Zolomij, Geracaris, and Ntamere						
<b>Nays:</b>	None						
<b>Absent:</b>	Sweeney						

**4. NEW BUSINESS/OLD BUSINESS**

A.	<p><b><u>Draft Housing4All (Strategic Housing Plan) Overview</u></b></p> <p>Uri Pachter, Senior Housing Planner, presented the Draft Housing4All (Strategic Housing Plan) Overview. Zach Lowe from the Developing Planning Partners (DPP) consulting group and Ryan Holmes from Holmes Market Guidance were present to present the Housing Gap Analysis Report and answer questions from the committee.</p>
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**5. STAFF REPORTS AND UPDATES**

	<p>E. Baynes provided an updated on the approval of the 2025-2029 Consolidated Plan from HUD, and is working on grant agreement preparation. Staff is working on the 2026 Action Plan and will bring before the committee at the November and December meetings. S. Flax provided context on federal fiscal appropriations.</p>
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**6. ADJOURNMENT**

	<p>Chair Burns called the meeting adjourned at 9:32 p.m.</p>
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## Memorandum

To: Members of Housing & Community Development Committee  
From: Ana Elizarraga, Housing & Economic Development Analyst  
CC: Marion Johnson, Interim Housing & Grants Manager  
Subject: Approval of Renewal Funding to Administer the Inclusionary Housing Waitlist  
Date: October 21, 2025

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Recommended Action:

The Housing and Community Development Committee and staff recommend approval of up to \$80,000 for Community Partners for Affordable Housing (CPAH) to continue administering Evanston's Inclusionary Housing Ordinance (IHO) centralized waitlist and conducting income certifications, re-certifications of households, and compliance reviews for affordable units from January 1, 2026, through December 31, 2026.

Funding Source:

The funding source is the City's Affordable Housing Fund, 250.21.5465.65496. The Affordable Housing Fund has an unallocated cash balance of approximately \$3.8 million.

CARP:

Vulnerable Populations

Committee Action:

For Action

Summary:

The City has contracted with Community Partners for Affordable Housing (CPAH) since 2017 to implement the waitlist management process for inclusionary affordable housing units resulting from the IHO for waitlist management services. CPAH is requesting \$80,000 in funding from the City of Evanston to administer Evanston's centralized IHO waitlist for 12 months. This requested amount is consistent with the funding provided in the previous 12-month contract. The components informing the funding amount requested are as follows:

- The increase in the number of units to service from 78 to 84 units and the associated increased hours as the program continues to grow

- The compliance of 7 additional units, and possible additional units stemming from condo deconversions
- The compliance reviews for buildings with affordable units that predate the IHO
- Marketing and qualifying buyers for one 'for sale' unit
- Marketing of the program in preparation of the units expected to come into the program in 2027

The funding pays for personnel and other direct expenses associated with managing the centralized waitlist for households interested in affordable housing through the IHO, as well as other market-rate developments with onsite affordable units generated through development agreements that preceded the IHO.

The scope of work includes:

- Screening applicants for the waitlist;
- Management of the waiting list;
- Conducting outreach to Evanston residents in need of affordable housing;
- Income-qualifying prospective tenants when affordable units are ready for rent-up;
- Annual income recertification of tenants currently housed in affordable units to ensure ongoing compliance with income restrictions;
- Conduct marketing and outreach to the wait list for available units. This may include additional digital marketing efforts in certain cases.
- Assist developers and City officials in marketing the inclusionary housing program and units. In addition to marketing units that are available in 2026, marketing will begin in 2026 for units that will be available in 2027.
- Conducting compliance reviews for additional units that pre-dated the IHO, and units in condo deconversions.
- Help communicate program requirements to developers and property managers, as well as best practices for successful implementation.
- Assist with updating policies and procedures as the updated IHO is implemented.

CPAH plans to administer 84 units and the growing waitlist, which comprises over 900 households as of May 2025.

The City would enter into a 12-month contract for IHO waitlist services with CPAH from January 1 through December 31, 2026. The City would make four payments of \$20,000.00 in April, July, October 2026, and January 2027. CPAH staff would track staff time and direct expenses used for the administration of the City's IHO program and use these data to inform its proposal for funding renewal at the end of 2026.

Additional information on CPAH's scope of work and budget for this request for renewal funding may be found in their attached application.

Legislative History:

The City Council approved CPAH's funding request for the previous year's IHO waitlist management contract in the amount of \$80,000.

Attachments:





October 10, 2025

Sarah Flax  
Community Development Director  
City of Evanston  
2100 Ridge Avenue  
Evanston, IL 60201

**Re: Inclusionary Housing Administration and Centralized Waitlist Management**

Dear Sarah:

The current agreement between the City of Evanston and Community Partners for Affordable Housing (CPAH) to assist in administering the City's Inclusionary Housing Ordinance will expire on December 31, 2025. This letter is a proposal to renew that agreement for 2026.

It is our understanding that for the term of this agreement, the City would like assistance with (i) maintaining and managing the IHO waitlist; (ii) identifying qualified applicants for approximately 7 new inclusionary rental housing units that will be coming online in 2026; (iii) possibly overseeing additional units as a result of condo deconversion; (iv) overseeing the 84 existing inclusionary housing units, including re-leasing at turnover, and annual income re-certification for all lease renewals; (v) marketing and qualifying a buyer for a "for sale" unit; (vi) engaging in additional marketing for a large number of new construction units that are expected to come into the program in 2027.

The waitlist and application process include marketing, fielding inquiries, pre-applications and full applications. Pre-applications are submitted for the purpose of a household being placed on the waitlist. Full applications are sent out to households on the waitlist when a unit is available for which that household could be eligible. Full applications require the submission of supporting documentation (pay stubs, taxes, bank statements, etc.)

Specific responsibilities and deliverables for 2026 will include:

- Manage the City of Evanston's waitlist for inclusionary housing units.
- Respond to inquiries from potential applicants and manage the pre-application process for potential tenants and homebuyers.
- Conduct marketing and outreach to the waitlist for available units. This may include additional digital marketing efforts in certain cases.

[www.cpahousing.org](http://www.cpahousing.org)  
phone 847.263.7478  
fax 847.796.8060

- Conduct program screening and eligibility determination for the 7 “new” inclusionary units, including processing full applications that require supporting documentation.
- Bring 19 additional units into compliance.
- Conduct either annual income re-certification or re-leasing for the 84 existing units.
- Help communicate program requirements to developers and property managers as well as best practices for successful implementation. These are ongoing discussions.
- Work with developers and property managers on inclusionary tenant matters.
- Continue to update the waiting list as we receive updated information.
- Assist developers and City officials in marketing the inclusionary housing program and units. In addition to marketing units that are available in 2026, marketing will begin in 2026 for units that will be available in 2027. We expect those efforts to be substantial to reflect the number of potential units currently in the pipeline that could be available in 2027.
- Work with applicants to help them be successful in applying for housing. Provide housing counseling and referral services, as requested.
- Work with existing inclusionary tenants on issues that arise concerning their housing and recertification.
- Assist City officials with questions related to the inclusionary housing program.

Based on our estimated time and cost in 2025 and the anticipated work volume for 2026, we request \$80,000 to provide the above-referenced services for the period January 1, 2026 through December 31, 2026. CPAH staff will track the time and expenses used for the administration of the City’s IHO program. The City and CPAH will utilize this data to inform its proposal for funding renewal no later than December 2026.

CPAH is a 501(c)(3) nonprofit Community Housing Development Organization (CHDO) and HUD-Certified Housing Counseling Agency. We have helped develop or preserve over 1,800 units of affordable housing throughout the northern suburbs (including Evanston) and have provided housing-related services for over 39,000 residents. We have nearly 20 years of experience administering inclusionary housing ordinances, including working with the City of Evanston, City of Highland Park, City of Lake Forest, the Village of Northbrook, Village of Deerfield and others. CPAH is recognized both regionally and nationally for being a leader at the forefront of affordable housing – including by the Urban Land Institute, Lincoln Institute of Land Policy, and the National Housing Conference. We are categorized by the Illinois Housing Development Authority as a BIPOC-led organization.

CPAH's Vice President of Community Relations Amy Kaufman oversees waitlist management and matters related to applications, leasing and inclusionary housing policy matters. She is assisted by our Inclusionary Housing Coordinator Anna Viveros. CPAH's President Rob Anthony provides oversight and assistance with policy matters.

We thoroughly enjoy working with the City of Evanston on the inclusionary housing program as well as partnering on a variety of other housing and community revitalization efforts. We look forward to the continued partnership to best serve the Evanston community.

Please don't hesitate to contact me ([ranthony@cpahousing.org](mailto:ranthony@cpahousing.org) or 847-263-7478 ext. 22) or Amy Kaufman ([akaufman@cpahousing.org](mailto:akaufman@cpahousing.org) or 847-263-7478 ext. 20) with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Rob Anthony".

Rob Anthony  
President



## Memorandum

To: Members of Housing & Community Development Committee  
From: Ana Elizarraga, Housing & Economic Development Analyst  
CC: Marion Johnson, Interim Housing and Grants Manager  
Subject: Update on the MTO Landlord/Tenant Walk-In Hours Program  
Date: October 21, 2025

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Recommended Action:

Staff seeks direction from the Housing and Community Development Committee (HCDC) on the MTO Walk-In Hours Program

Committee Action:

For Discussion

Summary:

Launched on March 21, 2025, the Walk-In Hour pilot program was designed to offer in-person assistance to landlords and tenants with housing inquiries and to provide information on the Residential Landlord-Tenant Ordinance (RLTO), effective January 1, 2025. Its primary goal was to assess the demand for in-person services, complementing MTO's existing phone and text hotline.

Between March 21 and June 16, 2025, MTO staff hosted walk-in hours at the Evanston Public Library (1703 Orrington) on the first and third Monday of each month, from 1:30 p.m. to 4:30 p.m. During this initial pilot phase, the program served seven Evanston tenants and had a total of 22 unique attendees, with some individuals participating in multiple sessions.

The program was extended for an additional three (3) months, from July 23 to October 8, 2025. This extension included six additional sessions held at four locations: Evanston Public Library, Robert Crown Community Center, Levy Center, and Open Communities offices, offered at three different time slots: 10 am - 1:00 pm, 1:00 pm - 4:00 pm, and 3:00 pm - 6:00 pm. The program was advertised through various channels, including the Evanston Public Library and City of Evanston websites, calendars, e-newsletters, social media, and the City of Evanston Ombudsperson. Physical flyers were also posted at library locations, the Levy Center, and the Robert Crown Community Center. Additionally, MTO collaborated with Open Communities to host the session on October 8, 2025, and distributed flyers to Evanston residents from its office.

Attendance figures are detailed below:

	7/23	8/13	8/27	9/24	10/08	Total
Evanston Attendees	4	0	3	1	0	8
Other Attendees	2	0	2	1	0	5

The program saw low levels of attendance (8 residents over 3 months) for an MTO staff time investment of 3-4 hours per session. The location change saw lower levels of attendance than at the library. The library provided additional outreach and stability in where the program was held. The low attendance is aligned with previous similar efforts that took place pre-COVID and the previous Walk-in Hours Pilot program. With the program extension coming to an end, continuation would constitute a cost per session of \$150.

Staff recommends the committee consider the following:

- Stop the in-person sessions, given the low attendance. Consider exploring alternative options to expand outreach (such as the upcoming chatbot to provide self-service help).
- If there is a desire to continue the sessions: continue the in-person session at one session per month in the same location for at least 12 months to ensure the program can get established and awareness grows. Re-asses after a full year of attendance in the same location. Continuation of the program through Q4 of 2025 would require a vote from the committee.



## Memorandum

To: Members of Housing & Community Development Committee  
From: Ana Elizarraga, Housing & Economic Development Analyst  
CC: Marion Johnson, Interim Housing and Grants Manager  
Subject: Approval of Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Law Center for Better Housing for January 1, 2026 - December 31, 2026  
Date: October 21, 2025

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Recommended Action:

The Housing and Community Development Committee and staff recommend approving a not-to-exceed \$91,600.00 renewal contract for landlord-tenant services with the Metropolitan Tenants Organization (MTO) and Law Center for Better Housing (LCBH).

Funding Source:

The funding source is the City's Affordable Housing Fund, 250.21.5465.65497. The Affordable Housing Fund has an unallocated cash balance of approximately \$3.8 million.

CARP:

N/A

Committee Action:

For Action

Summary:

The City has contracted with MTO and LCBH for landlord-tenant services since 2018. MTO's hotline provides the first line of contact and can address simple issues. MTO acts as a liaison between tenants and attorneys and can refer more complex cases to LCBH for direct legal services. The collaboration between MTO and LCBH results in greater efficiency in service delivery, reduced administrative time spent on client intake, and improved data collection and reporting.

The most recent contract was for 12 months from January 1, 2025, through December 30, 2025, for a not-to-exceed amount of \$72,500, which included \$46,800 for basic services and an up-to amount of \$44,800 for additional services to be billed as incurred. Between January 1, 2025, and October 1, 2025, MTO has handled 365 issues, averaging 40 per month.

MTO/LCBH conducted five (5) workshops to support updates to the Residential Landlord Tenant Ordinance, to provide the most current ordinance information to tenants and landlords. MTO also launched the MTO Texting Option in September of 2023, available for Evanston tenants' and landlords' cases. In 2025, MTO has resolved approximately 21 cases routed through the text feature. To date for 2025, the City has paid \$27,400 to MTO/LCBH for landlord-tenant services, with an upcoming 3rd and 4th quarter invoices.

MTO/LCBH applied for renewal of its contract with the City for a not-to-exceed amount of \$91,600 covering 12 months, from January 1, 2026, to December 31, 2026, and is outlined below. The contract is divided into a base scope of work and additional services that will be provided as needed. Cases in the base scope have remained stable over the last year at an average of 31 per month, with peaks during the lease-end months of May and December.

The funding request for the base scope of work is staying flat at \$11,700 per quarter and has been flat for several years. MTO consistently budgets for additional services beyond actual spending, allowing for flexibility when the need arises. For instance, in 2023, \$19,935 was allocated for additional services, yet only \$810 was spent. Similarly, in 2024, the budget for these services was \$23,200, but only \$3,240 was utilized.

Base Scope of Work - \$46,800: \$36,800 for MTO and \$10,000 for LCBH, would be paid for in four quarterly installments of \$11,700 in the month following each quarter (April, July, and October 2025, and January 2026). The following services are included:

- Operating a free hotline for landlord-tenant inquiries Monday through Friday from 1-5 pm; for callers who call outside of those hours, MTO will return all calls within two business days. MTO offers a texting option for tenants and/or landlords who call outside of normal hotline operating hours.
- Responding to landlord-tenant inquiries received through the City's 311 system and the MTO hotline, estimated at 30-40 cases per month.
- Delivering information and assistance to landlords and tenants, including help with writing letters, strategies on how to resolve issues through negotiations, and referrals to other sources.
- Working with the City to maintain current landlord-tenant information on the City's and MTO's websites.
- Coordinating at least four (4) trainings for Evanston tenants and landlords.

Additional Services - up to \$44,800: would be billed to the City every quarter as incurred, but not to exceed \$44,800 during the contract period, to be used for mediation, organizing, and legal representation as needed and for the development of a web-based application for client use. The following services are included:

- Mediation between landlords and tenants would be provided at the hourly rate per the fee schedule (Exhibit A) and billed based on actual hours and applicable reimbursable costs.
- Tenant organizing would be provided at the hourly rate per the fee schedule (Exhibit A) and billed based on actual hours and applicable reimbursable expenses per building case for buildings where tenants face common problems such as foreclosure, poor maintenance, building security concerns, health hazards, etc.

- Legal representation for low-income Evanston tenants to avoid displacement through evictions and illegal lockouts would be provided and billed at \$200 per hour, plus any reimbursable expenses associated with these cases.
- Up to \$18,000 to fund a client-facing web application development. This web application will be an automated chat service available 24/7 to answer housing rights-related questions. The chatbot will provide contact information for MTO and LCBH should further assistance be needed.
- Up to \$1,800 for the extension of a walk-in hour program to provide one-on-one, in-person assistance to residents, if needed.

Legislative History:

In January 2024, the City Council approved a 12-month contract with MTO/LCBH for a not-to-exceed amount of \$72,500.

Attachments:

[2026 proposal -Metropolitan Tenants Organization - Landlord Tenant Services Final](#)



601 S California Avenue  
Chicago, IL 60612  
773-292-4980  
tenants-rights.org

**City of Evanston**  
**909 Davis Street**  
**Evanston, IL 60201**

**October 14, 2025**

To Whom It May Concern,

The Metropolitan Tenants Organization (MTO) is happy to submit a proposal to renew our Landlord and Tenants Services contract with the City of Evanston. MTO is the largest provider of such services in the Chicago Metropolitan area. We have been providing services to renters for over 30 years in our efforts to ensure that housing is safe, decent and affordable. MTO's legal partner, the Law Center for Better Housing (LCBH), has been in existence for almost 40 years. They have defended thousands of tenants in eviction court and helped them avoid homelessness. MTO's budget includes \$10,000 for LCBH to provide free legal representation for Evanston tenants with low and moderate incomes.

Over the past five-plus years MTO, LCBH, and the City of Evanston have forged a partnership to preserve affordable housing and stabilize tenants in their homes and communities. The Evanston renters and landlords that MTO serves come from a variety of sources, including Evanston's 311 system (QAlert) MTO's Tenants Rights Hotline, and the Evanston Text-for-Help line. The texting option allows Evanston residents to get online access to help outside of normal hours. This year MTO continued to receive a concerning amount of calls about termination and non-renewals without cause. Many tenants complained that their landlords were violating the newly updated Evanston RLTO.

So far this year, MTO has helped numerous clients improve their living conditions and exercise their rights. MTO answered hundreds of calls from Evanston tenants, worked to organize tenants in three buildings, and hosted a series of workshops for property owners and tenants to educate them about the recent changes to the Evanston law. To date, we have provided five virtual trainings, one in-person training and numerous workshops for Northwestern students, with more on the schedule. While challenging, we eagerly anticipate the exciting work that awaits us in the New Year.

Sincerely,

/s/ Charity Tolliver  
Executive Director

**Metropolitan Tenants Organization**

## **The Qualifications and Experience of Applicant Organizations:**

MTO has been serving residents of Evanston for over seven years, providing tenants and property owners with information and referrals regarding rental laws of Evanston and the State of Illinois. MTO has three interrelated program areas: Tenant Stabilization, Affordable Housing Preservation, and Advocacy.

Tenant Stabilization works with individual tenants to stabilize their housing situation. Our Tenant Stabilization program includes the Tenants' Rights Hotline, the Squared Away Chicago App, Eviction Prevention Program and the Healthy Homes Program.

The *Tenant's Rights Hotline* and *Squared Away Chicago* app serve about 10,000 renters every year. The hotline and app empower renters to preserve and stabilize their housing situation by giving tenants tools and support needed to resolve current housing issues. When combined with the Hotline, the app makes it easy for tenants to find out the law, communicate with their landlord, document their situation, and most importantly, solve their housing problems. These two services also act as the eyes and ears of the agency. They alert us to emerging issues. The hotline and app serve as portals to MTO's organizing and advocacy programs. All issues are tracked by address. MTO has the capacity to map problems by ward or zip code.

MTO's *Eviction Prevention Program (EPP)* provides tenants who are at risk of eviction with services and referrals. In the first 10 months of calendar year 2023, MTO interviewed more than 675 renters who were at risk of eviction and accepted 250 of them into the program. MTO staff referred 83 of those tenants to legal aid attorneys. Legal service providers accepted 80 percent of the cases and were successfully able to defend the tenants. We helped almost 75 tenants negotiate and work out deals with their property owner thus avoiding eviction all together. In total, we helped 200 tenants avoid eviction. Most of those tenants were able to stay in their home. MTO assisted 24 Evanston residents through our Eviction Prevention program.

MTO's *Healthy Homes Program (HHP)* provides families with additional assistance to address any home-based health hazards, such as lead paint and mold. MTO conducts home inspections to assess the problems, and provides information to tenants to help them identify, correct, and maintain a safe and healthy home. The *HHP* also acts as a means to bridge health care and housing by looking at prevention. MTO has developed partnerships with several health care providers and universities, including, Chicago Department of Public Health (CDPH), Sinai Urban Health Institute (SUHI), Loyola University, UChicago Medicine and Loreto Hospital system.

MTO's *Affordable Housing Preservation Program (AHPP)* at MTO works to stabilize tenants and their connectedness with their communities by preserving affordable housing through building organizing. MTO works in subsidized and market housing. Low-income renters face a variety of pressures and conditions that can lead to displacement. Deteriorating buildings, poor maintenance, foreclosures, and building owners opting out of affordable contract renewals are all reasons that tenants may be forced to relocate, thus affecting their stability. MTO's AHPP works to help renters address these issues and remain in affordable, stable, safe, and decent housing. MTO works in 30 to 40 multi-unit buildings every year with new and/or existing tenants' associations.

MTO's *Tenant Advocacy* work is rooted in the organization's vision and values of nurturing the engagement of families advocating on their own behalf for positive change by promoting legislative policies and programs. Families learn about their housing rights and the interconnectedness to other rights such as health care and civil rights. As tenant leaders increase their skill sets through the experience of asserting their rights, MTO develops opportunities to engage leaders in city, state, and national policy campaigns. Through MTO, renters are able to identify common issues and develop campaigns and organizing strategies to move issues forward. Through these campaigns, renting families meet with government officials to influence public and private rental housing policy. This experience helps to build momentum and ownership over the process of positive social change.

### ***Demographics***

A survey of MTO's program participants highlights our capacity to work with low-income households and individuals. Almost fifty-five percent of constituents have incomes at or below the poverty line, 56% are African American, 22% are Latino/Hispanic. Seventy-five percent of all people who use MTO's services are women. Fifteen percent of our constituents identify as immigrants and refugees.

Most of the service population lives in Cook County's poorest neighborhoods. Their homes are often in disrepair, with pests, heating problems, leaks, mold, etc. The women in these predominantly female heading households are often afraid to complain out of fear of eviction and the threat it poses to their families. Moving from home to home is a way of life. Even though moving costs money and harms their children's education, most of these women feel they have no choice.

MTO has the capacity to service Evanston's Spanish speaking population. MTO has two bi-lingual Spanish speaking staff. Should other languages be required MTO has relationships that can provide this assistance on an as needed basis.

MTO provides similar services for the City of Chicago and Cook County in its southern suburbs. For each area, we provide renters with an information and referral phone help line, organize tenants' associations and host workshops on the tenant laws for the area.

Since its founding in 1980, LCBH has provided direct legal assistance for low-income families facing eviction or other serious housing issues. As the needs of renters changed, so did LCBH's services. When Chicago's affordable housing supply rapidly declined, placing more renters at risk of homelessness, LCBH hired a social worker to help keep vulnerable families stable. When the foreclosure crisis placed entire buildings full of tenants at risk of eviction, LCBH intervened, winning settlements that awarded tenants financial damages and time to move. Drawing on its years of experience, LCBH helped to shape policies that protect Chicago's renters, such as the Residential Landlord and Tenant Ordinance (RLTO) and the Keep Chicago Renting Ordinance Eviction (KCRO). This experience uniquely qualifies LCBH to provide consultation to the City of Evanston regarding its landlord-tenant or fair housing brochure as well updates to its human rights ordinance.

LCBH prioritizes case acceptance based on a client's vulnerability to homelessness. Most of LCBH's clients are parents with minor children, seniors, or individuals with disabilities. In 2020, 63% of LCBH's clients receiving non-helpline (foreclosure related) legal services were women; 35% had children under 18 living in the household; and 65% reported an income under \$20,000. Further, 9% of LCBH clients were over 65 years old and 44% identified as a person with a disability or stated that a member of his/her household has a disability.

### **Program Staff and Managers**

MTO has a dedicated and knowledgeable staff. The following positions will be assigned to the program: MTO has experienced leadership changes during the past year. In July 2025, long-time Executive Director John Bartlett retired after more than 20 years of leadership. The Board of Directors appointed Charity Hope Tolliver as Interim Executive Director, with a planned transition to permanent Executive Director beginning July 2025.

Charity brings more than 15 years of experience in movement building, nonprofit leadership, and fundraising. Before becoming Interim Executive Director, she served as MTO's Development Director, where she significantly expanded the organization's fundraising portfolio, led cross-sector partnerships, and supported strategic planning during a period of staff unionization

and organizational restructuring. Charity's leadership emphasizes racial equity, community-driven strategy, and building strong collaborations with partners across the housing justice ecosystem.

Our County Organizer, David Wilson, has worked with the organization for 15 years. He both answers calls from County residents and organizes tenants' associations in the County and the City. Mr. Wilson has organized and presented numerous Landlord and Tenants training seminars throughout his career. He has received high marks from participants for his thoroughness and capacity to relate to participants. Mr. Wilson has also been instrumental in organizing training for HUD property managers. More than 80 managers attended his last training. Mr. Wilson is an expert in subsidized housing laws.

Hotline Coordinator, Lolita Davis, has been with the organization for four years. Ms. Davis has been through trainings conducted by the Law Center for Better Housing and the National Alliance for HUD Tenants. Ms. Davis prepares reports and vouchers.

Our Staff Attorney, Philip DeVon, works with tenants facing eviction. He has been with the organization, in a variety of roles, since 2013. An increasing number of tenants have fallen behind in rent since or face lease terminations. Mr. DeVon helps tenants avoid eviction by getting involved before their situation lands them in court.

Our Hotline Counselor, Javier Ruiz, is bilingual (English/Spanish) and has been working in service agencies in Chicago for several years. Mr. Ruiz has been with MTO for over five years.

LCBH staffing includes:

*Mark Swartz, Executive Director* –Mark has advocated on behalf of Chicago's renters for over a decade. In 2008, he launched LCBH's Tenants in Foreclosure Intervention Project (TFIP) where he developed an early warning system to alert community-based organizers about recent foreclosure filings and sales and released annual data and policy reports on the impact of foreclosure on renters. Under Mark's supervision, LCBH drafted the original version of the ordinance that eventually passed in 2013 known as the Keep Chicago Renting Ordinance that created additional protections for Chicago renters living through foreclosure. Mark's focus is on renters' rights, tenants in foreclosure law, and access to justice issues in eviction court, and he has given numerous presentations to bar associations, law schools, and regional conferences. Mark graduated cum laude from the University of Wisconsin Law School.

*Jonathon Raffensperger, Supervisory Attorney* – Jon represents tenants in eviction court, as well as in other litigation and non-litigation matters that relate to housing conditions and landlord-tenant issues. He is a graduate of Dartmouth College and the University of Chicago Law School and was admitted to practice in November 2010. Prior to joining LCBH, Jon was a litigation associate in private practice.

## **Fees**

Please see the attached fee schedule.

## **Contract**

MTO wishes to negotiate an exception to the insurance requirement of \$5,000,000. See Insurance Section in Scope of Service.

## **M/W/EBE**

This is not applicable to MTO as the agency is a nonprofit and has no ownership. MTO's Board would qualify as 60% of MTO's board are people of color and 60% are women.

## ***Project Proposal***

The Metropolitan Tenants Organization (MTO) proposes to collaborate with the Law Center for Better Housing (LCBH) to provide Evanston tenants with comprehensive services that will stabilize and improve the living conditions of Evanston renters. MTO and LCBH have been providing tenants with services for well over 30 years. MTO and LCBH have worked together as partners on many projects in the past and present. This partnership will elevate Evanston tenant services to new standards. MTO will be the lead partner in the collaboration. As a result of the pandemic, Cook County Courts (in coordination with the Chicago Bar Foundation) have instituted the Early Resolution Program. LCBH is playing a lead role in the program. The program helps tenants to apply for emergency rental assistance and negotiate agreements with their property owners. It also provides limited legal assistance. LCBH will be able to provide Evanston tenants with additional legal representation if needed.

### **Scope of Services:**

#### **Basic:**

MTO will operate a free of charge helpline for City of Evanston renters and property owners. The helpline will be open from 1-5PM daily and will answer calls on a first come, first served basis. MTO has the capacity to handle more than 40 cases every month. Callers will receive information that creates a better understanding of and compliance with Evanston's Residential Landlord and Tenant Ordinance (RLTO). For callers who do not call during helpline hours, they can leave a message and MTO will return all calls within 48 hours. MTO will make two attempts to return the call.

MTO will accept referrals by phone, text, and email from City's 311 system. MTO will also accept referrals from City's website and from all other Evanston sources including governmental and nonprofit entities. MTO will provide onsite counseling when needed. MTO will return all calls within two business days.

MTO will provide a text messaging service (through SimpleText) for Evanston callers who call outside of normal help line hours. MTO will respond to texts within the day. Callers who reach out through the Text-For-Help line can get a call, email or text message in response.

MTO currently serves residents via on-line questions. Tenants and property owners can submit questions through MTO's website and receive answers to questions within 24 hours. MTO has also proposed development of an app just for Evanston residents that will provide answers to basic questions and create letters for tenants to send to their property owner.

Besides verbal information, callers who request info will receive packets of information, which can include sample letters, summaries of the law and other housing referrals. MTO sends this information via mail or email. MTO often provides additional assistance to tenants and property owners, which include help in writing letters, documenting housing problems, strategies on how to resolve issues through negotiations, and referrals to other resources, to assist with health issues, homeless prevention funding, and other resources, depending on the need. The Hotline is a first line of defense in efforts to prevent homelessness and maintain Evanston's affordable rental housing.

Callers facing eviction receive follow-up calls to check on the status of their cases, updates on the status of their case such as whether pro-bono attorneys accepted their case. As stated above, tenants will receive additional services such as letter writing or negotiating with the housing provider.

MTO has extensive relationships with legal service providers as well as attorneys throughout the region.

As a part of the contract, MTO will make referrals to the best available free legal assistance provider. MTO is aware that for market rate tenants there are few resources, which is why we are proposing that as a part of this contract, LCBH will provide direct legal services to low-income renters. By providing this service, MTO and LCBH can make sure that low-income residents will get the support they will need to avoid dislocation. The MTO-LCBH Partnership will streamline legal referrals and reduce displacement, by making sure that renters have the tools and resources to avoid eviction and stay in their homes. MTO will act as a liaison between tenants and attorneys and work with renters to avoid an eviction and unwanted displacement. The MTO-LCBH collaboration will decrease intake redundancy, create a smooth handoff of eviction cases, improve data collection, and, in the end, increase tenant stability. Increased stability will have positive effects on both the families and their communities, including effects on education, health, and employment.

MTO will work with the City of Evanston to maintain current Landlord and Tenant information on the City of Evanston's website and MTO's website. MTO is currently investigating whether it is feasible to modify MTO's web app for Chicago to create a web app for Evanston that will contain downloadable and editable letter templates for rent reduction notices, 14-day termination notices, essential service notices, etc. Should it not be possible to change the web app, MTO will post all letters and information on its website.

**Additional Services:**

MTO will organize and provide four trainings (three for Evanston tenants and one for Evanston housing providers). MTO plans to provide these workshops on-line. The trainings will provide an overview of Evanston's Residential Landlord and Tenants Ordinance as well as a questions and answers period to go over individual concerns. MTO will provide all participants with sample letters and other written materials. MTO will work with the City's Property Standards Division to conduct outreach to tenants and to landlords, particularly small landlords and those with a history or poor performance.

MTO, at no cost to the City of Evanston, takes part in roundtables of service provider networks, Evanston's Continuum of Care, and meetings with City of Evanston officials. MTO also provides trainings to Northwestern University.

On an as needed basis, MTO will provide mediation services for property owners and tenants. MTO's former Executive Director, John Bartlett, is a professional mediator and can handle complex in-person disputes. Mr. Bartlett has nearly two decades of experience as a professional mediator, including numerous mediations for the United States Postal Service. Additionally, MTO also has a full-time staff attorney. MTO staff are able to work with tenants to communicate with property owners to develop win-win agreements. MTO will also conduct informal mediation/negotiations over the phone.

When there are building-wide repairs or other problems, working with a tenants' association is often the most effective and efficient means of resolving disputes. In those cases, MTO's field organizer will help residents form tenant associations, and provide the training and support needed to help resolve the issue(s) threatening the preservation of the building, while also working to keep it affordable. While a highly successful means of resolving tenant issues, it does require a commitment of time and energy on the part of tenants, which is not for all tenants. MTO and LCBH are available to consult with the City of Evanston regarding emerging landlord and tenant issues and help to develop a proactive response that may require programmatic or legislative fixes.

Finally, LCBH's staff attorneys will provide high-quality legal representation to tenants facing housing instability. These services will include eviction defense for low-income renters as well as litigation services to combat retaliation and illegal lockouts. LCBH has extensive experience in this area. LCBH's services secure positive outcomes, including financial benefits, dismissals, additional time to move, and sealed records.

Without an attorney, renters in eviction court are at a huge disadvantage. In 2017, there were approximately 29,965 eviction filings in Cook County, with many more renters being “informally evicted” by a coercive landlord, poor conditions, or lockouts. LCBH data show that without an attorney, the likelihood that an eviction order will be entered against a tenant is about 62%; with an attorney, it is about 45%. In other words, by having an attorney, tenants decreased their odds of getting an eviction order by about 25%. The benefits of having an attorney are even greater when the tenant is represented by a civil legal aid provider, a non-profit organization that offers free legal help with non-criminal legal issues. 50% of cases in which private attorneys represented tenants resulted in eviction orders. Legal aid representation resulted in eviction orders only 22% of the time, less than half the rate of their private attorney counterparts.

The impact of eviction has lasting consequences. This is true even for those who paid their rent in a timely manner, but were evicted without cause, or where an eviction suit was merely filed and was either dismissed or adjudicated in favor of the tenant. In addition, since many landlords and housing authorities refuse to take on persons with evictions on their record, families are often forced to relocate to neighborhoods with higher levels of poverty and violent crime, or accept lower quality units.

LCBH attorneys will provide consultation to make sure letters written by tenants to property owners regarding rent reductions, eviction notices, essential services and other issues are consistent with the provisions of Evanston’s Landlord Tenant Ordinance. When such letters are not effective at resolving a dispute, LCBH will assess the appropriateness of providing more in-depth legal services.

**Optional Services:**

In 2025, MTO worked with the City of Evanston to develop a three-month pilot project of bi-weekly walk-in hours for tenants and property owners to come in person to discuss their housing issue. MTO subsequently extended that program for three months at the request of the City of Evanston. MTO can continue to provide walk-in hours (at a rate of one three-hour session per month) at the request of the City of Evanston.

**Reporting:**

MTO will work with the City of Evanston on a reporting format and will turn in a report on a monthly basis. MTO can change or update reporting per request of the City of Evanston. MTO reports the number of calls received, as well as the source of the call and reason for the call.

Tracking and reporting happens primarily through database software and Microsoft Excel. MTO has developed mapping capabilities for the City of Chicago. We expect to be able to develop the same for Evanston. The exception to our monthly reporting cycle involves our Tenants Rights Hotline, for which a weekly recap report is a regular Agenda item at our All-Staff Meeting every Friday morning. This schedule recognizes the critical nature of the Hotline to our overall program, and focuses on Hotline staffing (both staff and volunteer), number of calls, and any anomalies in the types of calls (MTO’s Hotline calls have historically served as an early warning system on the state of the rental housing market in Evanston).

Additionally, the Hotline/Volunteer Supervisor and the Executive Director/Assistant Director meet no less than monthly to discuss benchmarks and any needed adjustments.

**Pricing**

Please see the attached fee schedule.

**Insurance:**

MTO wishes to negotiate the comprehensive general liability requirement discussed in the RFP. MTO

believes it creates a hardship to effectively and efficiently perform the services required. Currently, MTO maintains a 1,000,000 combined single limit for each occurrence and can designate the City as Additional Insured. It would cost an additional \$4,000 to increase that to \$5,000,000. It would add unnecessary additional costs to the project, which MTO would have to take on. We already have absorbed some of the costs of the project. We ask for a waiver from this exceedingly high amount of insurance. No other governmental agency, including the City of Chicago, requires such a large policy.

## Exhibit A - Fee Schedule

Fee Summary
Base Scope of Work \$46,800   Additional Services \$44,800
Total M/W/EBE Participation \$0.00
<b>Total Project Cost: \$91,600</b>

Fee Detail – Basic Scope of Services				
Task 1: Responding to Landlord-Tenant Inquiries				
Assigned Staff	Firm Name	Avg. Hourly Rate	Project Hours	Proposed Cost
Hotline Coordinator	MTO	\$32.50	286	\$21,270
Bilingual Counselor	MTO	\$25.00	200	
Eviction Prevention specialist	MTO	\$31.00	225	
Supervisor	MTO	\$45.00	140	\$6,300
Total Reimbursable Expenses (e.g. printing, travel, supplies, etc)				\$4,165
Lawyers Committee for Better Housing Retainer				\$10,000
<b>Total Proposed Cost - Task 1</b>				<b>\$41,735</b>
Task 2: Landlord/ Tenant/Property Manager Trainings				
Assigned Staff	Firm Name	Avg. Hourly Rate	Project Hours	Proposed Cost
Eviction and Counselor	MTO	\$28.00	120	\$3,360
Supervisor	MTO	\$45.00	29	\$1,305

Total Reimbursable Expenses (e.g. printing, travel, supplies, etc)				\$400
Total Proposed Cost - Task 2				\$5,065
TOTAL Basic Scope of Services				\$ 46,800

**Task 3: Mediation Services (2a)**

Assigned Staff	Firm Name	Avg. Hourly Rate	Project Hours	Proposed Cost
Mediator	John Bartlett	\$50.00	actual	Up to \$2,000

**Task 4: Tenant Organizing (2b)**

Assigned Staff	Firm Name	Avg. Hourly Rate	Project Hours	Proposed Cost
MTO staff plus supervision	MTO	\$50	actual	Up to \$15,000

**Task 5: Legal Representation (2c)**

Assigned Staff	Firm Name	Avg. Hourly Rate	Project Hours	Proposed Cost
Jonathon Raffensperger	Lawyers Committee for Better Housing	\$200	actual	Up to \$8,000

**Task 6: Customer Facing Web Application (2d)**

Assigned Staff	Firm Name	Avg. Hourly Rate	Project Hours	Proposed Cost
MTO Staff	MTO	\$75	actual	Up to 18,000

<b>Task 7: (optional) Walk-in Hours</b>				
Assigned Staff	Firm Name	Avg. Hourly Rate	Project Hours	Proposed Cost
MTO staff, plus supervision	MTO	\$50	actual	Up to \$1,800
<b>Total Additional Services (Tasks 3-8)</b>				<b>\$44,800</b>



## Memorandum

To: Members of Housing & Community Development Committee  
From: Andrew San Roman, Building & Development Services Manager  
CC: Sarah Flax, Community Development Director  
Subject: Referral to amend Title 5, Chapter 9, of the City Code, "Vacation Rentals."  
Date: October 21, 2025

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### Recommended Action:

Staff recommends the Housing and Community Development Committee discuss the proposed referral and provide direction to staff regarding amendments to Title 5, Chapter 9, of the City Code.

### Committee Action:

For Discussion

### Summary:

On June 8, 2024, a referral sponsored by Councilmember Geracaris, with co-sponsors Burns and Davis, was submitted and seeks to re-evaluate the "Vacation Rentals" ordinance, found in Title 5, Chapter 9, of the City Code, including considering a prohibition on non-owner-occupied short-term rentals and evaluating the standards for licensure to eliminate subjectivity. The re-evaluation is based on the view that short-term rentals take housing, particularly more affordable rental housing, off the market, exacerbating the City's housing shortage.

The current "Vacation Rentals" ordinance does not define "owner-occupied." In practice, the term has been taken to mean any property that is occupied by the owner for more than 50% of the year. However, a precise definition would need to be provided in any amended ordinance. Residing at the property for at least 183 days of the year is proposed.

The City's "Vacation Rentals" ordinance currently allows short-term rentals of 30 days or less, with two separate pathways to approval. For owner-occupied properties, an administrative review is performed by City staff. For non-owner-occupied properties, applications are reviewed and approved by the Planning & Development Committee. In both cases, inspections are performed at the properties, and all required documentation is reviewed for compliance with the standards outlined in the ordinance.

The City recently acquired new software to identify properties currently listed as short-term rentals on multiple platforms, including AirBnB and VRBO, in the City of Evanston. That software has identified 225 properties listed as short-term rentals within the City. As of October 14th, 74 vacation rentals

have been licensed, and 12 of those properties are non-owner-occupied. By comparison, there are currently 14,455 long-term rental units registered with the City. New vacation rental license applications are not currently being accepted due to the moratorium imposed by City Council.

Staff have prepared two draft ordinances for review by the Committee. One prohibits all non-owner-occupied short-term rentals within the City. The other allows non-owner-occupied units, but limits the total number within the City, as well as within each Ward. In addition, a requirement that a property manager live within 10 miles of Evanston has been added.

Both drafts amend the ordinance to:

- Define short-term rentals as furnished units rented for less than a year to prevent property owners from evading the regulations by renting for more than 30 days
- Define “owner-occupied” as residing at the property for at least 183 days in a year
- Provide objective standards that can be evaluated by staff
- Outline a process to appeal denials to the Planning and Development Committee
- Raise the licensing fees, which have not been raised since 2018

Questions to consider:

- Should the number of non-owner-occupied rentals be limited, or should they simply be prohibited?
  - If the decision is to limit their number, are the numbers in the amended ordinance acceptable?
  - If the decision is to prohibit them, are currently licensed properties “legacied” and, if so, are renewals allowed?
- How will “owner-occupied” be defined?
- Is the amended definition of “short-term rental” sufficient?
  - Some short-term rentals are occupied for more than 30 days, particularly for professionals needing short-term housing (e.g., traveling nurses, visiting professors, contract workers, etc.).
- Are the standards objective, clear, and well-defined?
  - This will allow property owners and potential homebuyers to clearly understand their rights and plan for financial outcomes, as well as allow staff to enforce the ordinance fairly and equitably.

#### Legislative History:

The “Vacation Rentals” ordinance was originally adopted in 2013 as Ordinance 50-O-13. It was amended in 2018 as Ordinance 137-O-18.

#### Attachments:

[DRAFT Amended - Title 5, Chapter 9 - VACATION RENTALS.docx](#)

[DRAFT Amended Owner-Occupied Only - Title 5, Chapter 9 - VACATION RENTALS.docx](#)

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## CHAPTER 9 SHORT-TERM RENTALS

### 5-9-1. PURPOSE.

The purpose of this Chapter is to promote the public health, safety, and welfare by licensing the operation of short-term rentals within the City of Evanston.

### 5-9-2. DEFINITIONS.

For the purposes of administering this Chapter, the following definition(s) shall apply:

SHORT-TERM RENTAL:	A furnished dwelling unit or portion thereof offered for rent for a period less than one (1) year to any person(s) other than a member of the owner's household, as those terms are defined in Section 6-18-3 of this Code. The term "short-term rental" shall not include hotels or motels, licensed pursuant to Title 3, Chapter 2 of this Code, shared housing providers, licensed pursuant to Title 5, Chapter 2 of this Code, bed and breakfast establishments, licensed pursuant to Title 8, Chapter 19 of this Code, and/or home sharing in accord with Subsection 6-4-1-14-(B) of this Code.
OWNER-OCCUPIED:	A property owned by its primary occupant. To be considered the primary occupant, the owner must reside on the property for a minimum of one hundred eighty-three (183) days within a calendar year. In a building containing up to four (4) dwelling units, the property may be considered owner-occupied if the owner is the primary occupant of one of the dwelling units. On a property with a detached ADU, the property may be considered owner-occupied if the owner occupies either the main building or the ADU for a minimum of one hundred eighty-three (183) days within a calendar year.

### 5-9-3. LICENSE REQUIRED

- (A) It shall be unlawful to operate a short-term rental within the City of Evanston without a current, valid license issued pursuant to the terms of this Chapter.
- (B) Each license issued pursuant to this Chapter shall be valid for one (1) year from the date of issuance, subject to renewal per Section 7 of this Chapter.

### 5-9-4. APPLICATION REQUIREMENTS.

- (A) *Applications.* A property owner who seeks a short-term rental license pursuant to this Chapter shall submit an application using the method prescribed by the City's Building and Development Services Manager, or designee. An application will not be accepted from the lessee or manager of a property without written consent from the property's owner.
- (B) *Property Inspection.* The dwelling unit(s) must be inspected by City staff pursuant to this Chapter prior to review of the application.
- (C) *Fees.* The following fees shall be imposed for application submittal and license issuance:
  - 1. *Application Fee.* All property owners who seek to submit a short-term rental license application must submit a non-refundable application fee of five hundred dollars (\$500.00).

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2. *License Fee.* The annual fee for a license issued pursuant to this Chapter shall be five hundred dollars (\$500.00).
- (D) *Prohibited in Affordable Housing.* Rent-restricted units, or housing subsidized by the City or other affordable housing providers, shall not be allowed to operate as short-term rentals.

#### **5-9-5. STANDARDS FOR LICENSE APPROVAL.**

- (A) *Number of Non-Owner-Occupied Short-Term Rentals Allowed.* A non-owner-occupied short-term rental license application shall only be approved if both of the following statements are true:
1. The City-wide ratio of licensed short-term rental units to registered long-term rental units is less than one (1) short-term rental to fifty (50) long-term rentals (1:50).
  2. The total number of licensed short-term rentals located within the ward where the property is situated is less than thirty-five (35).
- (B) *Standards.* All short-term rental license applications shall be evaluated according to the standards set forth below:
1. The proposed short-term rental must pass an inspection based on the City's adopted Property Maintenance Code, or remedy any violations found in such inspection prior to license issuance.
  2. The proposed short-term rental must be in compliance with all the rules and regulations contained in this chapter.
  3. The proposed short-term rental must not have been declared a "nuisance premises" within the last five (5) years, as defined in section 9-5-4 of the City code.
- (C) *Review.* License applications shall be reviewed by City staff for compliance with the standards set forth in this chapter. The following requirements shall also apply:
1. Proof of owner-occupancy, including a signed affidavit and documents such as utility statements and a current State-issued driver's license, shall be provided with the application. Further documentation may be required if deemed necessary for verification purposes.
    - a. If the owner of the unit is on active military duty, then an affidavit shall be submitted with the application, including a statement attesting to the military duty status and to whether the owner has appointed a designated agent or employee to manage, control, and reside on the property during such owner's absence while on military duty.
  2. *Non-Owner-Occupied.* Applications for non-owner-occupied properties shall include the following information:
    - a. *Property Manager.* The name, street address, telephone number, and e-mail address of the owner's agent for the purpose of managing the property, including responding to communications from City, Health, Fire, and Police personnel, and communicating with occupants in case of emergency. The person or company designated as the property manager must reside within, or maintain a working office within, ten (10) miles of the City of Evanston.
    - b. *Authorized Agent.* The name, street address, telephone number, and e-mail address of a natural person twenty-one (21) years of age or older, designated by the owner as the authorized agent for receiving notices of City Code violations and for receiving process, in any court proceeding or administrative enforcement proceeding, on behalf of such owner in connection with the

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enforcement of the City Code. Notwithstanding the foregoing, this person may be between eighteen (18) and twenty-one (21) years of age provided that the application includes proof that said person has a valid realtor's license issued pursuant to the Illinois Real Estate License Act, 225 ILCS 454-1-1 et seq., as amended. This person must maintain an office in Cook County, Illinois, or must actually reside within Cook County, Illinois. An owner who is a natural person and who meets the requirements of this Subsection as to location of residence or office may designate himself as an agent.

- (D) *License Certificate.* If a license application is approved pursuant to the standards enumerated in this section, then the City shall issue a short-term rental license certificate to the owner, which shall be valid for one (1) year from the date of issuance.

#### **5-9-6. APPEALS.**

- (A) *Appeal Process.* If the applicant for a short-term rental license is denied approval, they may appeal the decision in the manner set forth below:
1. The applicant must submit a written appeal request to the Building and Development Services Manager, or designee. The request should contain the following information:
    - a. The name, street address, telephone number, and e-mail address of the applicant.
    - b. The address of the property for which an application for a license was made.
    - c. The reason(s) given for the denial.
    - d. An explanation of the reason for the appeal, including the facts supporting the claim that the property meets the requirements and standards set forth in this chapter of the City code.
  2. The appellant will be granted a timely hearing before the Planning and Development Committee of the City Council, which committee will then rule on whether to uphold or overturn the original decision.
  3. If the decision to deny the license application is upheld, then the applicant must wait a period of one (1) year after the committee's decision before reapplying for a short-term rental license, if they so choose.

#### **5-9-7. RENEWAL**

- (A) *Renewal.* If a short-term rental license was issued for the prior year, the property owner may apply to renew their license prior to the expiration of their current license. Approval for a renewal license shall be obtained from the Building and Development Services Manager, or designee, without requiring compliance with the standard for new applications listed in 5-9-5(B)(1), if each of the following conditions has been met:
1. The HOTEL-MOTEL, BED AND BREAKFAST ESTABLISHMENTS, AND VACATION RENTAL TAX has been paid in accordance with Section 3-2-4 of this code.
  2. The previously-issued license was not revoked or suspended during the most recent license year;
  3. The property has been inspected by Property Standards prior to renewal of the license, and either:
    - a. No Property Maintenance Code violations were found; or
    - b. Any and all code violations have been corrected prior to renewal of the license.

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- (B) *License Renewal Fee.* The annual fee for a license issued pursuant to this Chapter shall be five hundred dollars (\$500.00).
    - a. *Late Fee:* If an application for renewal is not received prior to the expiration date of the license, then a penalty of one hundred dollars (\$100.00) shall be assessed at the time of renewal.
  - (C) *Failure to Renew.* If a licensee fails to renew their license within sixty (60) days of expiration, then the license may not be renewed, and a new license application must be submitted, requiring compliance with all applicable standards at the time of application. Any bookings for dates following sixty (60) days after the expiration of the license shall be subject to penalties pursuant to 5-9-10.
  - (D) *Construction/Renovations.* If the dwelling unit(s) are structurally altered during the license year, a new application for a short-term rental license must be submitted and approved before the property may continue operating as such.
  - (F) *Ownership Change.* If the ownership of a property licensed as a short-term rental changes, and the new owner desires to continue operating the property as a short-term rental, then a new application for a short-term rental license must be submitted.

**5-9-8. GENERAL REQUIREMENTS.**

- (A) No short-term rental operator shall:
  - 1. Rent or lease any short-term rental for any period of time shorter than twenty-four (24) consecutive hours;
  - 2. Rent or lease any short-term rental more than once within any consecutive twenty-four (24) hour period measured from the commencement of one rental to the commencement of the next;
  - 3. Advertise an hourly rate or any other rate for a short-term rental based on a rental period of fewer than twenty-four (24) consecutive hours;
  - 4. Serve prepared food or beverages to any guest;
  - 5. Cause or permit, by action or failure to act, the short-term rental or its use to suffer from and/or create any violation of the following portions of the City Code: Title 4, "Building Regulations;" Title 5, "Housing Regulations;" Title 6, "Zoning;" Title 8, "Health and Sanitation;" or Title 9, "Public Safety."
- (B) Every short-term rental shall be subject to inspection by staff members of the City's Fire, Health, and Community Development departments.
- (C) All short-term rental listings shall include the following information:
  - 1. The licensee's cancellation, check-in, and check-out policies;
  - 2. Statements on:
    - a. Whether the short-term rental is wheelchair or ADA accessible;
    - b. Whether the short-term rental has any parking availability, or if there are any neighborhood parking restrictions; and
    - c. The availability of, or restrictions on, the use of any recreational facilities or other amenities applicable to guests.
  - 3. A description of the short-term rental, including the number of sleeping rooms and bathrooms;

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4. The City of Evanston license number.
- (D) Every short-term rental operator shall keep a register containing the name of all guests, as well as their respective arrival and departure dates. The operator shall make said register freely accessible to any officer of the City's Police, Fire, Health, and/or Community Development Departments.
- (E) Every short-term rental owner shall ensure that the short-term rental is in compliance with current State and local regulations regarding the installation and maintenance of functioning smoke alarms and carbon monoxide detectors.
- (F) Every short-term rental operator shall post in a conspicuous place within the short-term rental:
1. The name and telephone number of the property manager identified pursuant to Code Subsection 5-9-5(C)2a;
  2. An evacuation diagram inside the entrance door identifying all means of egress from the short-term rental and the building in which the short-term rental is located;
  3. A current copy of the short-term license certificate;
  4. The schedule of, or restriction on, street cleaning and street snow removal.
  5. If the property is subject to restrictions imposed by a homeowners association or board of directors, then the owner shall post an attestation that the homeowners association or board of directors has not adopted bylaws prohibiting the use of the dwelling unit identified in the license application as a short-term rental or shared housing unit, or that restricts rentals for a period of time less than twelve (12) months.
- (G) Any kitchen in a short-term rental shall be cleaned and sanitized between guests, and all non-packaged or opened packaged food and unsealed beverages shall be discarded. All dishes, utensils, pots, pans, and other cooking utensils shall be cleaned and sanitized between guests. Garbage and recycling containers must be accessible to guests.
- (H) The operator of every short-term rental shall change supplied bed linens and towels therein at least once each week, and prior to the letting of any room to any new guest. The operator shall be responsible for the maintenance of all supplied bedding in a clean and sanitary manner.

#### **5-9-9. REVOCATION; PROCEDURES.**

- (A) The City Manager may revoke or suspend a license issued pursuant to the terms of this Chapter for any of the following reasons:
1. If the owner of the short-term rental or their agent is deemed to have maintained a nuisance premises therein, in violation of Section 9-5-4 of this Code;
  2. If, pursuant to Title 4, Chapter 16, of the City Code, the Building and Development Services Manager, or designee deems the short-term rental, or the premises wherein it is located, to be a vacant building, as defined therein; and/or
  3. If the City or another governmental agency condemns or determines the short-term rental or the premises wherein it is located is a "dangerous building", as defined in Title 4, Chapter 12, of the City Code.
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- (B) Not less than fourteen (14) business days prior to a revocation hearing for a license issued pursuant to the terms of this Chapter, the Building and Development Manager, or designee or their designee shall send, via First Class U.S. Mail, a notice of revocation hearing to the owner or their authorized agent at the address provided on the most recent license application. Notice shall be sufficient if sent to the address of the authorized agent indicated on the license application. Said notice shall include the following:
1. Description of the short-term rental, sufficient for identification;
  2. A statement that the license is subject to revocation;
  3. A statement of the reasons for the revocation;
  4. The date and time upon which a revocation hearing shall occur; and
  5. The location for said revocation hearing.
- (C) If the Building and Development Manager, or designee certifies to the City Manager that they have reason to believe that immediate suspension of the license is necessary to prevent the threat of immediate harm to the community, the City Manager may, upon the issuance of a written order stating the reason for such conclusion and without notice or hearing, order the license suspended for not more than seven (7) days. The City Manager may extend the suspension during the pendency of a hearing upon a written determination that doing so is necessary to prevent the aforesaid harm to the community.
- (D) Hearings shall be conducted by the City Manager in accordance with procedures drafted by the Corporation Counsel.
- (E) Within ten (10) business days after the close of the hearing, the City Manager shall issue a written decision that shall constitute a final determination for purposes of judicial review pursuant to the Illinois Administrative Review Law, 735 ILCS 5/3-101 et seq., as amended. In reaching a decision, the City Manager may consider any of the following:
1. The nature of the violation;
  2. The nature and extent of the harm caused by the licensee's action or failure to act;
  3. The factual situation and circumstances surrounding the violation;
  4. Whether or not the action or failure to act was willful;
  5. The record of the licensee with respect to violations.
- (F) A licensee whose license has been revoked shall not be eligible to reapply for a new license for the same property for a period of five (5) years.

(Ord. No. 50-O-13, § 2, 6-10-2013)

#### **5-9-10. PENALTIES.**

- (A) Any owner, tenant, or other person who shall be found to have operated a short-term rental in violation of the provisions of this Chapter shall be guilty of an offense punishable as follows:
- The fine for a violation is seven hundred fifty dollars (\$750.00).
- (B) Each rental booking constitutes a separate violation subject to the fine schedule set forth in this Section.
- (C) Any fines shall be debts due and owing to the City that the City may collect by any means allowed by law, including, but not limited to, filing a lien against the short-term rental or the premises containing the short-term rental.
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- (D) The fines provided for herein shall not be construed as limiting the power of a court of competent jurisdiction or an administrative hearing officer to impose other penalties and/or remedies as provided for by applicable legislation. In addition, a licensee found to have violated any provision of this Chapter may be subject to license revocation, suspension, or nonrenewal.

DRAFT

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## CHAPTER 9 SHORT-TERM RENTALS

### 5-9-1. PURPOSE.

The purpose of this Chapter is to promote the public health, safety, and welfare by licensing the operation of short-term rentals within the City of Evanston.

### 5-9-2. DEFINITIONS.

For the purposes of administering this Chapter, the following definition(s) shall apply:

SHORT-TERM RENTAL:	A furnished dwelling unit or portion thereof offered for rent for a period less than one (1) year to any person(s) other than a member of the owner's household, as those terms are defined in Section 6-18-3 of this Code. The term "short-term rental" shall not include hotels or motels, licensed pursuant to Title 3, Chapter 2 of this Code, shared housing providers, licensed pursuant to Title 5, Chapter 2 of this Code, bed and breakfast establishments, licensed pursuant to Title 8, Chapter 19 of this Code, and/or home sharing in accord with Subsection 6-4-1-14-(B) of this Code.
OWNER-OCCUPIED:	A property owned by its primary occupant. To be considered the primary occupant, the owner must reside on the property for a minimum of one hundred eighty-three (183) days within a calendar year. In a building containing up to four (4) dwelling units, the property may be considered owner-occupied if the owner is the primary occupant of one of the dwelling units. On a property with a detached ADU, the property may be considered owner-occupied if the owner occupies either the main building or the ADU for a minimum of one hundred eighty-three (183) days within a calendar year.

### 5-9-3. LICENSE REQUIRED

- (A) It shall be unlawful to operate a short-term rental within the City of Evanston without a current, valid license issued pursuant to the terms of this Chapter.
- (B) Each license issued pursuant to this Chapter shall be valid for one (1) year from the date of issuance, subject to renewal per Section 7 of this Chapter.

### 5-9-4. APPLICATION REQUIREMENTS.

- (A) *Applications.* A property owner who seeks a short-term rental license pursuant to this Chapter shall submit an application using the method prescribed by the City's Building and Development Services Manager, or designee. An application will not be accepted from the lessee or manager of a property without written consent from the property's owner.
- (B) *Property Inspection.* The dwelling unit(s) must be inspected by City staff pursuant to this Chapter prior to review of the application.
- (C) *Fees.* The following fees shall be imposed for application submittal and license issuance:
  - 1. *Application Fee.* All property owners who seek to submit a short-term rental license application must submit a nonrefundable application fee of two-hundred fifty dollars (\$250.00).

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2. *License Fee.* The annual fee for a license issued pursuant to this Chapter shall be five-hundred dollars (\$500.00).
- (D) *Prohibited in Affordable Housing.* Housing subsidized by the City or other affordable housing providers shall not be allowed to operate as short-term rentals.
  - (E) *Prohibited in Non-Owner-Occupied Housing.* Rent-restricted units, or housing subsidized by the City or other affordable housing providers, shall not be allowed to operate as short-term rentals.

#### **5-9-5. STANDARDS FOR LICENSE APPROVAL.**

- (A) *Standards.* All short-term rental license applications shall be evaluated according to the standards set forth below:
  1. The proposed short-term rental must pass an inspection based on the City's adopted Property Maintenance Code, or remedy any violations found in such inspection prior to license issuance.
  2. The proposed short-term rental must be in compliance with all the rules and regulations contained in this chapter.
  3. The proposed short-term rental must not have been declared a "nuisance premises" within the last five (5) years, as defined in section 9-5-4 of the City code.
- (B) *Review.* License applications shall be reviewed by City staff for compliance with the standards set forth in this chapter. The following requirements shall also apply:
  1. Proof of owner-occupancy, including a signed affidavit and documents such as utility statements and a current State-issued driver's license, shall be provided with the application. Further documentation may be required if deemed necessary for verification purposes.
    - a. If the owner of the unit is on active military duty, then an affidavit shall be submitted with the application, including a statement attesting to the military duty status and to whether the owner has appointed a designated agent or employee to manage, control, and reside on the property during such owner's absence while on military duty.
- (C) *License Certificate.* If a license application is approved pursuant to the standards enumerated in this section, then the City shall issue a short-term rental license certificate to the owner, which shall be valid for one (1) year from the date of issuance.

#### **5-9-6. APPEALS.**

- (A) *Appeal Process.* If the applicant for a short-term rental license is denied approval, they may appeal the decision in the manner set forth below:
  1. The applicant must submit a written appeal request to the Building and Development Services Manager, or designee. The request should contain the following information:
    - a. The name, street address, telephone number, and e-mail address of the applicant.
    - b. The address of the property for which an application for a license was made.
    - c. The reason(s) given for the denial.

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- d. An explanation of the reason for the appeal, including the facts supporting the claim that the property meets the requirements and standards set forth in this chapter of the City code.
  2. The appellant will be granted a timely hearing before the Planning and Development Committee of the City Council, which committee will then rule on whether to uphold or overturn the original decision.
  3. If the decision to deny the license application is upheld, then the applicant must wait a period of one (1) year after the committee's decision before reapplying for a short-term rental license, if they so choose.

#### **5-9-7. RENEWAL**

- (A) *Renewal.* If a short-term rental license was issued for the prior year, the property owner may apply to renew their license prior to the expiration of their current license. Approval for a renewal license shall be obtained from the Building and Development Services Manager, or designee, only if each of the following conditions has been met:
  1. The HOTEL-MOTEL, BED AND BREAKFAST ESTABLISHMENTS, AND VACATION RENTAL TAX has been paid in accordance with Section 3-2-4 of this code.
  2. The previously-issued license was not revoked or suspended during the most recent license year;
  3. The property has been inspected by Property Standards prior to renewal of the license, and either:
    - a. No Property Maintenance Code violations were found; or
    - b. Any and all code violations have been corrected prior to renewal of the license.
- (B) *License Renewal Fee.* The annual fee for a license issued pursuant to this Chapter shall be five hundred dollars (\$500.00).
  - a. *Late Fee:* If an application for renewal is not received prior to the expiration date of the license, then a penalty of one hundred dollars (\$100.00) shall be assessed at the time of renewal.
- (C) *Failure to Renew.* If a licensee fails to renew their license within sixty (60) days of expiration, then the license may not be renewed, and a new license application must be submitted. Any bookings for dates following sixty (60) days after the expiration of the license shall be subject to penalties pursuant to 5-9-10.
- (D) *Construction/Renovations.* If the dwelling unit(s) are structurally altered during the license year, a new application for a short-term rental license must be submitted and approved before the property may continue operating as such.
- (F) *Ownership Change.* If the ownership of a property licensed as a short-term rental changes, and the new owner desires to continue operating the property as a short-term rental, then a new application for a short-term rental license must be submitted.

#### **5-9-8. GENERAL REQUIREMENTS.**

- (A) No short-term rental operator shall:
    1. Rent or lease any short-term rental for any period of time shorter than twenty-four (24) consecutive hours;
    2. Rent or lease any short-term rental more than once within any consecutive twenty-four (24) hour period measured from the commencement of one rental to the commencement of the next;
    3. Advertise an hourly rate or any other rate for a short-term rental based on a rental period of fewer than twenty-four (24) consecutive hours;
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4. Serve prepared food or beverages to any guest;
  5. Cause or permit, by action or failure to act, the short-term rental or its use to suffer from and/or create any violation of the following portions of the City Code: Title 4, "Building Regulations;" Title 5, "Housing Regulations;" Title 6, "Zoning;" Title 8, "Health and Sanitation;" or Title 9, "Public Safety."
- (B) Every short-term rental shall be subject to inspection by staff members of the City's Fire, Health, and Community Development departments.
- (C) All short-term rental listings shall include the following information:
1. The licensee's cancellation, check-in, and check-out policies;
  2. Statements on:
    - a. Whether the short-term rental is wheelchair or ADA accessible;
    - b. Whether the short-term rental has any parking availability or neighborhood parking restrictions; and
    - c. The availability of, or restrictions on, the use of any recreational facilities or other amenities applicable to guests.
  3. A description of the short-term rental, including the number of sleeping rooms and bathrooms;
  4. The City of Evanston license number.
- (D) Every short-term rental operator shall keep a register containing the name of all guests, as well as their respective arrival and departure dates. The operator shall make said register freely accessible to any officer of the City's Police, Fire, Health, and/or Community Development Departments.
- (E) Every short-term rental owner shall ensure that the short-term rental is in compliance with current State and local regulations regarding the installation and maintenance of functioning smoke alarms and carbon monoxide detectors.
- (F) Every short-term rental operator shall post in a conspicuous place within the short-term rental:
1. The name and telephone number of the owner/property manager;
  2. An evacuation diagram inside the entrance door identifying all means of egress from the short-term rental and the building in which the short-term rental is located;
  3. A current copy of the short-term license certificate;
  4. The schedule of, or restriction on, street cleaning and street snow removal.
  5. If the property is subject to restrictions imposed by a homeowners association or board of directors, then the owner shall post an attestation that the homeowners association or board of directors has not adopted bylaws prohibiting the use of the dwelling unit identified in the license application as a short-term rental or shared housing unit, or that restricts rentals for a period of time less than twelve (12) months.
- (G) Any kitchen in a short-term rental shall be cleaned and sanitized between guests, and all non-packaged or opened packaged food and unsealed beverages shall be discarded. All dishes, utensils, pots, pans, and other
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cooking utensils shall be cleaned and sanitized between guests. Garbage and recycling containers must be accessible to guests.

- (H) The operator of every short-term rental shall change supplied bed linens and towels therein at least once each week, and prior to the letting of any room to any new guest. The operator shall be responsible for the maintenance of all supplied bedding in a clean and sanitary manner.

#### **5-9-9. REVOCATION; PROCEDURES.**

- (A) The City Manager may revoke a license issued pursuant to the terms of this Chapter for any of the following reasons:
1. If the owner of the short-term rental or their agent is deemed to have maintained a nuisance premises therein, in violation of Section 9-5-4 of this Code;
  2. If, pursuant to Title 4, Chapter 16, of the City Code, the Building and Development Manager, or designee deems the short-term rental, or the premises wherein it is located, to be a vacant building, as defined therein; and/or
  3. If the City or another governmental agency condemns or determines the short-term rental or the premises wherein it is located is a "dangerous building", as defined in Title 4, Chapter 12, of the City Code.
- (B) Not less than fourteen (14) business days prior to a revocation hearing for a license issued pursuant to the terms of this Chapter, the Building and Development Manager, or designee or designee shall send, via First Class U.S. Mail, a notice of revocation hearing to the owner or their authorized agent at the address provided on the most recent license application. Notice shall be sufficient if sent to the address of the authorized agent indicated on the license application. Said notice shall include the following:
1. Description of the short-term rental, sufficient for identification;
  2. A statement that the license is subject to revocation;
  3. A statement of the reasons for the revocation;
  4. The date and time upon which a revocation hearing shall occur; and
  5. The location for said revocation hearing.
- (C) If the Building and Development Manager, or designee certifies to the City Manager that they have reason to believe that immediate suspension of the license is necessary to prevent the threat of immediate harm to the community, the City Manager may, upon the issuance of a written order stating the reason for such conclusion and without notice or hearing, order the license suspended for not more than seven (7) days. The City Manager may extend the suspension during the pendency of a hearing upon a written determination that doing so is necessary to prevent the aforesaid harm to the community.
- (D) Hearings shall be conducted by the City Manager in accordance with procedures drafted by the Corporation Counsel.
- (E) Within ten (10) business days after the close of the hearing, the City Manager shall issue a written decision that shall constitute a final determination for purposes of judicial review pursuant to the Illinois Administrative Review Law, 735 ILCS 5/3-101 et seq., as amended. In reaching a decision, the City Manager may consider any of the following:
1. The nature of the violation;
  2. The nature and extent of the harm caused by the licensee's action or failure to act;
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3. The factual situation and circumstances surrounding the violation;
  4. Whether or not the action or failure to act was willful;
  5. The record of the licensee with respect to violations.
- (F) A licensee whose license has been revoked shall not be eligible to reapply for a new license for the same property for a period of five (5) years.
- (Ord. No. 50-O-13, § 2, 6-10-2013)

**5-9-10. PENALTIES.**

- (A) Any owner, tenant, or other person who shall be found to have operated a short-term rental in violation of the provisions of this Chapter shall be guilty of an offense punishable as follows:
- The fine for a violation is seven hundred fifty dollars (\$750.00).
- (B) Each rental booking constitutes a separate violation subject to the fine schedule set forth in this Section.
- (C) Any fines shall be debts due and owing to the City that the City may collect by any means allowed by law, including, but not limited to, filing a lien against the short-term rental or the premises containing the short-term rental.
- (D) The fines provided for herein shall not be construed as limiting the power of a court of competent jurisdiction or an administrative hearing officer to impose other penalties and/or remedies as provided for by applicable legislation. In addition, a licensee found to have violated any provision of this Chapter may be subject to license revocation, suspension, or nonrenewal.



## Memorandum

To: Members of Housing & Community Development Committee  
From: Uri Pachter, Senior Housing Planner  
CC: Sarah Flax, Community Development Director; Jeremiah Bebo, Interim Planning Manager; Marion Johnson, Interim Housing and Grants Manager  
Subject: Housing4All Draft Plan - Feedback  
Date: October 21, 2025

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Recommended Action:

Provide staff direction in the development of a Housing4All Draft Plan Update

CARP:

Building Efficiency, Vulnerable Populations

Committee Action:

For Discussion

Summary:

The Housing4All Draft Plan was released on September 12, 2025, and discussed at the Housing and Community Development meeting on September 16, 2025. Online and paper feedback forms were available from September 12 - October 12, 2025, and resulted in 677 responses.

At the October 21 Housing and Community Development Committee meeting, staff will present a summary of community feedback, share recommendations for a Draft Plan Update, and ultimately seek direction regarding a Draft Plan Update.

The current Housing4All timeline is:

- October 21: HCDC draft plan direction
- November 11: Housing4All Draft Plan Update released
- November 18: HCDC recommendation to City Council
- December: Housing4All is before City Council

If the Committee requires additional time to provide direction before the development of a Draft Plan Update and/or to review and recommend to City Council, staff can accommodate. Please note that the above timeline includes a 3-week turnaround for the Housing4All Draft Plan Update and may require additional time depending on the Committee's direction.

## Community Feedback

The City received 677 feedback forms in response to the Housing4All Draft Plan. Both a [summary of responses](#) and [all responses](#) can be found at the Housing4All webpage. All questions were optional, including demographic questions. Based on the demographic data, here's how representative the responses are:

- **Tenure:** Renters are significantly underrepresented, and homeowners with mortgages are significantly overrepresented.
- **Household Income:** Households earning below \$60,000 are significantly underrepresented, and households earning \$95,000-\$145,000, \$145,000-\$180,000, and \$180,000+ are overrepresented.
- **Race and Ethnicity:** Asian, Latino, and Black households are underrepresented, and White households are overrepresented.

It is important to note that renters, low-income households, and households of color are both disproportionately cost-burdened and underrepresented in the responses received.

Additional demographic comparisons include:

- **Geography:** Compared to the number of households in each ward, the 6th and 7th wards are overrepresented, and the 4th, 8th, and 9th wards are underrepresented.
- **Bedrooms:** Households living in studios and one-bedroom units are significantly underrepresented, and households living in three- and four-bedroom units are significantly overrepresented.
- **Household size:** One-person households are significantly underrepresented, and four-person households are significantly underrepresented.
- **Age:** 18-24 year-olds are significantly underrepresented, 25-44 year-olds are underrepresented, and 45-64 and 65+ year-olds are overrepresented.

Key takeaways from feedback form responses include:

- Strong support for the plan's three objectives
  - 75% for preserving affordable housing units
  - 59% for creating new housing to address gaps in the supply
  - 68% for protecting residents from displacement
- Strong support for most of the plan's strategies (I don't know / no opinion was an option)
  - 60% - 89% support and 30% or less disagreement (15 of 27 strategies)
  - 51% or more support (24 of 27 strategies)
  - 48% support, 39% disagreement: strengthening the Inclusionary Housing Ordinance
  - 45% support, 47% disagreement: exploring a housing impact fee
  - 34% support, 38% disagreement: exploring transfer of development rights (28% I don't know / no opinion)

## BCC Discussions

On Wednesday, October 8, 2025, the Land Use Commission discussed the Housing4All Draft Plan, and their discussion can be viewed [here](#). On Tuesday, October 14, 2025, the Preservation Commission discussed the Housing4All Draft Plan, and their discussion can be viewed [here](#).

## Staff Recommendations

The following are staff recommendations for a more evidence-based, draft plan rooted in best practice, community feedback, and focused on Evanston households who are disproportionately cost-burdened.

#### Introduction

1. Add an “Understanding our Community” section to provide greater insight into the makeup of:
  - a. Income brackets, as defined on page 7 of the Draft Plan
  - b. The student population and their housing needs
  - c. The senior population and their housing needs
  - d. Households with children and their housing needs
2. Address anticipated growth overall; currently focused on seniors

#### Needs

3. Update the Key Takeaways as follows:
  - a. Combine the “economic diversity,” “racial diversity,” and “Black population” sections into one more cohesive section
  - b. Adapt the “senior population” section to complement the new senior housing component of “Understanding our Community”
  - c. Expand the “college students” section and move to the new “Understanding our Community” section
  - d. Add a section addressing the need for more missing middle housing
4. Include maps of census tract data for greater readability (see attached sample map)
5. Include charts of data for greater readability (see attached sample chart)

#### Goals

6. “Show our work” so the overall goals are clearly an aggregate of goals on the objective level

#### Strategies

7. Consolidate strategies and include an additional layer of detail (initiatives). This will address:
  - a. The significant variation in scale and scope of the current strategies
  - b. Acknowledge that certain initiatives advance multiple strategies, and therefore may be that much more impactful
  - c. Provide alternatives in achieving strategies, i.e., the lack of funding or partnership opportunities in one initiative will not negate the opportunity to advance the strategy overall

#### *Example 1*

Objective: Preserve

Strategy: Preserve homes for low- and middle-income households

Initiatives:

- Streamline current rehab programs (“One Stop Shop”)
- Streamline the permitting process

#### *Example 2*

Objective: Create

Strategy: Create new housing on tax-exempt properties, with a focus on low- and middle-income households

Initiatives:

- Develop and implement a housing strategy on City-owned property (Putting Assets to Work)
- Develop a faith-based organization residential development program
- Form partnerships to redevelop transit agency-owned properties

8. Add three strategies that are essential for the success of all three objectives:
  - a. Expand funding
  - b. Expand collaboration
  - c. Expand data tracking and reporting
9. Add a table summarizing each strategy and initiative with respect to:
  - a. Vision / objective alignment
  - b. The income bracket(s) they serve
  - c. Alignment with community feedback
10. Add additional case studies for various initiatives, highlighting the relevance to Housing4All and the City of Evanston

#### Implementation

11. Propose more detailed timeframes by initiative (currently by strategy)
12. Include lead and supporting City of Evanston departments by initiative to set the stage for implementation

#### Oversight

13. Include greater specificity regarding the frequency and audience of the regular reporting

#### Current Programs

14. More clearly connect current housing programs to Draft Plan objectives

#### **Draft Plan Update Direction**

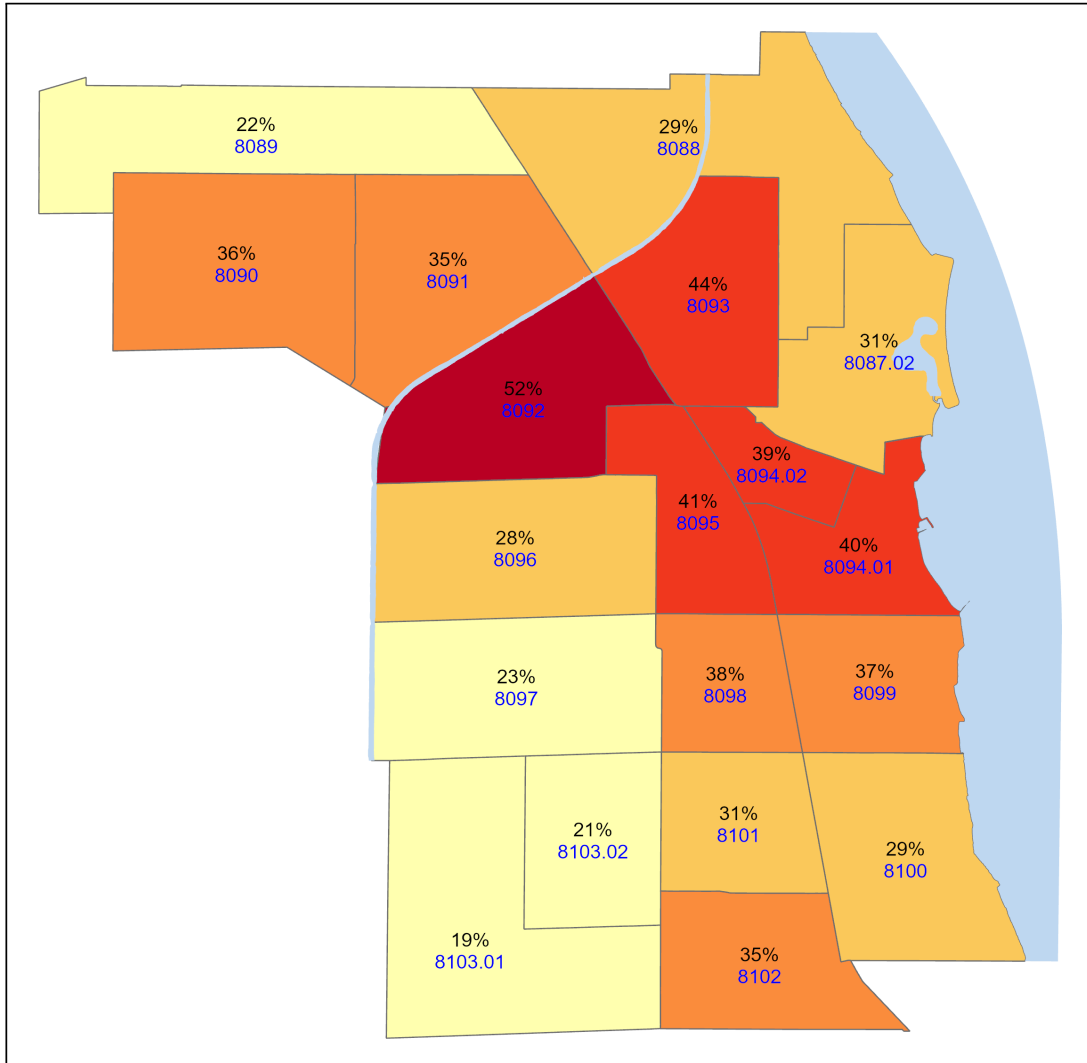
Staff encourages the Committee to provide clear direction regarding both the above recommendations and any additional changes that you would like to see in the Housing4All Draft Plan Update.

#### Attachments:

[Housing4All Draft Plan Sample Maps and Charts](#)

Recommendation 4: Sample Census Tract Map

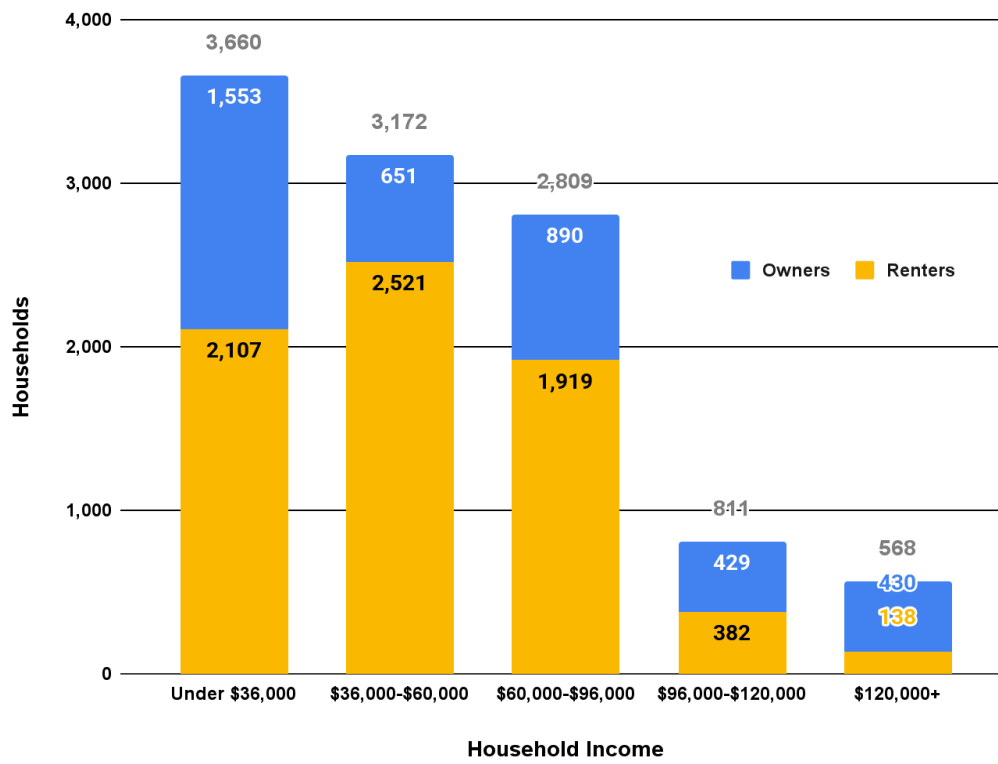
Housing Cost Burden by Census Tract, 2023



Source: American Community Survey, 2023.

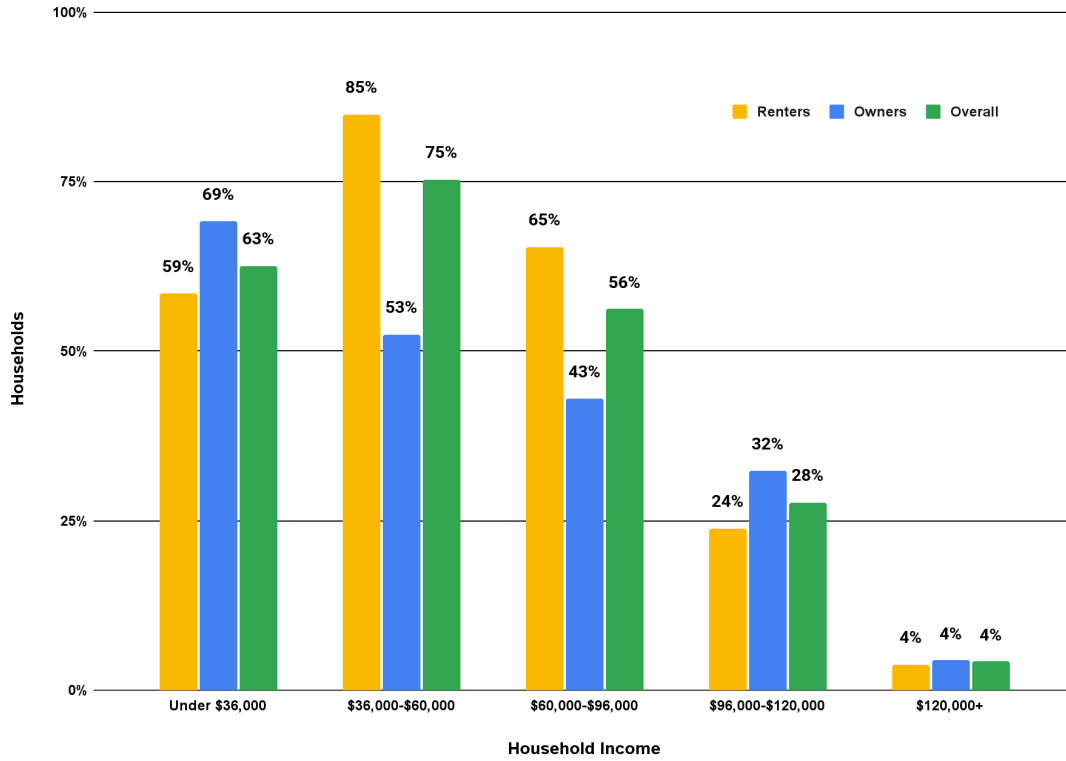
Recommendation 5: Sample Charts

**Figure 4. Housing Cost Burden by Household Income and Tenure (#), 2025**



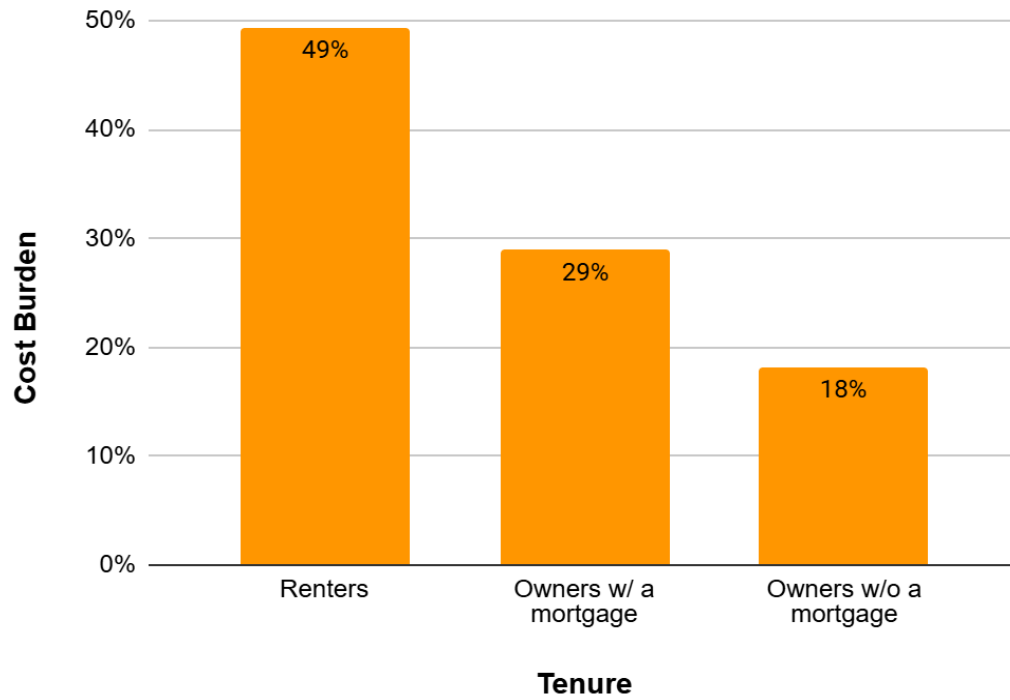
Source: ESRI, 2025; HUD CHAS, 2021; ACS, 2023; Development Planning Partners.

**Figure 4. Housing Cost Burden by Household Income and Tenure (%), 2025**



Source: ESRI, 2025; HUD CHAS, 2021; ACS, 2023; Development Planning Partners.

**Figure 13. Housing Cost Burden by Tenure (%), 2023**



Source: ACS, 2023, DP04, B25091, B25070; Development Planning Partners.