



PRESERVATION COMMISSION SPECIAL MEETING

Tuesday June 22, 2021
7:00 P.M.
Via Virtual Meeting

AGENDA

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, Preservation Commissioners and City staff will be participating in this meeting remotely.

Due to public health concerns, residents will not be able to provide public comment in-person at this meeting. Those wishing to make public comments at the Preservation Commission meeting may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by calling/texting 847-448-4311 or completing the Preservation Commissions online comment form available by clicking [here](#).

Community members may watch the Preservation Commission meeting online through the Zoom platform:

Join Zoom Meeting

<https://zoom.us/j/92421900290?pwd=Zlh6OHk5R29yOCsxUnFLQ0JacHh3Zz09>

Meeting ID: 924 2190 0290

Passcode: 329477

One tap mobile: 1(312)626-6799

1. CALL TO ORDER / DECLARATION OF QUORUM

2. **SUSPENSION OF THE RULES:** Members participating electronically or by telephone

3. NEW BUSINESS

A. Commission's Rules and Procedures

Staff initiated amendment to the Commission's Rules and Procedures to revise: Article 2 to reflect a quorum being a simple majority of members appointed as well as adding a subsection defining remote participation; and, Article 5 to define line-of-sight obstructions and add a subsection for provisional deferrals of Major Work Projects.

Agenda Items are subject to change. Direct questions to Cade W. Sterling, City Planner at csterling@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).

B. Provisional Deferral of Certain Major Work Projects for administrative review

Staff recommends the Commission temporarily defer some routine Major Work Projects as administrative reviews.

4. DISCUSSION

A. In-person meetings

5. ADJOURNMENT

The next regularly scheduled meeting of the Preservation Commission is **July 13, 2021**.

Agenda Items are subject to change. Direct questions to Cade W. Sterling, City Planner at csterling@cityofevanston.org

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MEMORANDUM

To: Members of the Preservation Commission
From: Cade W. Sterling, City Planner
Subject: Proposed amendment to the Commissions Rules and Procedures
Date: June 18, 2021

Staff recommends the Commission adopt the following amendments to its Rules and Procedures.

Article 2. Meetings, Section 1, Notice.

Staff recommends the Commission change this section to reflect a quorum consisting of a simple majority of appointed members rather than six members.

Article 2. Meetings, Section 6, Remote Participation

Staff recommends the Commission add a section on remote participation for members above the required physical quorum in order to be consistent with State Law and to permit remote attendance and full participation.

Article 5, Certificate of Appropriateness List, Section 1, Applicability

Staff recommends the Commission define non-permanent line of sight obstructions to be consistent with precedent and provide guidance to applicants.

Article 5, Certificate of Appropriateness List, Section 3, Major Work Projects, Subsection (a) Provisional Deferrals

Staff recommends the Commission add a subsection for provisional deferral of certain Major Work Projects to permit continued application efficiency via administrative review in certain instances of unforeseen circumstance. Such a deferral would require a majority vote of members present, require specific types of projects to be deferred, and require a date at which point said deferral shall expire unless otherwise renewed or modified.

Staff believes there are many instances where the Commission may either be unable to meet, or becomes inundated with certain routine and common Major Work Projects and a deferral for administrative review would alleviate the burden on the Commission, allowing regular business to resume. Staff currently recommends that the following be deferred to reduce projected caseloads for the July, August, and September meetings:

8. Alteration of Existing Accessory Structures;

- 9. Additions to existing Accessory Structures;
- 10. Construction of new Accessory Structures;
- 34. Replacement/Alteration of Roofing materials
- 47. Alteration/Removal/Replacement of existing Windows and Doors;
- Unspecified number, re-siding when there is a change in general appearance

Major Work Projects deferred for administrative review will follow the same public notice requirements as a Major Work Project and have a defined public comment period.

Proposed for Amendment on 6.22.21

As Amended on 11.10.2020

As Amended on 8.6.2019

As amended on 6.12.2018

Evanston Preservation Commission
Rules & Procedures

ARTICLE 1. PERSONNEL

1. Nominations of Commission Officers. Nominations for Chair, Vice-Chair and Secretary will be made at the November meeting. There may be additional nominations from the floor or accepted in writing up to the December meeting at which times elections will be held. Election shall be by a majority of those present and voting, provided there is a quorum.
2. Volunteers to Assist Committee Members. The commission or its individual committees may, at its discretion, ask for community volunteers to assist in various projects. These volunteers are not part of the Commission.
3. Conflicts of Interests. The Preservation Commission shall be subject to the City's Ethics Code, Title 1, Chapter 10, 1-10-4 of the City Code, governing matters pertaining to conflicts of interest and the impartiality required of members of City boards and commissions. Questions about applicability of the Ethics Code to a particular situation may be directed to the Board of Ethics.
4. Attendance at Meetings. Faithful and prompt attendance at all meetings of the Commission and conscientious performance of the duties required of members shall be a prerequisite to continuing membership on the Commission. In the event that a Commission member must be absent from a meeting, the member shall contact the Commission office before the meeting to advise the Commission of the absence.
5. Qualification to Vote on Certificates of Appropriateness. No Commission member shall vote on any matter deciding an application or any a request to reconsider an application unless that member shall have attended, or have either read the minutes or watched the entire video and record of, the Commission's previous deliberations on such application. In the event of an absence from previous deliberations, the member shall declare for the record that the member has reviewed the minutes and record and is familiar with the Commission's previous deliberations.

ARTICLE 2. MEETINGS.

1. Notice. Notice of all meetings shall be properly posted and meetings shall be open to the public, as provided by law. A quorum of ~~six~~ a simple majority of appointed members is required.
2. Regular Meeting Order of Business.
 - Call to order/quorum declaration
 - Old/Unfinished Business, including comments from the public regarding individual applications
 - New Business, including comments from the public regarding individual applications
 - Any Additional Public Comment according to Article 10 of these Rules and Procedures
 - Minutes

Proposed for Amendment on 6.22.21

As Amended on 11.10.2020

As Amended on 8.6.2019

As amended on 6.12.2018

Communications/Reports from Commission members and staff

Adjournment

3. Special Meetings. Special meetings may be called by the Chair at his/her discretion, or upon the request of three or more Commission members.
4. Committee Meetings. Committee meetings or other special events attended by 4 or more Commissioners will be held in a public building. For these meetings, required notice for a public meeting will be posted and meeting minutes will be prepared. Meetings of 3 or fewer Commissioners organized as a volunteer working group - need not be held in a public building, and detailed minutes need not be maintained at such meetings. These volunteer working groups will be limited to a maximum of 3 members and since the topics of their meetings will be brought before the Commission at a Commission meeting. A record of volunteer working groups meetings will be maintained, documenting attendance, time, place, and the subject of the meeting. Other special events need not to be held in a public building, and detailed minutes need not to be maintained for such meetings.
5. Temporary Meeting Chair. In the event that neither the Commission Chair nor the Commission Vice Chair are available to preside at a regularly scheduled Commission meeting, the members of the Commission can vote to appoint the Commission Secretary as the Temporary Meeting Chair to preside at that regularly scheduled Commission meeting. A quorum of Commissioners, as defined in the City's Historic Preservation Ordinance section 2-8-3 (E) 7, must be present to vote for the Temporary Meeting Chair to preside at that regularly scheduled Commission meeting.
6. Remote Participation. ~~A quorum of the Commission must be physically present. Additional members unable to attend physically because of personal illness or disability; employment purposes; the business of the public body; or a family or other emergency may attend and participate remotely.~~
5. _____

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ARTICLE 3. COMMITTEES

The Commission, through its ongoing functions, may propose Committees or volunteer working groups to address specific preservation topics. Committees may include, but not be limited to, the following examples:

1. Preservation Awards. The committee shall conduct the annual Preservation Awards programs either solely by the commission or in conjunction with another civic preservation organization. Awards will be given in May, or as scheduled with Evanston's City Council.
2. Rules & Procedures. The committee will meet as necessary to amend or propose new rules and procedures.
3. Public Education. This committee may provide for several subcommittees to conduct business as necessary with the public. Subcommittees may be, but are not limited to Realtor Information,

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As Amended on 11.10.2020

As Amended on 8.6.2019

As amended on 6.12.2018

Housewalks, Newsletter and Website Information, Tradesman Referral, design related, and architectural competitions.

4. **Liaison.** This committee shall direct the Commission's efforts to involve city government and interested community organizations as much as possible in its work and encourage complementary activity with other agencies and organizations. The committee shall establish and maintain close coordination with the Mayor, the City Council, the Planning and Development Committee, the City Manager, and all other bodies whose responsibilities include or effect preservation in the City of Evanston. This shall include but not be limited to the Plan Commission, the Department of Community Development, the Public-Works Agency, and the Zoning Board of Appeals, the Zoning Amendment Committee, or the Economic development Committee.

ARTICLE 4. APPLICATION HEARINGS

1. **Consideration of Applications.**

Completed application is due fifteen (15) business days prior to the application hearing or public meeting.

Any party may appear in person or by agent or attorney at the Commission meeting.

The order of business for consideration of applications for Certificates of Appropriateness shall be as follows:

- a) If a major alteration is proposed, applicant must have the City's zoning analysis completed with the results 15 business days prior to the hearing.
- b) If a major alteration or demolition is planned, City must notify neighbors within 250 feet of the property five (5) or more business days prior to the hearing to allow neighbors to comment on the proposal at the meeting.
- c) All persons who wish to address the Commission regarding an application shall sign in and indicate the application to be addressed. Additional sign in sheets will be available for persons to record their attendance at the Commission meeting.
- d) The applicant shall present evidence in support of the application, i.e. that the applicable standards according to the City of Evanston Historic Preservation Ordinance, Title 2, Chapter 8, 2-8-9 are met;
- e) Persons may speak in support of the application within a time limit established by the Commission's Chair;
- f) Persons opposed to the application may speak or present evidence in opposition to the application within a time limit established by the Commission's Chair ;
- g) Statements or evidence submitted by any official, board or commission or department of the City of Evanston, shall be presented as directed by the Chair;

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As Amended on 8.6.2019

As amended on 6.12.2018

- h) Any person may ask questions relevant to the application;
 - i) The applicant shall then be given the opportunity to rebut any evidence against the application. The applicant shall not re-state the initial evidence in support of the application;
 - j) The Chair, or such person as the Chair shall direct, may summarize the evidence that has been presented, giving all parties an opportunity to make objections or corrections;
 - k) The Commission shall thereafter proceed to discussion of the proposal with respect to the appropriate standards;
 - l) Following discussion, the Commission shall develop and adopt findings of fact that the proposal is or is not incongruous, citing applicable sections of the appropriate standards;
 - m) Based upon the findings of fact, the Commission may discuss the appropriateness of imposing conditions;
 - n) The Commission shall then vote to do one of the following: approve, approve the application, approve the application subject to conditions, defer the application for further information or deny the application for a Certificate of Appropriateness.
 - o) Prior to vote the Commission may allow through its discretion the withdrawal of the applications.
 - p) The Commission may, at its discretion, conduct additional visits to the premises and obtain additional facts concerning any application before arriving at a decision. All decisions of the Commission shall be supported by appropriate findings of fact, and where necessary, shall be accompanied by such conditions and/or recommendations as it may determine to be appropriate under the circumstances.
 - q) In considering applications, witnesses may be called and factual evidence may be submitted. The Commission shall not be bound by the rules of evidence, but may hear and consider any evidence it considers to have probative value on the issues before it.
2. Continuance of Applications

The Preservation Commission can continue to a date certain applications scheduled for review at a particular scheduled meeting, no more than two (2) times without re-noticing the application to neighbors within 250 feet from the subject property. Applications that have been continued more than two (2) times without a presentation will be re-noticed to a scheduled Preservation Commission meeting in accordance to Section 2-8-8 Certificate of Appropriateness (C) 2. The re-notice should also apply to applications for Landmark or Historic District Nominations, Certificate of Special Merit, Subdivision, Resubdivision or Consolidation

3. Reconsideration of Applications Approved Subject to Conditions or Denied.

The order of business for reconsideration of applications for Certificates of Appropriateness which have been previously approved subject to conditions or denied shall be as follows:

Proposed for Amendment on 6.22.21

As Amended on 11.10.2020

As Amended on 8.6.2019

As amended on 6.12.2018

- a) The applicant is allowed to present evidence in support of the request for reconsideration. Such evidence shall be limited to that which is necessary to enable the Commission to determine whether or not there has been a substantial change in the facts, evidence or conditions relating to the application; provided, however, that the applicant shall be given the opportunity to present any other additional supporting evidence, if the Commission decides to reconsider the application.
- b) After receiving the evidence, the Commission shall proceed to deliberate whether or not there has been a substantial change in the facts, evidence or conditions relating to the application, which would warrant reconsideration. If the Commission finds that there has been such a change, it shall thereupon treat the request as a new application received at that time.

4. Modifications to Certificates of Appropriateness.

An approved Certificate of Appropriateness may be modified by a written request from the applicant to the Commission. Such a request shall include a description of the proposed change and shall be accompanied by elevations, plans or sketches, where necessary. If the modification is minor, it may be approved according to the Minor Works procedure as outlined in Article 5. If the modification constitutes a substantial change, the applicant must treat it as a new application and appear before the Commission according to these Rules and Procedures.

5. Re-issuance of Expired Certificate of Appropriateness.

A certificate of appropriateness is valid for one hundred eighty (180) days from the date of issuance. Requests by the original applicant to re-issue an expired certificate of appropriateness after the one hundred eighty (180) days have expired and when the original application as approved has not changed shall be granted upon review and approval by the city manager or his/her designee if the request is made within one (1) year from the date of expiration of the original certificate of appropriateness.

ARTICLE 5. CERTIFICATE OF APPROPRIATENESS LIST

Historic districts reflect pride in the character of a community and a desire on the part of the community and the city to preserve their assets. Historic districts are an important planning tool for the city, a way to improve the quality of life, sustain neighborhoods and at the same time, a way to encourage new development that enhances the historic character and scale of an area.

Historic district status recognizes change as an important indicator of healthy, vital communities. The City Code establishes a special design review process to assist in shaping change that enhances the uniqueness of a historic district's assets. Certificates of Appropriateness are issued to show that projects have been reviewed.

The following list is provided as a general outline of the level of review that may be expected of various types of projects that are often undertaken. It is not intended to be comprehensive, and it cannot cover every circumstance that will be encountered in a project.

1. Applicability. A Certificate of Appropriateness is not necessary for routine maintenance, which includes repair or replacement where there is no change in the design, materials or general appearance

Proposed for Amendment on 6.22.21

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As amended on 6.12.2018

of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness. The Commission only has purview over those alterations that can be seen by the public way (City street, alley, or public sidewalk). Vegetation, fences, and walls are not considered permanent line of sight obstructions.

2. Minor Work Projects. Minor Work projects are reviewed by the City of Evanston’s Community Development Department staff. Staff will refer Minor Work projects to the Commission for review, if in staff’s judgment, the change involves alterations, additions, solar panels, green roofs, wind power generators and other technologies, or removals that are substantial, do not meet the standards, or are of a precedent-setting nature.

3. Major Work Projects. Major Work projects, of the types listed below are reviewed by the Commission. In general, Major Work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects. Such changes include new construction, expansion of a building footprint or significant changes in landscape features.

(a) Provisional Deferrals: The Commission may, in times of unforeseen circumstance, and by an affirmative vote of a simple majority of members present, provisionally defer additional Major Work projects to City Staff for administrative review. Such a deferral shall be accompanied by a sunset provision and require a vote for renewal or modification.

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
1	Construction or Additions to <i>primary contributing/significant buildings</i> or landmarks			X
2	Demolition of any <i>primary structures</i> in a district; landmarks, or contributing structures			X
3	Demolition of any <i>part of a primary</i> structure			X
4	Demolition of a <i>non-contributing</i> structure in a district		X	
5	Relocation of <i>landmark, or contributing</i> buildings including accessory structures			X
6	Alteration/Removal of <i>Contributing Historical Architectural or Archeological</i> structures or objects			X
7	Repair in kind of existing <i>Accessory Structures or Buildings</i> when there is no change in design, materials, or general appearance	X		
8	Alteration of existing <i>Accessory Structures or Buildings and</i>		X or	X

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As Amended on 8.6.2019

As amended on 6.12.2018

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
	<i>Garages/Coach Houses</i>			
9	Additions to existing <i>Accessory Structures or Buildings affecting landmarks or contributing</i> structures			X
10	Construction of new <i>Accessory Structures or Buildings</i>		X or	X
11	Demolition of <i>existing Accessory Structures or Buildings</i>		X or	X
12	Repair or Replacement of <i>Architectural Details</i> when there is no change in design, materials, or general appearance	X		
13	Alteration/Addition/Removal of <i>Architectural Features and Details</i>		X or	X
14	Construction/Alteration/Removal of <i>Chimneys</i>		X or	X
15	Repair/Replacement of uncovered rear <i>Decks and stairs</i> when there is no change in design, materials or general appearance		X	
16	Alteration/Addition/Removal of uncovered rear <i>Decks and stairs</i>		X	
17	Repair/Replacement of existing covered <i>Porches</i>		X	
18	Alteration/Addition of <i>Porches</i>			X
19	Repair of existing <i>Fences or Walls</i> when there is no change in design, materials, or general appearance	X		
20	Construction of new, or replacement of existing <i>Fences or Walls</i> which meets ordinance standards		X	
21	Removal of existing <i>Fences or Walls</i>		X	
22	Repair/Replacement of <i>Gutters and Downspouts</i> when there is no change in design, materials, or general appearance	X		
23	Installation of <i>House Numbers and Mailboxes</i>	X		
24	Installation/Replacement/Alteration/Removal of <i>Exterior Light Fixtures</i>	X		
25	Repairs/Replacement, including repointing, to existing <i>Masonry</i> when the color and composition of the		X	

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
	mortar match the original, and new brick or stone matches the original			
26	Construction/Alteration/Removal of Masonry		X	
27	Installation/Removal of Mechanical Equipment , such as air conditioning units, Vents and Ventilators		X	
28	Repair/Replacement of existing Parking Lots and Parking Areas when there is not change in design, materials, or general appearance	X		
29	Alteration/Removal of existing Parking Lots and Parking Areas		X	
30	New Construction of/Addition to Parking Lots			X
31	Repair/Replacement of existing covered Porches		X	
32	Alteration/Addition/Removal of Porches			X
33	Repair of Roofing materials when there is no change in design, materials, or general appearance	X		
34	Replacement/Alteration of Roofing materials		X or	X
35	Repair/Replacement of exterior Stairs and Steps when there is no change in design, materials, or general appearance	X		
36	Alteration/Addition/Removal/new Construction of exterior Stairs and Steps		X	
37	Repair/Replacement of Exterior Building materials when there is no change in design, materials or general appearance	X		
38	Alteration/Addition/Removal of Exterior Building materials		X	
39	New Construction/Alteration Addition of Swimming Pools		X	
40	Installation/Alteration/Removal of Temporary Features that are necessary to ease difficulties		X	

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As Amended on 8.6.2019

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
	associated with a medical condition			
41	Repair/Replacement of existing <i>Walks</i> and at grade Patios when there is no change in design. Materials or general appearance	X		
42	Alteration/Addition/Removal of existing <i>Walks and at grade Patios</i>		X	
43	Construction of new <i>Walks and at grade Patios</i>		X	
44	Repair of <i>Windows and Doors</i> when there is no change in design, materials, or general appearance	X		
45	Replacement of <i>existing Windows and Doors</i> when there is no change in design, materials, or general appearance		X	
46	Alteration/Removal/Replacement of existing <i>Windows in non-Contributing Structures</i> when there is no change in design, materials, or general appearance		X	
47	Alteration/Removal/ Replacement of existing <i>Windows and Doors or addition of new Windows or Doors</i> when there is a change in design, materials or general appearance			X
48	Installation of new <i>Windows</i> in non-contributing structures		X	
49	Installation/Alteration/Removal of <i>Storm Windows and Storm Doors</i>		X or	X
50	Repair/Replacement of existing <i>Skylights and roof windows</i> when there is a change in design, materials or general appearance	X		
51	Addition/Alteration/Removal of <i>Skylights</i> and roof windows when there is a change in design, materials or general appearance		X	
52	Changes to previous Certificates of Appropriateness		Most changes	Changes deemed by staff to be substantial in nature and previously

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As Amended on 8.6.2019

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
				reviewed by Commission
53	Emergency installation of Temporary Features to protect a historic resource (that does not permanently alter the resource); six-month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness (i.e. temporary ramps for accessibility)		X	
54	<i>Solar Panels and Green Roofs,</i>		X or	X
55	<i>Turbines, Wind Power Generators and other technologies</i>		X or	X (When visible from a street)
56	<i>Fountains and landscape features when a part of the Statement of Significance for a landmark</i>			X

ARTICLE 6. NOMINATION OF HISTORIC DISTRICT

Since the rules in Ordinance 2-9-5 best support nominations for individual landmarks, the following additional rules apply to nominations for historic districts.

1. In the case of the Criteria for notable architects, it is understood that a district may have structures that are designed by many notable architects. The word architect in the nomination may be *multiple architects*.
2. In the case of the criteria for architectural styles, it is understood that a district may have multiple house styles. The word style in the nomination may be *styles*.

ARTICLE 7. REMOVAL OF A PROPERTY FROM LANDMARK STATUS

The Commission will follow section 2-8-5 (E) to determine whether or not property no longer meets Criteria for Designation in section 2-8-4. It is the applicant's responsibilities to complete the application for rescission and establish that the property no longer meets the criteria for designation.

The applicant must show that the landmark no longer meets a majority of the applicable criteria for designation. (For example – Many of the criteria refer to archeological sites. The applicant cannot use this as justification, if it doesn't apply).

ARTICLE 8. REVIEW OF CITY OF EVANSTON PROJECTS OR PROPERTIES

Projects on properties, structures or buildings owned by the City of Evanston and designated as local, state or federal landmarks, or located within areas designated as historic districts (whether a

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contributing or non-contributing structure), are subject to review for appropriateness dependent on their potential impact to the area.

For the purposes of this Article, the review of these projects or activities are either conducted by the City of Evanston's Community Development Department staff or the Preservation Commission as described below (routine maintenance for City infrastructure not listed below is considered exempt from review):

City projects or activities reviewed by City of Evanston's Community Development Department staff:

- Removal of healthy trees.
- Exterior alterations of City-owned properties, conforming to the definition of Alteration in the Historic Preservation ordinance section 2-8-2. These alterations represent either no change in appearance to the historic, cultural, architectural or archaeological features and/or the in-kind replacement of materials on these same properties.
- In-kind replacement of any traffic signals or street light poles and fixtures.
- Installation of any new above-ground infrastructure and signage in City parks.

City projects or activities reviewed by the Commission:

- Reconstructing the City's brick streets.
- Street widening to greater than 24 feet in width, including adding or improving bike paths, modifying lane configurations, and constructing traffic circles.
- Installation of new street light poles and fixtures or traffic signals. Replacement of existing street light poles and fixtures or traffic signals with those of a different design or configuration.
- Installation of new signage, specifically historic district signs, wayfinding signs, and monument signs.
- Installation of new playground equipment in City parks.
- Construction, as defined in the Historic Preservation ordinance section 2-8-2, of new City-owned buildings or structures.
- Exterior alteration of City-owned buildings or structures, conforming to the definition of Alteration in the Historic Preservation ordinance section 2-8-2. Alterations requiring Commission review are those City projects or activities proposing a change to the appearance of that property, building or structure's historic, cultural, architectural or archaeological features.

**ARTICLE 9. PRESERVATION GUIDELINES FOR SOLAR AND GREEN ROOF SYSTEMS
WHEN CERTIFICATE OF APPROPRIATENESS (COA) IS REQUIRED**

SUSTAINABLE HISTORIC PRESERVATION – Joint Guidelines Adopted by the Evanston Preservation Commission, in collaboration with the Environment Board and Utilities Commission

In 2018, the City of Evanston formally adopted the Climate Action and Resilience Plan (CARP) setting out community goals of carbon neutrality, zero waste, and 100 percent renewable energy. This fundamental goal of sustainability and livability has long been embraced by historic preservation.

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Preserving the historic integrity of our building stock rather than replacing or constructing new is one of the most successful strategies for sustainability that can be employed. In addition, older structures built before the crutches of modern heating and air conditioning systems are often more efficient than new construction when maintained properly. Combining the merits of historic construction with advances in renewable energy will help Evanston reach our CARP goals. With this in mind, in 2019, the City of Evanston formed a subcommittee comprised of three City entities: the Environment Board, the Utilities Commission, and the Preservation Commission, to develop guidelines focused on preserving Evanston's unique architectural character, while incorporating sustainable materials and systems to help us meet our CARP goals. The following guidelines address sustainability from a design perspective as applied to historic structures.

Solar Systems and Green Roofs:

Installation of solar systems and green roofs must take into account a variety of factors, including the building's structural capacity, orientation to the sun, surrounding buildings, trees, and vegetation, and zoning and building code requirements. For historic landmark buildings, or those located in an historic district, there is also a requirement that installations be compatible with their architectural and neighborhood character, maintaining the resource's historic integrity and the ability to interpret its historic significance. Regardless of whether or not a building is designated an historic landmark, existing buildings in a historic district may contribute to the character and diversity of the district. Successful approaches specifically tailor an installation plan to a building's individual characteristics, balancing the goals of sustainability and green design with the preservation of historic character.

While most historic buildings can be retrofitted with solar or green roofs in a manner that respects their architectural character, there may be limited instances in which solar is not feasible or appropriate. Fortunately, with emerging technologies there are an increasing number of options available for compatibly integrating solar into older and historic buildings, such as thinner panels, solar film systems, and solar integrated roofing materials.

Preservation Guidelines for Solar and Green Roof Systems When Certificate of Appropriateness (COA) is Required

The Evanston Preservation Commission reviews solar installations on buildings with landmark status or located in an historic district. A Certificate of Appropriateness (COA), if approved, is issued by the Commission as part of the city's building permit requirements. Projects may be reviewed either administratively with the city's Preservation Coordinator or submitted to the Preservation Commission for review, depending on the specifics of each project.

The Preservation Commission has developed design guidelines for solar and/or green roof installations based on the Evanston Preservation Commission Standards for Review. The Commission has authorized the city's Preservation Coordinator and/or authorized City staff to grant staff-level approval for solar and green roof installations that are consistent with the principles outlined in the guidelines. Installations that may qualify for administrative approval include those that are not visible when looking at the primary elevation from a street or public way and installations on detached accessory structures, such as garages and coach houses. Corner lot properties may need to appear in front of the Commission, depending on the degree to which solar or green roof installations are not consistent with the guidelines. Proposals that are visible when looking at the primary elevation, and

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those that are not consistent with the guidelines, will be submitted for review by the Preservation Commission to determine whether an exception to the design principles is warranted.

These guidelines are intended to promote these types of installations in a manner that retains historic building characteristics and minimizes alterations that could adversely impact an historic building or district.

Guidelines:

1. Retain original character-defining roof and exterior wall features and finish materials or other building characteristics that are significant to the building's integrity and original design.
2. Install so that there is no perceptible change in the building's massing, height, or roofline, as seen from a street or public way, and distinctive roof features or materials are not obscured on primary elevations. Solar panels should, when possible, blend in color with the roof itself. Every attempt should be made to limit installation to subordinate additions or secondary structures.
3. For buildings with flat roofs, locate solar or green roof installations back from the front edge of the roof (and from the exposed side edge for corner properties) to minimize visibility from a street or public way.
4. For buildings with sloped roofs, locate solar or green roof installations on secondary elevations to minimize their visibility from a street or public way. If installations on secondary elevations are visible from a street or public way, install solar panels parallel with roof plane and use low-profile panels set flush with the roof.
5. If it is necessary to install solar panels on a primary elevation to achieve solar performance, installations should be pulled away from roof edges and ridges. Careful attention should be paid to the grouping of solar panels into simple, rectangular blocks, avoiding sawtooth patterns. Use low-profile panels set coplanar and flush with the roof. Solar panels and related installation hardware should be designed and arranged to minimize their appearance from the street.
6. Installation hardware should be installed in a manner that is not prominent on a primary elevation. Installation hardware should be minimally visible (including ground level equipment).
7. As new technologies are tried and tested, it is important that they leave no permanent negative impacts to historic structures. Installations should be done in such a way that they can be removed readily, and the original character easily restored. Installation hardware should not interact negatively with historic building materials. The reversibility of their application will be an important consideration when determining appropriateness. In the event that solar technology is used which is integral to the structure of the roof, such as solar shingles, the application and the issue of reversibility will be reviewed on a case by case basis.
8. If the primary elevation is the southern exposure, then all other exposures should be considered for the installation. See Guideline 5 in the event that it is necessary to install solar panels on the primary elevation.

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9. Consideration should be given to any reduction in the efficiency levels of solar panels due to their location on a building location.

REQUIREMENTS FOR SOLAR AND GREEN ROOF INSTALLATIONS WHEN COA IS REQUIRED

The following information is required when submitting for a COA from the Preservation Commission for a solar or green roof installation for landmarked buildings or those in a historic district. Applications will be handled administratively or at a commission hearing, depending on the project.

1. Photographs/3D Renderings: Photos should illustrate all elevations of the building and of the roof itself in the existing context of the neighborhood, including street facing and views from public ways, including any thru-views across surrounding lots. Photos of a mockup or 3D renderings of the panels on the roof as visible from public ways are helpful.

2. Site Plan: The site plan should show the location of the solar or green roof systems on the building with zoning setbacks indicated on the plan.

3. Roof plan: The plan should show existing roof features (such as skylights, chimneys, and decks), and placement of the solar or green roof installation. The plan should specify dimensions of the installation, and set backs from the front, side and rear edges of the roof. The plan should also include details of the installation hardware layout.

4. Roof section: The section should show the angle of the existing roof and the proposed installation, the height of the installation and any related structural supports above the roof, and the thickness of the installation. The dimension from the roof surface to the top of the racking system and solar panels or green roof should be clearly noted.

5. Materials: The type of solar or green roof installation should be fully described. Samples of materials, such as solar roofing shingles, are encouraged to be presented at the Commission hearings

ARTICLE 10. AMENDMENT OF RULES

The rules may be amended by an affirmative vote of a simple majority of the members of the Commission.

Any proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken. Copies of such proposed amendments shall be forwarded to any absent member.

ARTICLE 11. PUBLIC COMMENT

Opportunity for public comment for items not on the agenda shall be provided at all meetings of the Commission, in a manner determined to be appropriate by the Chair.

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