



AGENDA
Preservation Commission
Wednesday, February 15, 2023
Lorraine H. Morton Civic Center
Council Chambers, Room 2800 at 7:00 PM

Page

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. NEW BUSINESS

A. 1218 Forest Ave. - Lakeshore Hist. Dist. - Landmark - 23PRES-0009 4 - 33

Morgante Wilson Architects, applicant, submit for a Certificate of Appropriateness to construct a two-story addition to an existing detached two-story accessory dwelling unit and ground-floor garage.
Applicable Standards: Construction [1-5; 7-8; and 10-15]

[0. 1218 Forest HPC Memo](#)

[1. COA Application](#)

[2. Plans](#)

[3. Survey Sheet](#)

[4. Zoning Analysis Summary](#)

[5. Statement of Significance](#)

[6. Survey Sheet](#)

B. 2306 Harrison Street - Landmark - 23PRES-0010 34 - 57

Hauser Architects, applicant, submit for a Certificate of Appropriateness to demolish an existing single-story rear-volume addition and construct a new two-and-one-half story addition at the homes rear and side volumes, and alter the homes fenestration at the west elevation.
Applicable Standards: Demolition [1-5]; Alteration [1-10]; and, Construction [1-8; and, 10-15].

[0. 2306 Harrison HPC Memo](#)

[1. COA Application](#)

- [2. Plans](#)
- [3. Zoning Analysis Summary](#)
- [4. Plat of Survey](#)
- [5. Survey Sheet](#)

- C. **1030 Dempster Street - Ridge Historic District - 23PRES-0014** 58 - 92
 Siamak Mostoufi, owner and architect, submit for a Certificate of Appropriateness to alter the front, rear, and side elevations fenestration with replacement of non-divided lite wood double-hung windows in existing and new openings with non-divided lite clad wood double-hung windows; replacement of a front elevation set of wood french doors with a clad wood picture window; and, replacement of wood front and rear entry doors in existing and new openings with fiberglass entry doors.
Applicable Standards: Alteration [1-10]; and Construction [3, 4, and 7]
 - [0. 1030 Dempster HPC Memo](#)
 - [1. COA Application](#)
 - [2. Background Information and History](#)
 - [3. Plans](#)

3. APPROVAL OF MEETING MINUTES

- A. **Minutes of January 10, 2023**

4. DISCUSSION (NO VOTE WILL BE TAKEN)

- A. **Zero Waste** 93 - 94
 Members from the Public Works Agency seek input from the Commission regarding zero waste policies and the intersectionality of City led Climate Resilience initiatives and Historic Preservation
[Zero Waste Discussion Prompts](#)
- B. **Annual Work Plan** 95
 Staff recommends review of the proposed 2023 annual work plan with priority initiatives 4.1: Reinstating a quarterly newsletter; and, 4.4: Creation of training and orientation materials for elected officials.
[Annual Work Plan Memo](#)
- C. **Rules and Procedures** 96 - 121
 The Commission shall discuss and review written changes to the Rules and Procedures. Action to be taken at the subsequent meeting per Article 10 of the current Rules and Procedures.
 - [1. Rules & Procedures MARKUP](#)
 - [2. Rules & Procedures DRAFT](#)

D. **2022-2032 Illinois Statewide Historic Preservation Plan** 122

The purpose of the Statewide Historic Preservation Plan is to examine current statewide preservation efforts and identify strategies to advance preservation efforts at the local, regional, and statewide levels. The plan will provide goals and objectives to guide planning for Illinois' historic and cultural resources over the next ten years. [Website](#)

[Illinois-Statewide-Historic-Preservation-Plan-Flyer-20221122](#)

E. **Harley Lyman Clarke Mansion - Landmark - 2603 Sheridan Road** 123 - 124

General discussion on the current state of the city owned Landmark property.

[Harley Clarke Memo](#)

5. ADJOURNMENT

The next meeting of the Preservation Commission is scheduled for March 15, 2023

Order & Agenda Items are subject to change. Information about the Preservation Commission is available at: Preservation Commission Questions can be directed to Cade W. Sterling at 847-448-8231 or at csterling@cityofevanston.org The city is committed to ensuring accessibility for all citizens; if an accommodation is needed to participate in this meeting, please contact the Planning and Zoning Division at (847-448-8687) 48 hours in advance so that arrangements can be made for the accommodation if possible.

Español - La ciudad de Evanston tiene la obligación de hacer accesibles todas las reuniones públicas a las personas minusválidas o a quienes no hablan inglés. Si usted necesita ayuda, favor contacte a Carlos D. Ruiz de la Oficina de Planificación y Zonificación llamando al (847/448-8687) o cruiz@cityofevanston.org con 48 horas de anticipación para acomodar su pedido en lo posible



STAFF REPORT

To: Members of the Preservation Commission
From: Cade W. Sterling, Planner
Subject: 1218 Forest Avenue – 23PRES-0009
Date: February 8, 2023

Public Notice

1218 Forest Avenue - Lakeshore Historic District - Landmark - 23PRES-0009

Morgante Wilson Architects, applicant, requests a Certificate of Appropriateness to construct a two-story addition to an existing detached two-story accessory dwelling unit and ground-floor garage.

Applicable Standards: Construction [1-5; 7-8; and 10-15]

Construction Period:
1873 (altered 1920)

Style:
Gothic Revival

Architect of Record:
Unknown

Condition:
Good

Integrity:
Good

Status:
Landmark (1978)

Setting:

1218 Forest Avenue is located in the central portion of the Lakeshore Historic District on the west side of Forest Avenue midblock between Dempster Street to the north and Hamilton Street to the south. Surrounding properties are a mix of residential densities with some large-lot single-family homes, several double-houses, and a handful of smaller multi-family buildings. The individual buildings in the area retain excellent integrity and are a mix of early high-style homes including Queen Anne, Gothic Revival, and Colonial Revival as well as early to mid 20th century styles including Craftsman, Prairie, and Tudor Revival. The block as a whole retains excellent integrity of setting with mature shade trees, narrow streets, and no immediate curb-cuts or surface parking. Several Local Landmarks are in close proximity including the Queen Anne styled double-house immediately north (1230-1232 Forest), a Shingle styled home immediately north (1228 Forest) designed by Franklin Pierce Burnham, and an Ernest Mayo designed masonry Queen Anne styled home across the street (1225 Forest). The block was developed primarily between the late 19th and early 20th centuries and is an excellent example of vibrant mixed-use built fabric which predates the City's first zoning ordinance.

Significance:

This late Gothic Revival or early Victorian cottage is an excellent example of early architectural influences once common in Evanston and reflective of Evanston's once pastoral quality.

The Gothic Revival style is part of the mid-19th century romantic movement in architecture and represents trends of the time to mimic aspects of medieval design influences rather than purely classical forms. Similar to early Italianate architecture, Gothic Revival residential structures were largely popularized by Alexander Jackson Davis and Andrew Jackson Downings pattern books published between the 1830s and 1850s. The Gothic Revival cottage was promoted as a design for rural and small town settings with irregular shapes and forms that mimicked nature. The most commonly identifiable feature of the style is the pointed arch, used for windows, doors and decorative elements at the porch and roof gables. Other character defining features include steeply pitched roofs and prominent front facing gables with decorative vergeboards, crossbracing, and topped with finials. The structures cladding has been altered, but many vernacular Gothic Revival residential structures have distinctive board and batten vertical siding which extenuates the structures verticality.

The date of construction for the accessory structure is unknown and its design takes influence from the 1920s additions to the principal structure including its roof form. The coach house was substantially altered and rehabilitated in 2014 (14PRES-0317) including installation of new windows in new locations, replacement windows in existing openings, and the addition of second-story dormers.

The architect of record for the main house is unknown. John Potter was the architect of record for the 2014 additions and alterations to the coach house.

Public Comment

None.

Applicable Standards

Staff recommends the following standards be applied. Additional standards may be applied at the Commission's discretion. Determination of whether the standards have been met is exclusively afforded to members of the Commission.

Staff may provide a professional opinion on the proposal at the Commission's request.

Construction

1. *Height.* Height shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.
2. *Proportion of facades.* The relationship of the width to the height of the facades shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.
3. *Proportion of openings.* The relationship of the width to height of windows and doors shall be visually compatible with properties, structures, sites, public ways, objects and places to which the building is visually related.
4. *Rhythm of solids to voids in facades.* The relationship of solids to voids in the facades of a structure shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.
5. *Rhythm of spacing and structures on streets.* The relationship of a structure or object to the open space between it and adjoining structures or objects and the setback from the public ways shall be visually compatible with the properties, structures, sites, public ways, objects and places to which it is visually related.
7. *Relationship of materials and texture.* The relationship of the materials and texture of the facades shall be visually compatible with the predominant materials used in the existing structures to which it is visually related.
8. *Roof shapes and roof mounted equipment.* The roof shape of a structure including any roof mounted equipment shall be visually compatible with the structures to which it is visually related.
10. *Scale of a structure.* The size and mass of structures in relation to open spaces, windows, door openings, porches and balconies shall be visually compatible with the properties, structures, sites, public ways, objects and places to which they are visually related.
11. *Directional expression of facades.* A structure shall be visually compatible with the properties, structures, sites, public ways, objects and places to which it is visually related in its directional character, whether this be vertical character, horizontal character or non-directional character.
12. *Original qualities.* For additions to existing structures, the distinguishing original qualities or character of a property, structure, site or object and its environment should be preserved. The alteration of any historic material or distinctive architectural features should be avoided when possible.

13. *Archaeological resources.* Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.

14. *Innovative design.* Innovative design for new construction and additions to existing properties shall not be discouraged when such new construction or additions do not destroy significant historic, cultural or architectural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

15. *New additions.* Wherever possible, new additions to structures or objects shall be done in such a manner that if such additions were to be removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



**Application for
Preservation Review of
Certificate of Appropriateness (COA)**

Binding Review of Certificate of Appropriateness (COA) &

Advisory Review of Zoning/Fence Variations, Special Uses, and Planned Developments

Thank you for submitting your COA application for Preservation Review. This application is required for exterior work affecting Evanston landmarks and properties within local Evanston historic districts when a permit is required and when visible from the public way. To process your application, submit no less than **15 business days** before the next scheduled Preservation Commission meeting the following: one (1) **hard copy** of the fully completed application and attachments including: plat of survey, site plan, elevation drawings of the existing and proposed, **3D drawings** of the proposed alteration/addition/construction (not to exceed 11" x 17" paper size); and one (1) **digital copy in PDF format of the same**. The Preservation Commission meetings are on the **second Tuesday** of the month. All required materials must be to scale with dimensions, and in context with the principal structure and immediate/adjacent structures on the same street block. The submission of the completed COA **15 business days** prior to the next scheduled meeting date allows the City staff's review of the application and to provide the applicant feedback on the completeness of the COA application. **Incomplete applications will not be accepted. Refer to the Supplemental Information, pages (i - iv) below.**

Applications can be submitted in person, by regular mail, electronically via email at cruiz@cityofevanston.org or in a flash drive to the Preservation Coordinator, City of Evanston, Community Development Department, Planning & Zoning Division, Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 3201, Evanston, Illinois 60201.

For new construction, additions, major alterations, and demolition, a notice of the Preservation Commission meeting will be sent to the property owners within 250 feet of the subject property, 5 business days prior to the scheduled meeting. **Zoning Analysis must be completed** by the City of Evanston's Zoning staff **before or by no later than the submission deadline** of the completed COA application. Zoning staff requires at least **15 business days** to complete a zoning analysis. Depending on the case load and during construction season, zoning analysis may take longer. Applicants must give themselves enough time to request a zoning analysis to meet deadlines.

Completed applications will be scheduled for review at the next available meeting, as long as all the required information is provided on the deadline. Preservation Commission meets on the **second Tuesday** of the month [see schedule on page (v) below].

Applicants are asked to present at the scheduled meeting to the Preservation Commission a brief overview of the project.

Section A. Required Information (Print) * Refer to the Supplemental Information for guidance [page (i) fifth below].

1) Property Address: 1218 FOREST AVE		FOR STAFF USE ONLY	
		Application Number:	
2) Owner's Name: Clark Matthews		Address: 1218 FOREST AVE	
City: EVANSTON	State: IL	Zip: 60202	Phone: clark.w.matthews@gmail.com
3) Architect's Name: MORGANTE WILSON ARCHITECTS		Address: 2834 CENTRAL ST	
City: EVANSTON	State: IL	Zip: 60201	Phone: 847 332 1001
		Email/Fax: JPOTTER@MORGANTEWILSON.COM	
4) Contractor's Name:		Address:	
City:	State:	Zip:	Phone:
			Email/Fax:
5) Landmark: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No * Refer to the Supplemental Information for guidance on page (i) (fifth page below).			
6) Within Local Historic District: <input type="checkbox"/> Yes <input type="checkbox"/> No;			
If yes, <input checked="" type="checkbox"/> Lakeshore <input type="checkbox"/> Ridge <input type="checkbox"/> Northeast Evanston <input type="checkbox"/> Apartment Thematic Resources			
7) Refer to the completed Zoning Analysis and check as applicable if project requires:			
<input type="checkbox"/> Major Zoning Variance; <input type="checkbox"/> Minor Zoning Variance; <input type="checkbox"/> Fence Variance → If one or more is checked, then fill out Sections B and C (next 2 pages). If project does not require any Zoning Variance or Fence Variance or Special Use → Complete section B only.			
Check if your project requires: <input type="checkbox"/> Special Use <input type="checkbox"/> Planned Development → Refer to Supplemental Information on page (i) below.			

Section B: Application for Certificate of Appropriateness

1) In addition to the required site plans, drawings, and photos, briefly describe the proposed activity and reason for obtaining a Certificate of Appropriateness. Attach a separate sheet if necessary, and refer to the Supplemental Information for guidance.

The proposed addition is to provide a residential elevator and additional parking space to an existing Accessory Dwelling Unit being used by the one of the owner's parents. The proposed addition is on the side of the existing coach house and does not adversely affect the historical architecture or aesthetic integrity of the landmark or the district as the existing structure's massing, roofline and original details all remain. The proposed addition will be smaller than the existing structure and it's set in from the existing structure such that the footprint of the existing structure maintains its integrity and is distinct from the massing of the addition. Similar architectural details, overhead door, windows, siding and gambrel roof configuration complement the existing building while being separate from it. In addition to the residential elevator, a new entry and code-compliant stair is provided to replace the existing, non-conforming stair.

2) Checklist (Check all that apply and attach any additional information)

Type of Exterior Activity	Location / Details	Visible from Public Way (e.g. Streets and Alleys)?
<input checked="" type="checkbox"/> Construction	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Demolition	<input type="checkbox"/> Partial <input type="checkbox"/> Total	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Alteration <input type="checkbox"/> Restoration <input type="checkbox"/> Addition <input type="checkbox"/> Landscaping	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garage: <input type="checkbox"/> New <input type="checkbox"/> Replacement <input checked="" type="checkbox"/> Rehabilitation	<input type="checkbox"/> Front <input type="checkbox"/> Side <input checked="" type="checkbox"/> Rear	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Windows <input type="checkbox"/> Storm Windows <input checked="" type="checkbox"/> Doors <input type="checkbox"/> Storm Doors	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Restoration Style/Materials:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Roof: <input checked="" type="checkbox"/> New <input type="checkbox"/> Re-roof	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fence / Gate: <input type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
Siding: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input type="checkbox"/> Rear Material:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Sign <input type="checkbox"/> Awning	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Restoration Material:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Air Conditioning Unit	<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Relocation	New Address for Relocation:	

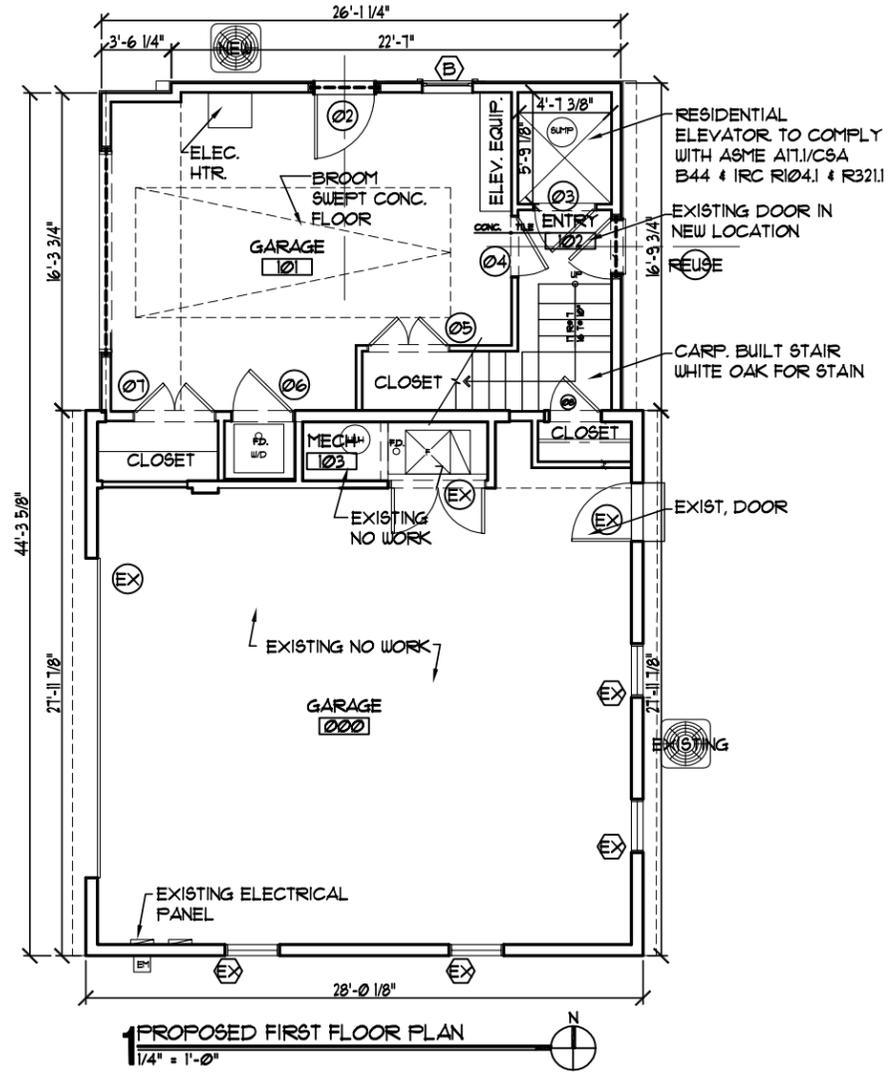
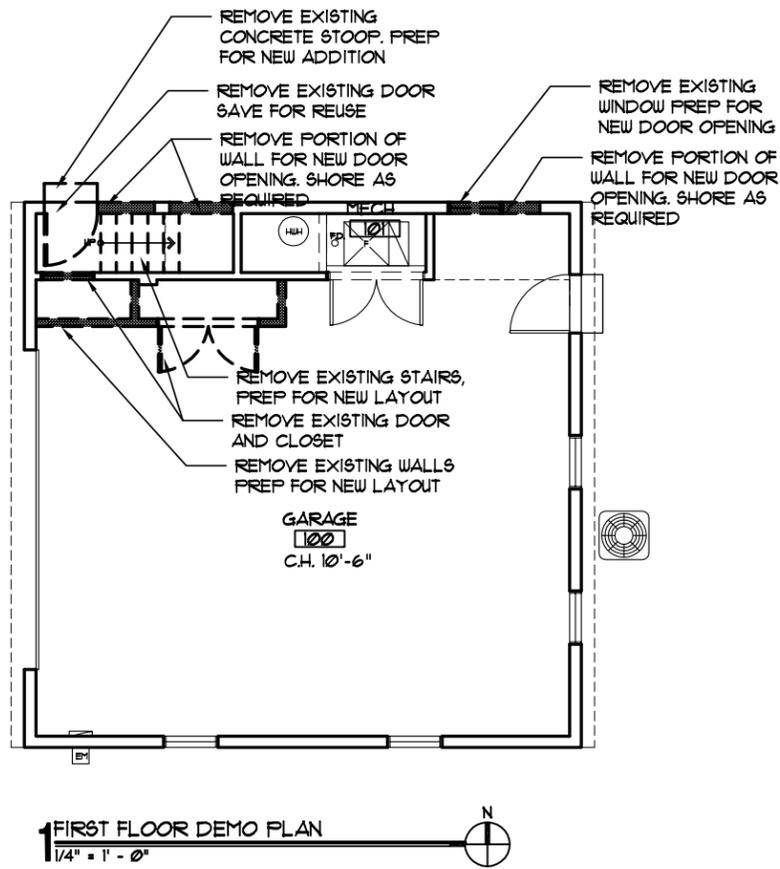
3) Checklist for Exterior Materials—Check all that apply.

Existing	Proposed		Existing	Proposed		Existing	Proposed		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Façades/Front Porch & Rear Porch Material Wood Frame Stone Brick Stucco Synthetic Stucco Wood Siding Aluminum Siding Vinyl Siding Shingle, Material: _____ Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Flashing Material Copper Sheet Metal Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Fences Wood Wrought Iron Aluminum Other: _____ Height: _____ Length: _____	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fascias, Soffits, Rakeboards, Trim Wood Metal Synthetic Material, Type: _____ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Terraces, Patios, Decks Wood Stone Brick Pavers Concrete Pavers Poured Concrete Other: _____
<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		Roofing Material Wood Shingles Wood Shakes Slate Clay Tile Asphalt Shingles Metal Sheet Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Door Material Wood Metal Clad Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Driveway Material Asphalt Poured Concrete Brick Pavers Concrete Pavers Crushed Stone Other: _____
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Window Type Double Hung Casement Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Add Other Materials/Alterations Not Listed Here (Explain and Attach Information As Needed): <input checked="" type="checkbox"/> <input type="checkbox"/> Air Conditioning Unit <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Chimney Material Brick Stone Stucco Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Window Material Wood Aluminum Steel Other: _____	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Gutters/Downspouts Copper Aluminum Galvanized Sheet Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Muntins Not existing True divided lights Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

4) Applicant's Signature: _____
Print Name: John Potter

Date: 12.13.2022

Proceed to Section C if you are requesting a zoning or fence variation and/or s special use. Refer to the Supplemental Information for guidance [page (i) below]. For Planned Development refer to Supplemental Information [page (i) below].



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 2834 CENTRAL STREET, EVANSTON, IL 60201
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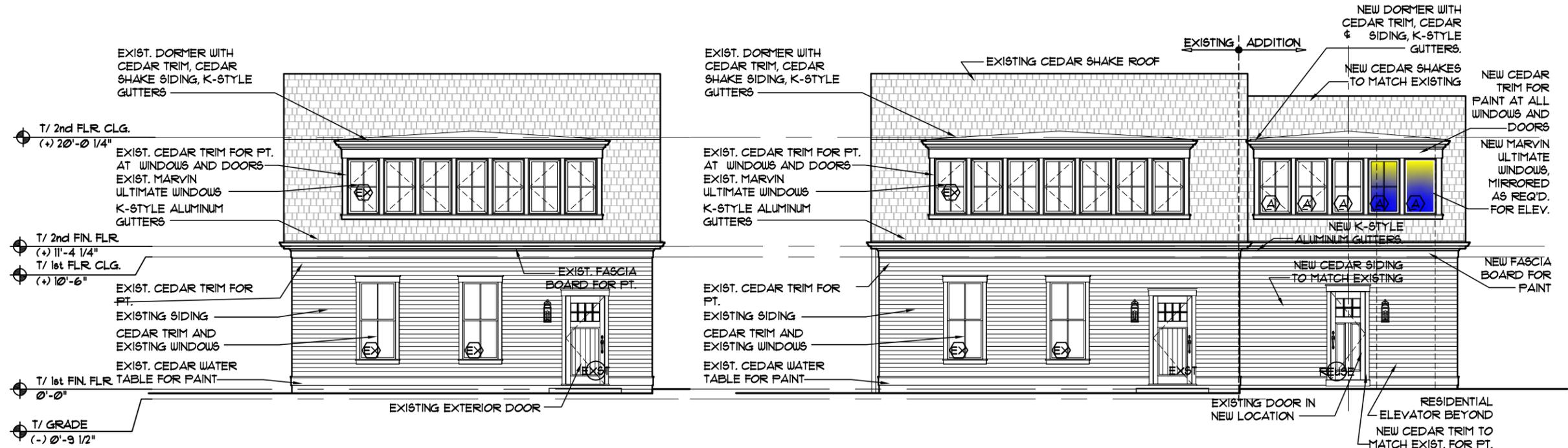
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 ISSUED: 02/2/23

THE MATTHEWS COACH HOUSE
 1218 FOREST EVANSTON, IL

FLOOR PLANS

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1 EXISTING EAST ELEVATION
1/8" = 1'-0"

2 PROPOSED EAST ELEVATION
1/8" = 1'-0"



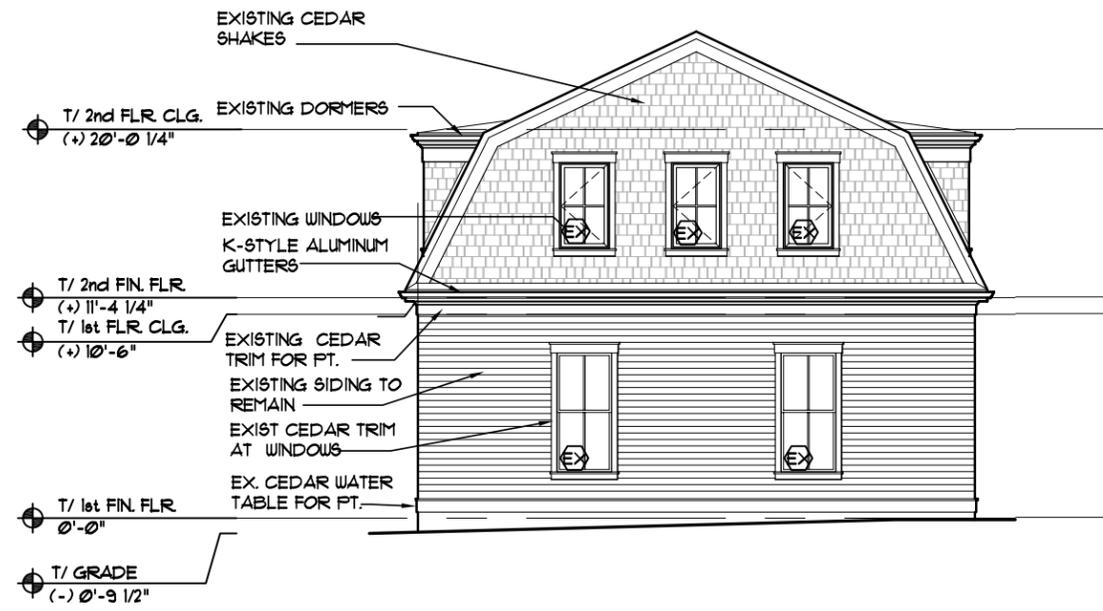
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THE MATTHEWS COACH HOUSE
 1218 FOREST EVANSTON, IL
EAST EXTERIOR ELEVS.

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A4.1



1 EXISTING SOUTH ELEVATION
 $1/8" = 1'-0"$



2 PROPOSED SOUTH ELEVATION
 $1/8" = 1'-0"$



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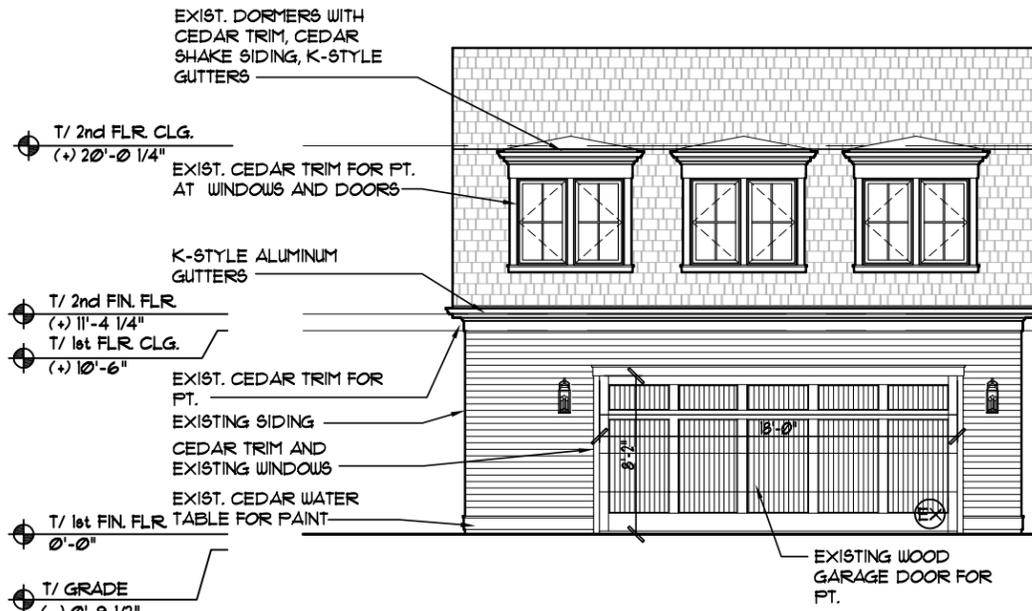
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THE MATTHEWS COACH HOUSE
 1218 FOREST EVANSTON, IL

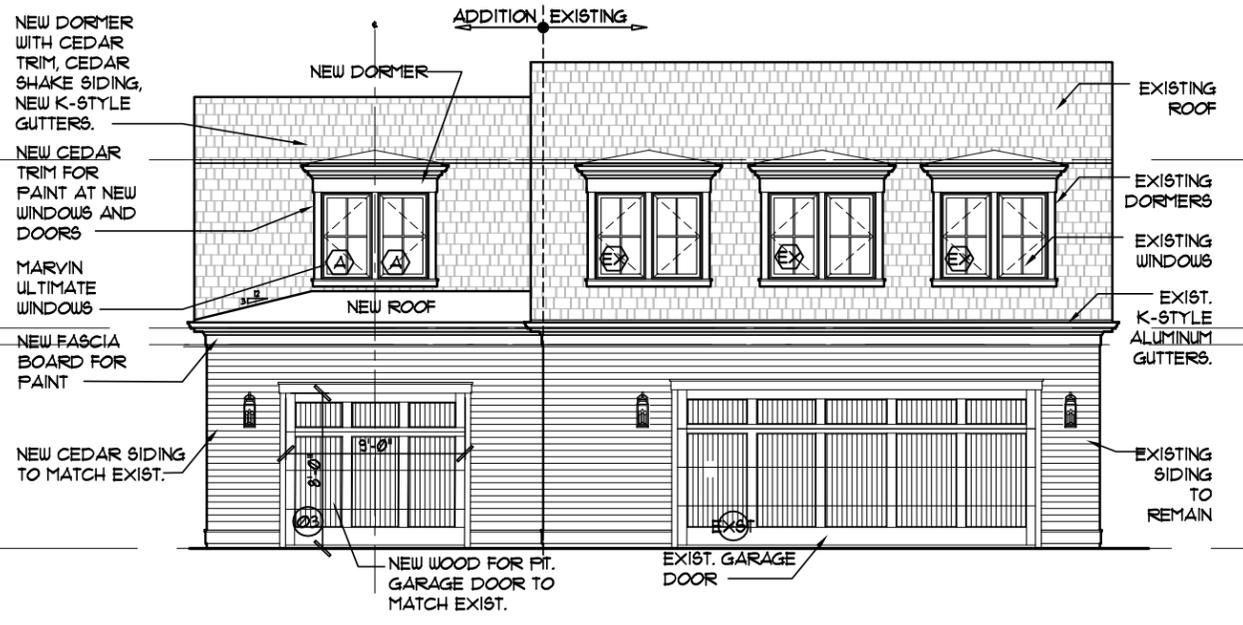
SOUTH EXTERIOR ELEV.

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1 EXISTING WEST ELEVATION
 1/4" = 1'-0"



2 PROPOSED WEST ELEVATION
 1/4" = 1'-0"



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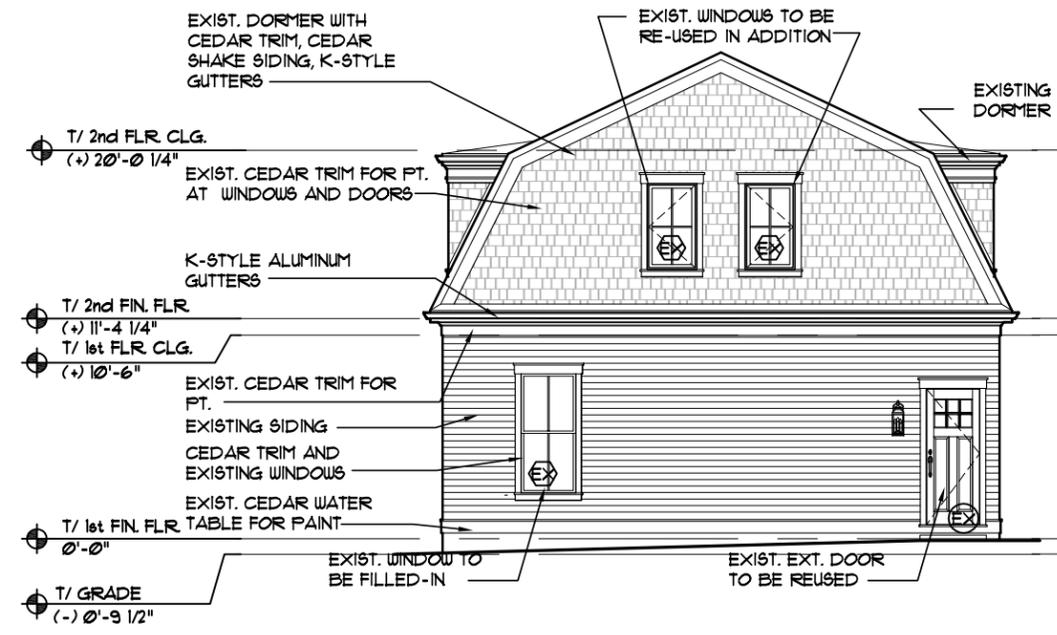
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THE MATTHEWS COACH HOUSE
 1218 FOREST EVANSTON, IL

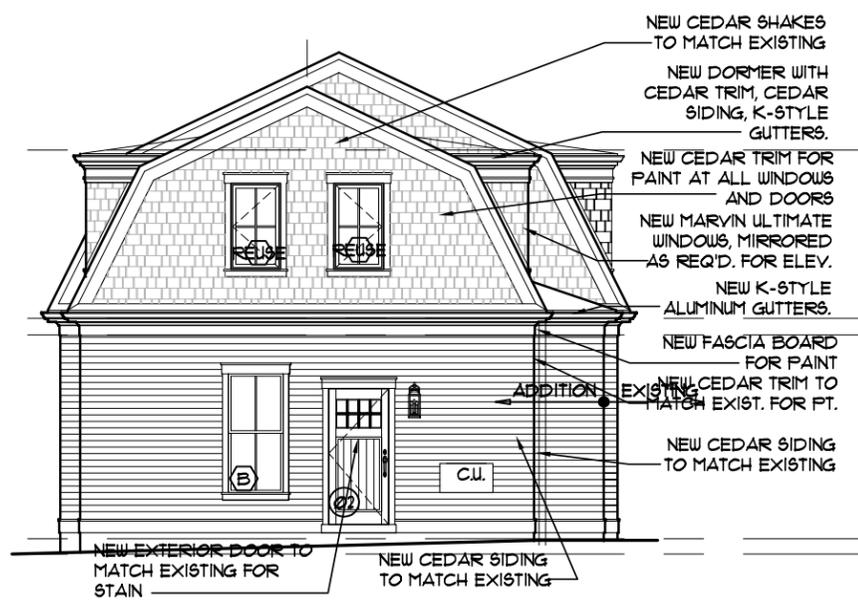
WEST EXTERIOR ELEVS.

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A4.3



1 EXISTING NORTH ELEVATION
 1/4" = 1'-0"



2 PROPOSED NORTH ELEVATION
 1/4" = 1'-0"



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THE MATTHEWS COACH HOUSE
 1218 FOREST EVANSTON, IL

NORTH EXTERIOR ELEV.

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1 EXISTING EAST ELEVATION
NTS



2 EXISTING WEST ELEVATION
NTS



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ISSUED: 02/02/23

THE MATTHEWS COACH HOUSE
1218 FOREST EVANSTON, IL

EXISTING PHOTOSURVEY

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1 EXISTING COACHHOUSE AND HOUSE
NTS



2 EXISTING EAST ELEV. OF HOUSE
NTS



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DRAWN BY: _____ JIP
CHECKED BY: _____ JIP
JOB No.: _____
ISSUED: 02/02/23

THE MATTHEWS COACH HOUSE
1218 FOREST EVANSTON, IL

EXISTING PHTSURVEY

© 2023 Morgante-Wilson Architects, Ltd.





1 RENDERING (W/FENCE)
NTS



MORGANTE WILSON ARCHITECTS, LTD.
2834 CENTRAL STREET, EVANSTON, IL 60201
PH: 847.382.1001 FX: 847.382.2888

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RENDERING

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RENDERING

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BEGINNING STREET #

END STREET #

STREET # SUFFIX

STREET NAME

SUFFIX

PIN

LOCAL

WITHIN LOCAL DISTRICT?

LOCAL DISTRICT CONTRIB/NON-CONTRIB?

LOCAL LANDMARK? YEAR

LOCAL LANDMARK ELIGIBLE?

CRITERIA:



PHOTO ID

NATIONAL REGISTER

WITHIN NR DISTRICT?

NR DISTRICT CONTRIB/NON-CONTRIB?

NR LANDMARK? YEAR

NR ELIGIBLE? CRITERIA

ALTERNATE ADDRESS?

GENERAL INFORMATION

CATEGORY CURRENT USE

CONDITION HISTORIC USE

INTEGRITY SECONDARY STRUCTURE

NRSECOND

ARCHITECTURAL DESCRIPTION

ARCHITECTURAL CLASSIFICATION	<input type="text" value="Gothic Revival"/>	ROOF TYPE	<input type="text" value="Multi-gable"/>
DETAILS	<input type="text"/>	ROOF MATERIAL	<input type="text" value="Wood - shingle"/>
CONSTRUCTION YEAR	<input type="text" value="1873 (circa)"/>	FOUNDATION	<input type="text" value="Brick"/>
OTHER YEAR	<input type="text" value="1920"/>	PORCH	<input type="text" value="Front entry"/>
DATESOURCE	<input type="text" value="Researcher; alteration permit"/>	WINDOW MATERIAL	<input type="text" value="Wood"/>
WALL MATERIAL (current)	<input type="text" value="Aluminum"/>	WINDOW MATERIAL 2	<input type="text"/>
WALL MATERIAL 2 (current)	<input type="text"/>	WINDOW TYPE	<input type="text" value="Double hung"/>
PLAN	<input type="text" value="Irregular"/>	WINDOW CONFIGURATION	<input type="text" value="1/1; 6/6"/>
NO OF STORIES	<input type="text" value="2"/>		

SIGNIFICANCE

HISTORIC FEATURES

ADDRESS

1218		FOREST	AVENUE
------	--	--------	--------

ALTERATIONS

Replacement windows in original openings on front and side elevations (2007--COA--likely that 1/1 windows date from this period, and 6/6 windows on side elevations are historic replacements that were left); aluminum siding

HISTORIC INFORMATION

**OLD ADDRESS
(city dir.year)**

120n Forest Ave (Spearman), Village of Evanston. In 1893 the City of Evanston renumbered the once-separate villages of Evanston (n) & South Evanston (s).

**ORIGINAL
OWNER**

**ORIGINAL
ARCHITECT**

**ARCHITECT
SOURCE**

BUILDER

BUILDING MOVED?

MOVED FROM

ADDITIONAL PHOTOGRAPHS



PHOTO ID2 \Images\11-19-202-021-0000-2.jpg



PHOTO ID3 \Images\11-19-202-021-0000-3.jpg

OTHER PINS

SURVEYOR

**SURVEYOR
ORGANIZATION**

SURVEY DATE

**Historic Info
Compiler**

SURVEYAREA

PERMIT/HISTORIC INFORMATION

CURRENT ADDRESS

1218 FOREST AVENUE

OLD ADDRESS (city dir.year) 120n Forest Ave (Spearman), Village of Evanston. In 1893 the City of Evanston renumbered the once-separate villages of Evanston (n) & South Evanston (s).

DATE OF CONSTRUCTION 1873 (circa)

MOVING INFORMATION

BUILDING MOVED? No

MOVING PERMIT # **DATE**

MOVED FROM

ORIGINAL PERMIT INFORMATION

BLDG PERMIT # NU archives; style **DATE** c. 1873

BUILDING PERMIT DESCRIPTION [2-story dwelling on 1899 Sanborn map]

COST

ORIGINAL OWNER

ORIGINAL OWNER OCCUPIED?

ORIGINAL ARCHITECT

ARCHITECT SOURC

BUILDER

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BP8541, 1920.11.27, 2-story house improvement \$4000, (O) Elmer R. Murphy, (A) Childs & Smith, (B) Olaf P. Jacobson

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BP3681, 1909.07.07, 1-story frame garage \$125, (O/A) H. M. Dawes. BP4716, 1912.03.02, 1-story frame garage \$1600, (O) H. M. Dawes, (B) Art Peterson.

COA INFO

2006 - Revised plans are for the following work only: East: Replace existing wood treads and risers with same. Repair wood trim at bay and paint. South: Repair wood trim at bay and paint--SEE CONTINUATION SHEET

HISTORIC INFO

On 1873.06.01 Northwestern University leased Lot 8 Block 74 (now 1218 Forest Ave) to WS Brewster for 50 years but cancelled in 1877 for non-payment of rent. In 1887 NU leased Lot 8 to Mary H Hull for 99 years. [NU archives] Hull lived in the house.

OTHER SOURCES

IHSS #99. Evanston Landmark (1978). ELHD #54. PHOTOS at EHC: Hokanson & Jenks 1970; Nash Realty 1972.

HISTORIC INFO COMPILER ace & MBM

City of EVANSTON
LAKESHORE HISTORIC DISTRICT RE-SURVEY
CONTINUATION SHEET

STREET # 1218

STREET FOREST AVENUE

ADDITIONAL PHOTOS OR INFORMATION

Historic Features

Front gable bay intersected by projecting north and south gable bays (north bay features jerkinhead or clipped gable roof that likely dates from a 1920 remodeling); 1-story polygonal bay windows with slender engaged columns, scrolled brackets, and dentil trim on front and south elevations; paired window openings connected by segmental arch lintel on front and side elevations; hipped roof corner porch supported by fluted columns (likely dates from 1920—see 1899 and 1920 Sanborn maps and alteration permit dating from 1920); 1-story entry bay under porch, with paired wood doors and classical surround topped by elliptical fan light; 6/6 wood windows on side elevations are historic replacements.

COA Information

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2007 - Replacement of windows visible to the public way. Renovation of many window openings with attempts to make the window configuration more consistent and more in keeping with its landmark status. Eighteen windows will need new screens and storm windows.

2008 - Install new fence 6'H x 58 linear feet north of the garage and to the north property line (solid cedar fence).

2010 - Replace existing fence on the south interior side yard wood fence and gate (4' H x 7' L) and

install a new fence on the north interior side yard wood fence and gate (4' H x 24' L).

**Zoning Analysis
Summary**

Review Date: 1.20.23

Case Number:

Case Status/Determination:

23ZONA-0018

Compliant

Proposal:

Two-story addition to existing detached coach house in rear-yard at alley.

Principal Use and Structure:

<i>Zoning Code Section</i>	
6-8-2-5	Lot width: No change – The existing lot width is 80’ where 35’ is standard.
6-8-2-6	Lot size: No change – The existing lot size is 17,285 square feet where 7,200 is standard.
6-8-2-3	Dwelling Units #: No change - SFR
6-8-2-7	Building Lot Coverage: Compliant – Lot coverage of 17.75% is proposed where 30% is the maximum permitted.
6-8-2-10	Impervious Surface Coverage: Compliant – The proposed impervious surface ratio is 27% where 45% is the maximum permitted.
6-8-2-9	Building Height: Compliant – The proposed height of the addition to the detached accessory structure is 23.33’ where 28’ is existing and 28’ is the maximum permitted for accessory structures and ADU’s.
6-8-2-8	Yards: Rear: The proposed setback for the addition to the detached ADU is 6.75’ from the alley and 29’ from the north rear-yard lot line where 3’ is the minimum required.

Additional Comments:

- The proposed separation between accessory and principle structure is unchanged and remains greater than the minimum 10’ required.
- The internal Floor Area of the proposed ADU is less than the maximum permitted 1,000 square feet
- No additional parking space is required for the ADU. Three total off-street parking spaces are proposed where 2 are existing and 2 are required.



STATEMENT OF SIGNIFICANCE

This Victorian or Gothic cottage maintains its character despite the addition of aluminum siding since the siding is narrow. The building also has few conspicuous openings interrupting the siding. The porch detailing survives, but the picture window in the bay introduces a disturbing disharmony.

Edward J. Harris

EVANSTON LANDMARK

ADDRESS: 1218 Forest

COMMON NAME: Same

REAL ESTATE INDEX NUMBER:

DATE OF CONSTRUCTION: c.1870

ARCHITECT OR BUILDER: Unknown

ORIGINAL SITE MOVED

SIGNIFICANCE:

HISTORICAL	<input type="checkbox"/> H1	<input type="checkbox"/> H2	<input type="checkbox"/> H3
ARCHITECTURAL	<input type="checkbox"/> A4	<input type="checkbox"/> A5	<input type="checkbox"/> A6
	<input type="checkbox"/> A7	<input type="checkbox"/> A8	<input checked="" type="checkbox"/> A9

OTHER COMMENTS:



BEGINNING STREET #

END STREET #

STREET # SUFFIX

STREET NAME

SUFFIX

PIN



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LOCAL DISTRICT CONTRIB/NON-CONTRIB?

LOCAL LANDMARK? YEAR

LOCAL LANDMARK ELIGIBLE?

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NR LANDMARK? YEAR

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BUILDING MOVED? No

MOVING PERMIT # [] **DATE** []

MOVED FROM []

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ORIGINAL OWNER []

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ORIGINAL ARCHITECT []

ARCHITECT SOURC []

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STAFF REPORT

To: Members of the Preservation Commission
From: Cade W. Sterling, Planner
Subject: 2306 Harrison Street – 23PRES-0010
Date: February 8, 2023

Public Notice

2306 Harrison Street - Landmark - 23PRES-0010

Hauser Architects, applicant, requests a Certificate of Appropriateness to demolish an existing single-story rear-volume addition and construct a new two-and-one-half story addition at the homes rear and side volumes, and alter the homes fenestration at the west elevation.

Applicable Standards: Demolition [1-5]; Alteration [1-10]; and, Construction [1-8; and, 10-15].

Construction Period:
Circa 1890

Style:
Vernacular Gable Ell Cottage

Architect of Record:
Unknown

Condition:
Good

Integrity:
Excellent

Status:
Landmark (1985)

Setting:

2306 Harrison Street is an individually registered Landmark in northwest Evanston located on the south side of Harrison Street midblock between Pioneer Road to the east and Elm Avenue to the west. Despite a historic district never being established, the area in question is part of the Northwest Evanston Survey Area and contains a high concentration of individual Landmarks including 2444, 2450, and 2454 Pioneer to the southeast, 2319 Lincoln Street, designed and occupied by Dwight Perkins and family to the south, and 2420 Harrison, the Charles A. Brown House, designed by Frank Lloyd Wright to the west.

Significance:

The home is significant in its ability to represent once common vernacular building typologies typical for this period. The Gable-Front and Gable-ElI building forms include vernacular representations of Greek Revival, Italianate, Queen Anne, and other eclectic variations which are defined by a dominant gable elevation facing the street. These vernacular building types often include spare or refined ornamentation. A Gable-ElI cottage includes the dominant front gable elevation with a short wing or bay extension on the side elevation.

The north elevation dormer was added in 2008. The rear addition was constructed in 1978. Character defining features of the home include the truss work and shingle pattern in the gable apex, the porch spindle work, wood banding, and wood trim and moldings as well as the overall scale of the structure. The building retains excellent integrity.

Public Comment

None.

Applicable Standards

Staff recommends the following standards be applied. Additional standards may be applied at the Commissions discretion. Determination of whether the standards have been met is exclusively afforded to members of the Commission.

Staff may provide a professional opinion on the proposal at the Commission's request.

Demolition

1. Whether the property, structure or object is of such historic, cultural, architectural or archaeological significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the City and the State.
2. Whether the property, structure or object relates to the distinctive historic, cultural, architectural or archaeological character of the district as a whole and should be preserved for the benefit of the people of the City and the State.
3. Whether demolition of the property, structure or object would be contrary to the purpose and intent of this Chapter and to the objectives of the historic preservation for the applicable district.

4. Whether the property, structure or object is of such old, unusual or distinctive design, texture, and/or material that it could not be reproduced without great difficulty and/or expense.

5. Whether the property, structure or object is of such physical condition that it represents a danger and imminent hazard condition to persons or property and that retention, remediation, or repair are not physically possible or require great difficulty and/or expense.

Alteration

1. Every reasonable effort shall be made to adapt the property, structure, site or object in a manner that requires minimal alteration of the property, structure, site or object and its environment.

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

3. All properties, structures, sites and objects shall be recognized as products of their own time. Alterations to sites, buildings, structures, or objects that have no historic basis shall be discouraged.

4. Changes that may have taken place in the course of time are evidence of the history and development of a property, structure, site or object and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

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

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.

7. The surface cleaning of buildings, structures or objects shall be undertaken with the gentlest means possible. Treatment methods that will cause damage to the historic materials of the structure, site, or object must not be used.

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.

9. Innovative design for alterations to existing properties shall not be discouraged when such alterations do not destroy significant historic, cultural, architectural or

archaeological material, and such design is compatible with the features, size, scale, proportion, massing, color, material and character of the property, neighborhood and environment.

10. Wherever possible, alterations to structures and objects shall be done in such a manner that if such alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Construction

1. *Height.* Height shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.

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

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

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

5. *Rhythm of spacing and structures on streets.* The relationship of a structure or object to the open space between it and adjoining structures or objects and the setback from the public ways shall be visually compatible with the properties, structures, sites, public ways, objects and places to which it is visually related.

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

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

8. *Roof shapes and roof mounted equipment.* The roof shape of a structure including any roof mounted equipment shall be visually compatible with the structures to which it is visually related.

9. *Walls of continuity.* Facades and property and site structures, such as masonry walls, fences and landscape masses, shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street, to ensure visual compatibility with the properties, structures, sites, public ways, objects and places to which such elements are visually related.

10. *Scale of a structure.* The size and mass of structures in relation to open spaces, windows, door openings, porches and balconies shall be visually compatible with the properties, structures, sites, public ways, objects and places to which they are visually related.

11. *Directional expression of facades.* A structure shall be visually compatible with the properties, structures, sites, public ways, objects and places to which it is visually related in its directional character, whether this be vertical character, horizontal character or non-directional character.

12. *Original qualities.* For additions to existing structures, the distinguishing original qualities or character of a property, structure, site or object and its environment should be preserved. The alteration of any historic material or distinctive architectural features should be avoided when possible.

13. *Archaeological resources.* Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.

14. *Innovative design.* Innovative design for new construction and additions to existing properties shall not be discouraged when such new construction or additions do not destroy significant historic, cultural or architectural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

15. *New additions.* Wherever possible, new additions to structures or objects shall be done in such a manner that if such additions were to be removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Application for Preservation Review of Certificate of Appropriateness (COA)



**Binding Review of Certificate of Appropriateness (COA) &
Advisory Review of Zoning/Fence Variations, Special Uses, and Planned Developments**

This application is required for exterior work affecting Evanston landmarks and properties within local Evanston historic districts when a permit is required and when visible from the public way.

To process your application, submit the following via email to preservation@cityofevanston.org:

- one (1) pdf format copy of the fully completed application
- plat of survey
- site plan
- floor plans (recommended, not required)
- elevation drawings of the existing and proposed windows/doors
- 3D drawings of the proposed alteration/addition/construction (not to exceed 11" x 17" paper size)

The Preservation Commission meetings are on the **second Tuesday** of the month and the completed COA must be received **15 business days** prior to the meeting to allow time for staff review and feedback. All required materials must be to scale with dimensions, and in context with the principal structure and immediate/adjacent structures on the same street block. **Incomplete applications will not be accepted.**

For new construction, additions, major alterations, and demolition, a notice of the Preservation Commission meeting will be sent to the property owners within 250 feet of the subject property, 5 business days prior to the scheduled meeting. **Zoning Analysis must be completed** by the City of Evanston's Zoning staff **before or by no later than** the submission deadline of the completed COA application. Zoning staff requires at least **15 business days** to complete a zoning analysis. Review times by staff can vary depending on the season so please allow plenty of time.

Completed applications will be scheduled for review at the next available meeting, as long as all the required information is provided on the deadline. Applicants are asked to present at the scheduled meeting to the Preservation Commission a brief overview of the project.

Section A. Required Information (Print) * Refer to the Supplemental Information for guidance [page "i" fifth below].					
1) Property Address: 2306 Harrison Street			FOR STAFF USE ONLY Application Number:		
2) Owner's Name: Ling Chan and John Font			Address: 2306 Harrison Street		
City: Evanston	State: IL	Zip: 60201	Phone: (917) 501-8133	Email/Fax: a.lingychan@gmail.com.com	
3) Architect's Name: JT Hauser Architects			Address: 1715 Chancellor Street		
City: Evanston, IL	State:	Zip: 60201	Phone: (847) 707-5129	Email/Fax: mike@jthauser.com	
4) Contractor's Name: to be determined			Address:		
City:	State:	Zip:	Phone:	Email/Fax:	
5) Landmark: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No * Refer to the Supplemental Information for guidance on page (i) (fifth page below).					
6) Within Local Historic District: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No; If yes, <input type="checkbox"/> Lakeshore <input type="checkbox"/> Ridge <input type="checkbox"/> Northeast Evanston <input type="checkbox"/> Apartment Thematic Resources					
7) Refer to the completed Zoning Analysis and check as applicable if project requires: <input type="checkbox"/> Major Zoning Variance; <input type="checkbox"/> Minor Zoning Variance; <input type="checkbox"/> Fence Variance → If one or more is checked, then fill out Sections B and C (next 2 pages). If project does not require any Zoning Variance or Fence Variance or Special Use → Complete section B only. Check if your project requires: <input type="checkbox"/> Special Use <input type="checkbox"/> Planned Development → Refer to Supplemental Information on page (i) below.					

Section B: Application for Certificate of Appropriateness

1) In addition to the required site plans, drawings, and photos, briefly describe the proposed activity and reason for obtaining a Certificate of Appropriateness. Attach a separate sheet if necessary, and refer to the Supplemental Information for guidance.

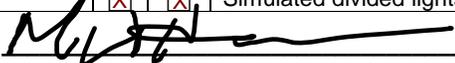
Remove existing addition from rear of residence. Construct two-story addition at rear of home in its place.

The work will improve several essential spaces (kitchen, family room, mud room) and spatial relationships within the home. The current addition blocks light and views into the rear yard and is awkwardly sized as anything other than a small bedroom.

This addition has been designed to improve these and other issues while using the same materials, and basic massing.

2) Checklist (Check all that apply and attach any additional information)

Type of Exterior Activity	Location / Details	Visible from Public Way (e.g. Streets and Alleys)?
<input checked="" type="checkbox"/> Construction additions over existing first floor construction	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Demolition	<input type="checkbox"/> Partial <input type="checkbox"/> Total	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Alteration <input type="checkbox"/> Restoration <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Landscaping	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input checked="" type="checkbox"/> Rear	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Garage: <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Windows <input type="checkbox"/> Storm Windows <input type="checkbox"/> Doors <input type="checkbox"/> Storm Doors	<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Restoration Style/Materials: match ext'g clad DH	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Roof: <input checked="" type="checkbox"/> New <input type="checkbox"/> Re-roof match ext'g asphalt shingle	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fence / Gate: <input type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
Siding: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement match ext'g at addition	<input type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input checked="" type="checkbox"/> Rear Material: lap siding / shingle siding	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Sign <input type="checkbox"/> Awning	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Restoration Material:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Air Conditioning Unit	<input type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Relocation	New Address for Relocation:	

3) Checklist for Exterior Materials—Check all that apply.								
Existing	Proposed		Existing	Proposed		Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Façades/Front Porch & Rear Porch Material Wood Frame Stone <input checked="" type="checkbox"/> Brick Stucco Synthetic Stucco <input checked="" type="checkbox"/> Wood Siding Aluminum Siding Vinyl Siding <input checked="" type="checkbox"/> Shingle, Material: _____ Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Flashing Material Copper Sheet Metal Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Fascias, Soffits, Rakeboards, Trim Wood Metal Synthetic Material, Type: _____ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fences Wood Wrought Iron Aluminum Other: _____ Height: _____ Length: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		Roofing Material Wood Shingles Wood Shakes Slate Clay Tile <input checked="" type="checkbox"/> Asphalt Shingles Metal Sheet Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Door Material Wood Metal <input checked="" type="checkbox"/> Clad Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Window Type Double Hung Casement Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Chimney Material Brick Stone Stucco Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Window Material Wood Aluminum Steel aluminum Other: clad wood	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gutters/Downspouts Copper Aluminum Galvanized Sheet Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Muntins Not existing True divided lights <input checked="" type="checkbox"/> Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4) Applicant's Signature: 						Date: 12/21/2022		
Print Name: Michael Hauser, Architect								
Proceed to Section C if you are requesting a zoning or fence variation and/or special use. Refer to the Supplemental Information for guidance [page (i) below]. For Planned Development refer to Supplemental Information [page (i) below].								

Section C: Application for Advisory Review of Zoning Variations, Fence Variations and Special Uses - 6-15-11-5: RELATIONSHIP TO SPECIAL USES AND VARIATIONS: Whenever an application is made for a special use or variation relating to a historic landmark, or a property located in a local historic district, the application shall be referred to the Preservation Commission that shall have the authority to make its recommendations to the appropriate decision making body relating to lot coverage, yard requirements, parking, building height, fences, and/or landscaping based upon its determination as to whether the special use or variation: **(submit the zoning analysis summary and the completed zoning, fence variation or special use application(s) from the Planning & Zoning Division)**

A) Is necessary and/or appropriate in the interest of historic conservation and does not adversely affect the historical architecture or aesthetic integrity of the landmark or character of local historic districts (Briefly explain below/attach a separate sheet if necessary).

Typical of many Evanston homes, the rear of this house has been added to over the years, and little remains of its original design. Our work improves this area with architecture that is more consistent with the look of the home than the current, diamond shaped addition. Our work has been limited to the rear, -and rear side- of the home and leaves the front untouched.

B) Is necessary to provide the owner a recoverable rate of return on the real property where the denial thereof would amount to a taking of the property without just compensation (Briefly explain below/attach a separate sheet if necessary).

This home has elegant original Living Room and Dining Room spaces in the front of the home, but service-sized kitchen and family room spaces which are dark and have no views of the rear yard. The three bedrooms upstairs share a very small bathroom. All of these items are due to be improved.

C) Will not be materially detrimental to the public health, safety, and welfare or injurious to property in the district or vicinity where the property is located (Ord. 108-0-98). (Briefly explain below/attach a separate sheet if necessary).

The proposed addition has been designed utilizing proven and code compliant construction methods and materials. No variance - zoning or otherwise - is necessary for this proposal.

4) Applicant's Signature: 

Print Name: Michael Hauser

Date:

12/21/2022

NOTE: The deadline for submission of Certificate of Appropriateness applications is **no less than 15 business days** before the next scheduled Preservation Commission meeting. The Preservation Commission meets on the **second Tuesday** of each month (except when marked with *). However, both dates are subject to change. Be prepared to give a brief overview of your project (10 minutes or less) and present any information that would enhance your application (e.g., photos, letters of support from neighbors, scale models, samples of proposed materials seeking to replicate existing materials, etc.).

SUPPLEMENTAL INFORMATION
COA Application Checklist

Submit one (1) digital copy in PDF format of the same as follows:

- APPLICATION FOR PRESERVATION REVIEW** - To process your application,
- ELEVATIONS/SITE PLANS/DRAWINGS** to scale including dimensions (not to exceed 11" x 17" paper size).
- CHANGES TO THE EXTERIOR INCLUDING CHANGES TO WINDOWS, DOORS, STORM WINDOWS AND STORM DOORS - SEE ADDITIONAL INFORMATION REQUIRED FOR WINDOW CHANGES (BELOW)**

Provide an **exterior elevation** of each façade involved, showing the existing and proposed appearance (preferably on the same sheet for each façade) with the new items/areas clearly identified.

- Site plan with the existing footprint of the primary structure(s) clearly showing the side(s) being altered.
- If the changes also include a **change in the footprint**, provide a **site plan** clearly showing the location of proposed change, setback dimensions, existing and proposed lot coverage, existing and proposed setbacks, location and height of existing and proposed fences, parking, and landscape design (if any).

ADDITIONS, NEW CONSTRUCTION/DEMOLITION

- If a major alteration, construction or demolition is planned, City staff will notify neighbors within 250 feet of the subject property at least five (5) business days prior to the Preservation Commission hearing to allow neighbors to comment on the proposal at the meeting. The applicant is responsible for providing to City staff the filled out Certification and Notice along with the updated list of names and addresses of current owners/taxpayers in Excel format. City staff will provide the initial list (Excel file) of names and addresses to the applicant with the instructions.
- **Exterior elevations**, showing building materials, height and width of proposed structure in the context of existing primary structure and/or the immediate surroundings.
- **Site Plan** clearly showing the location of proposed structure, existing and proposed lot coverage, proposed setbacks and their dimensions, location and height of proposed fences, parking, and landscape design (if any).
- **Roof Plans** - Provide roof plans to scale including dimensions.
- **3D drawings, models** (for new construction and substantial additions)
- **Photos of existing building, structure, site, fence or object in context with the immediate structures on the block.**

LAND-ALTERING ACTIVITY - Full **description and illustrations** including berming, re-grading, excavation, walkways, patios, and alteration of seawalls, etc.

FENCES - Site plan with fence location(s) clearly identified. Also, **illustration(s)** of existing and or proposed fence indicating the material, the height, and length (to scale). If zoning variance or fence variance is required, see section immediately below.

ZONING VARIANCE FOR ADDITIONS, NEW CONSTRUCTIONS, FENCE VARIANCE

- Fully completed Part C of the COA application
- Zoning Analysis Summary as prepared by the Zoning Division
- Fully completed Zoning or Fence Variation Application as submitted to the Zoning Division

SPECIAL USE - Special Use Application as submitted to the Zoning Division

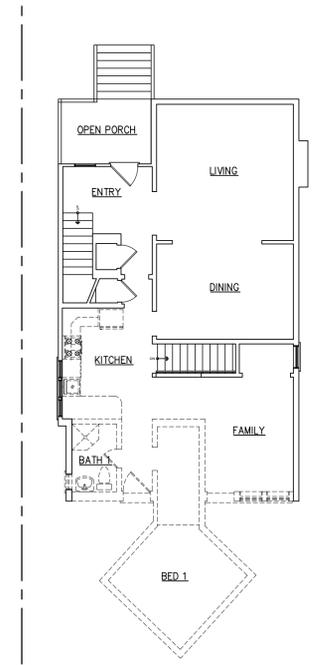
PLANNED DEVELOPMENT - Planned Development Application as submitted to the Zoning Division, including: Zoning Analysis, General Information Form, Special Use Application, Executive Summary and Aerial Photograph, Zoning Comparison, Number of Units, Unit Mix and Description, Statement in Support of Proposal Survey, Development Plan, Preliminary Civil Engineering Plan and Preliminary Landscape Plan

SUPPORTING INFORMATION - Any information you feel would enhance your application (e.g., photos, letters of support from neighbors, scale models, material samples, etc.). Photos of elevations, proximity to neighbors and any other information must show significant detail and/or context to be replicated. Details must be visible on printouts of digital photos and black and white copies of photos.

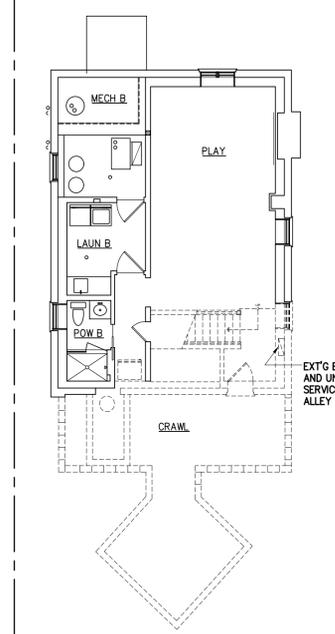
ADDITIONAL INFORMATION REQUIRED FOR CHANGES TO WINDOWS, DOORS, STORM WINDOWS AND STORM DOORS (Use same example for windows found in the “sample of supplemental window drawings” document under additional resources on the Commission website.)

- Clear photographs of existing windows. When windows are boarded over, remove boards from typical windows in order to take photographs.
- Drawings showing the elevation and horizontal and vertical sections of existing historic windows. Include muntins, mullions, transoms, and other window components (see examples below). For historic steel industrial windows that contain operable units, drawings must include this feature.
- Drawings showing the elevation and horizontal and vertical sections of proposed replacement windows. In the case of a hung window, provide section drawings of both the upper and lower sash, including meeting rail. For replacement steel windows, include sections of both operable and fixed units. See note below regarding manufacturers’ standard cut sheets.
- Drawings should be at the same scale and large enough to clearly show construction details. Scale should be provided, measurements noted, and materials indicated for the main components of the window.
- Drawings of the existing historic window should be accurate, based on field measurements. Examples of window drawings are shown below. Add the dimensions of existing windows and proposed windows.
- Replacement windows must accurately replicate the appearance of existing historic windows. Manufacturers’ standard cut sheets usually are not an adequate substitute for detailed drawings since they are not drawn specifically for the proposed window replacement and do not show custom applications or installation details required for the project. In small projects where windows are being replaced and the historic or existing window is simple in design, manufacturers’ standard cut sheets may be substituted for actual section drawings of the proposed window provided there is sufficient detail for review.
- Window sections must show the profiles of muntins, meeting rails, sash, frames, moldings, and other features. Construction details must be apparent, including joinery. For all projects, the window’s relationship to the existing wall plane must also be provided for both the existing historic windows, when present, and the proposed replacement window

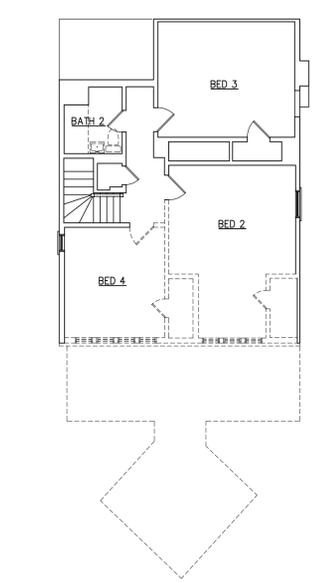
NOTE: The deadline for submission of Certificate of Appropriateness applications is the **no less than 15 business days** before the next scheduled Preservation Commission meeting. The Preservation Commission meets on the **second Tuesday** of the month (except when marked with * on Page v below). However, dates are subject to change. Be prepared to give a brief overview of your project (10 minutes or less) and present any information that would enhance your application (e.g., photos, letters of support from neighbors, scale models, samples of proposed materials seeking to replicate existing materials, etc.).



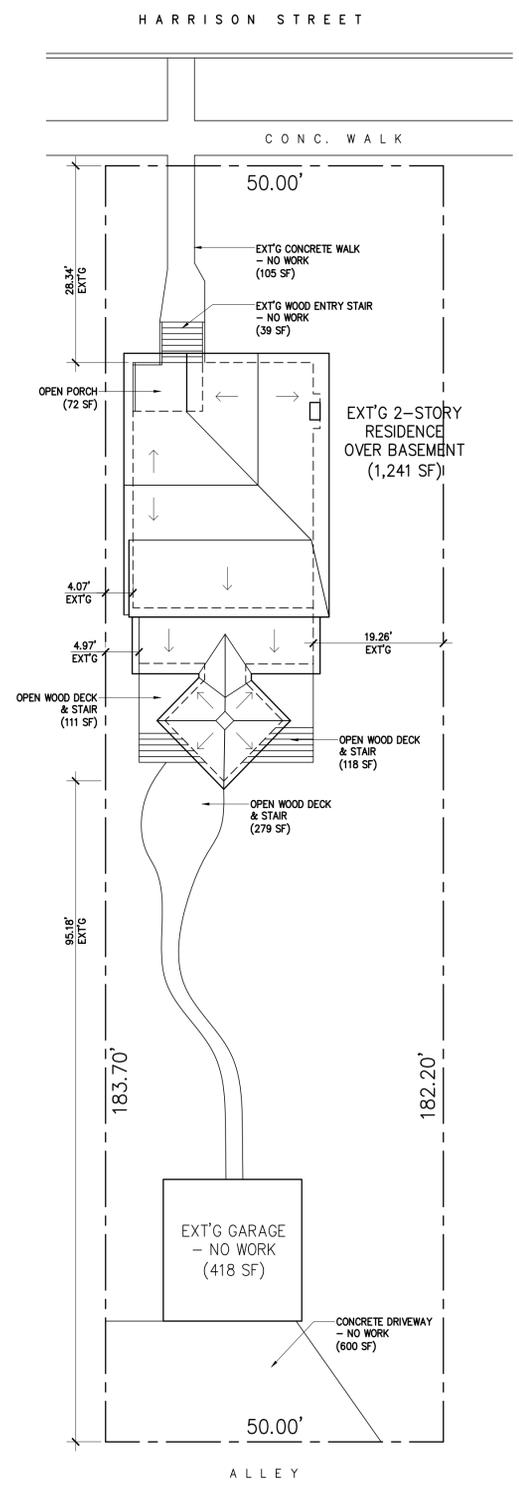
3 1st Fir Demo Plan
1/8" = 1'-0"



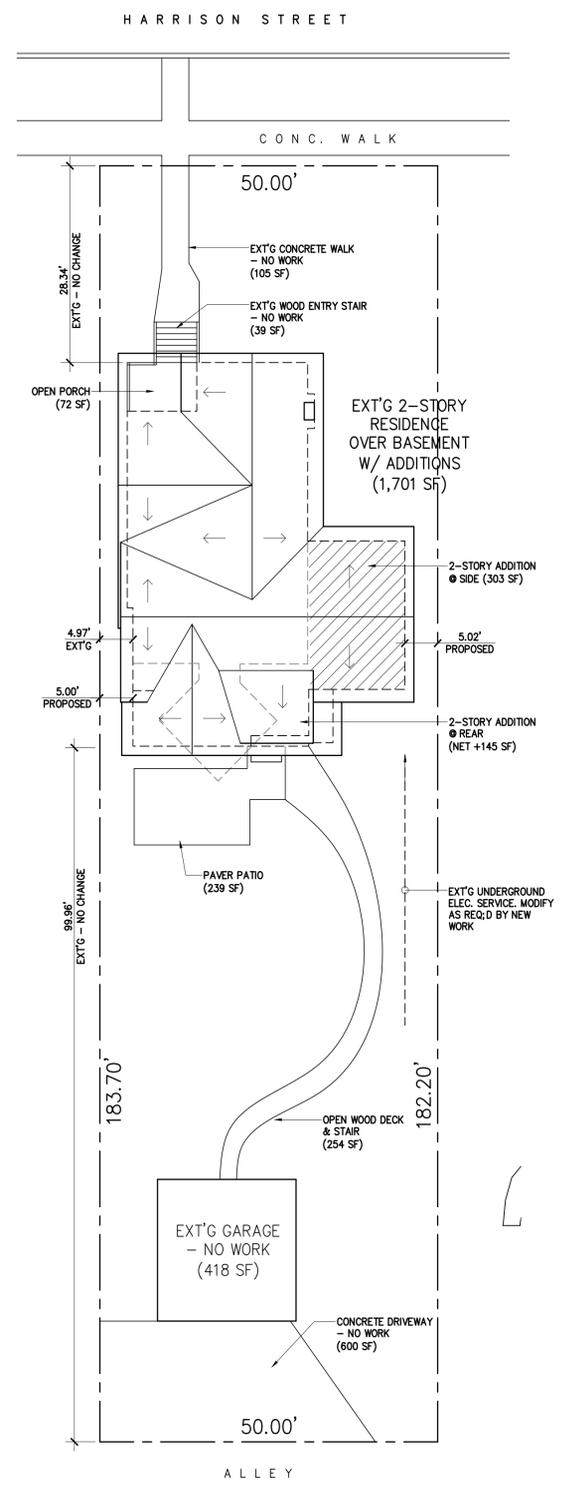
4 Basement Demo Plan
1/8" = 1'-0"



2 2nd Fir Demo Plan
1/8" = 1'-0"



1A Site Plan - Existing
3/32" = 1'-0"



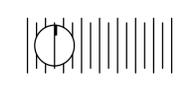
1 Site Plan - Proposed
3/32" = 1'-0"

Chan Font Residence
2306 Harrison Street
Evanston, IL 60201

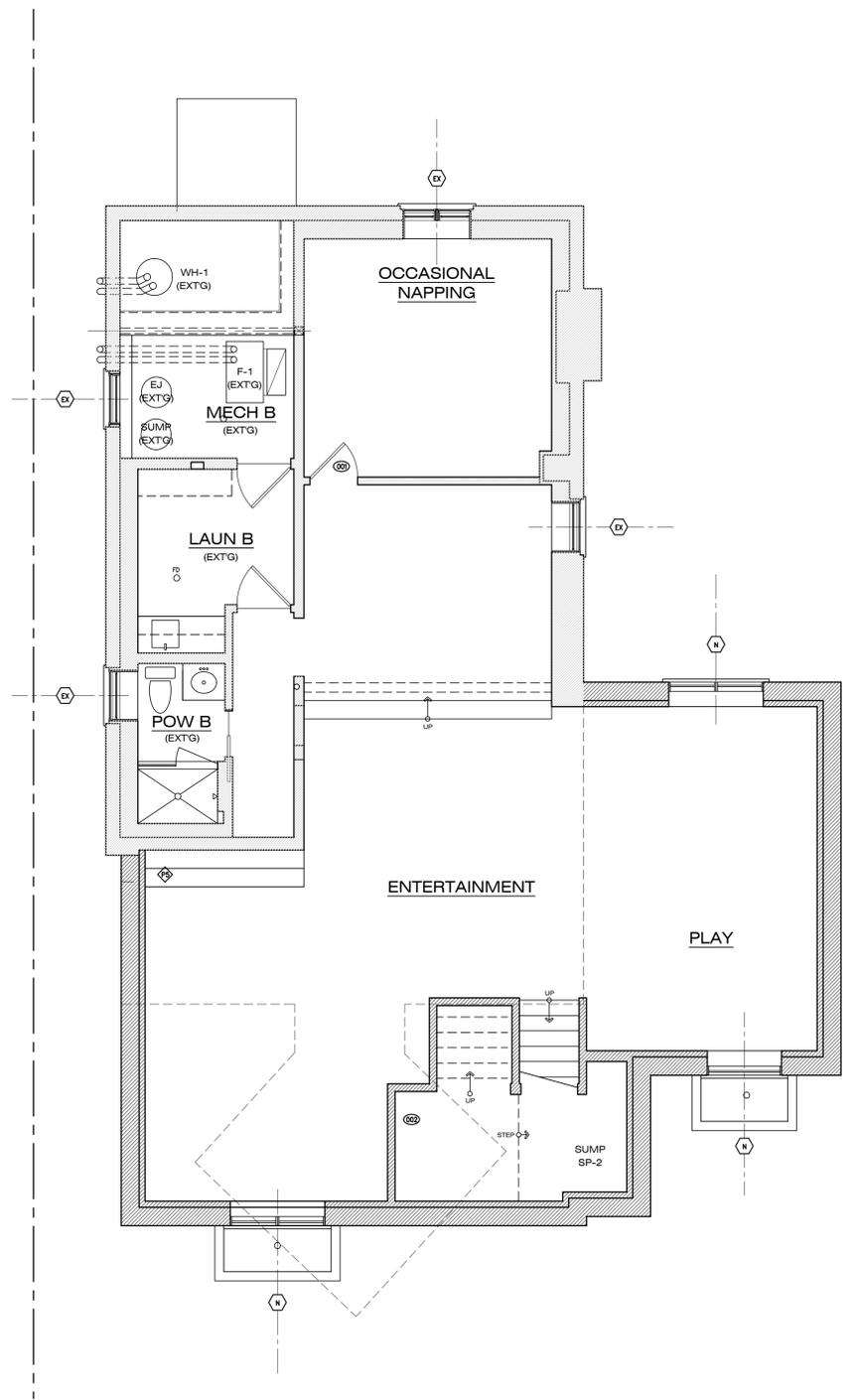
CoE HP:	2023.02.14
CoE ZA:	
CE Review:	
CONSTRUCTION:	
REVIEW:	

SP/DP

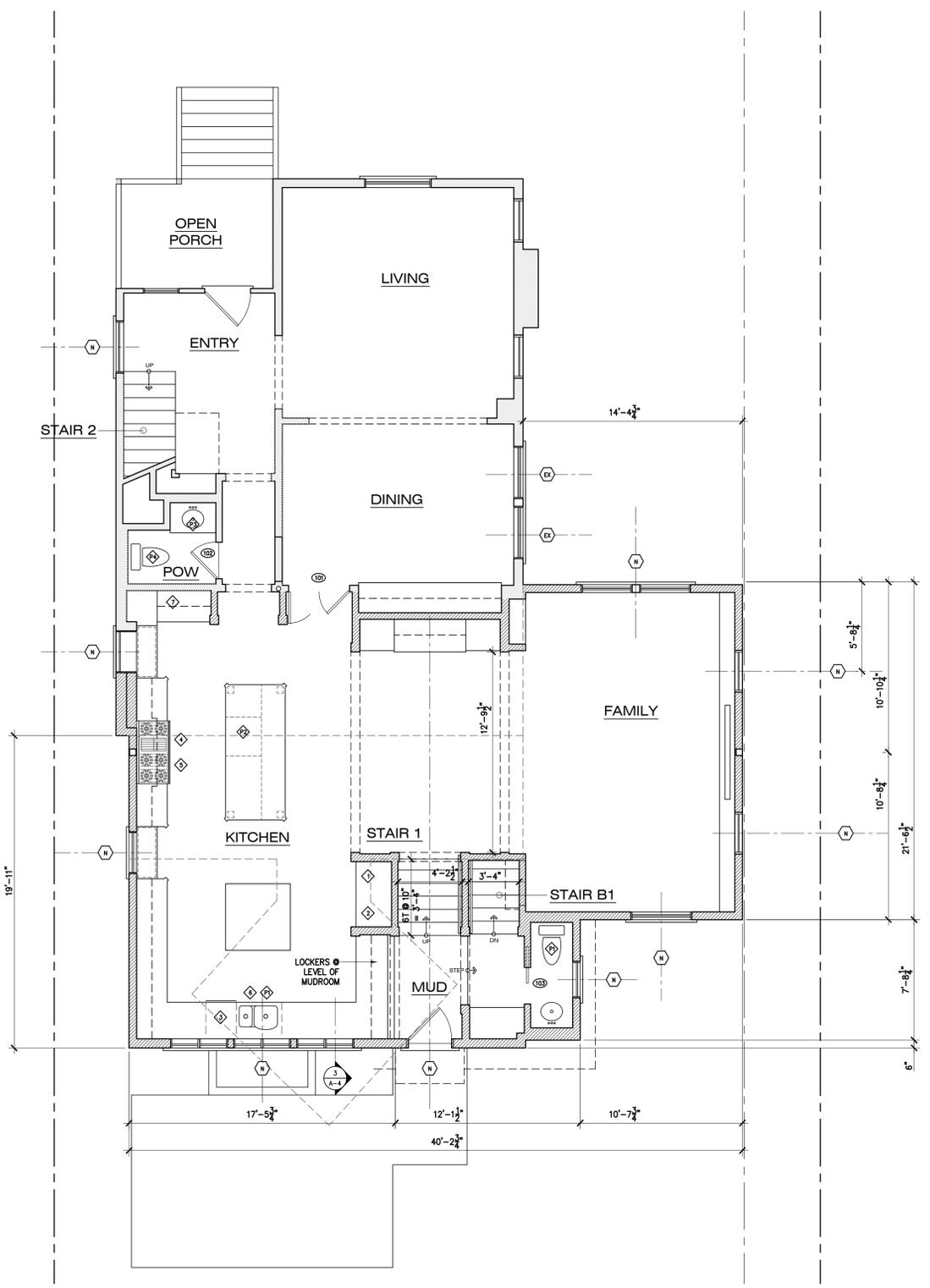
Site Plan
Demolition Plans



A-1



2 Basement Construction Plan
1/4" = 1'-0"



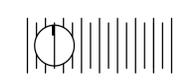
1 First Floor Construction Plan
1/4" = 1'-0"

Chan Font Residence
2306 Harrison Street
Evanston, IL 60201

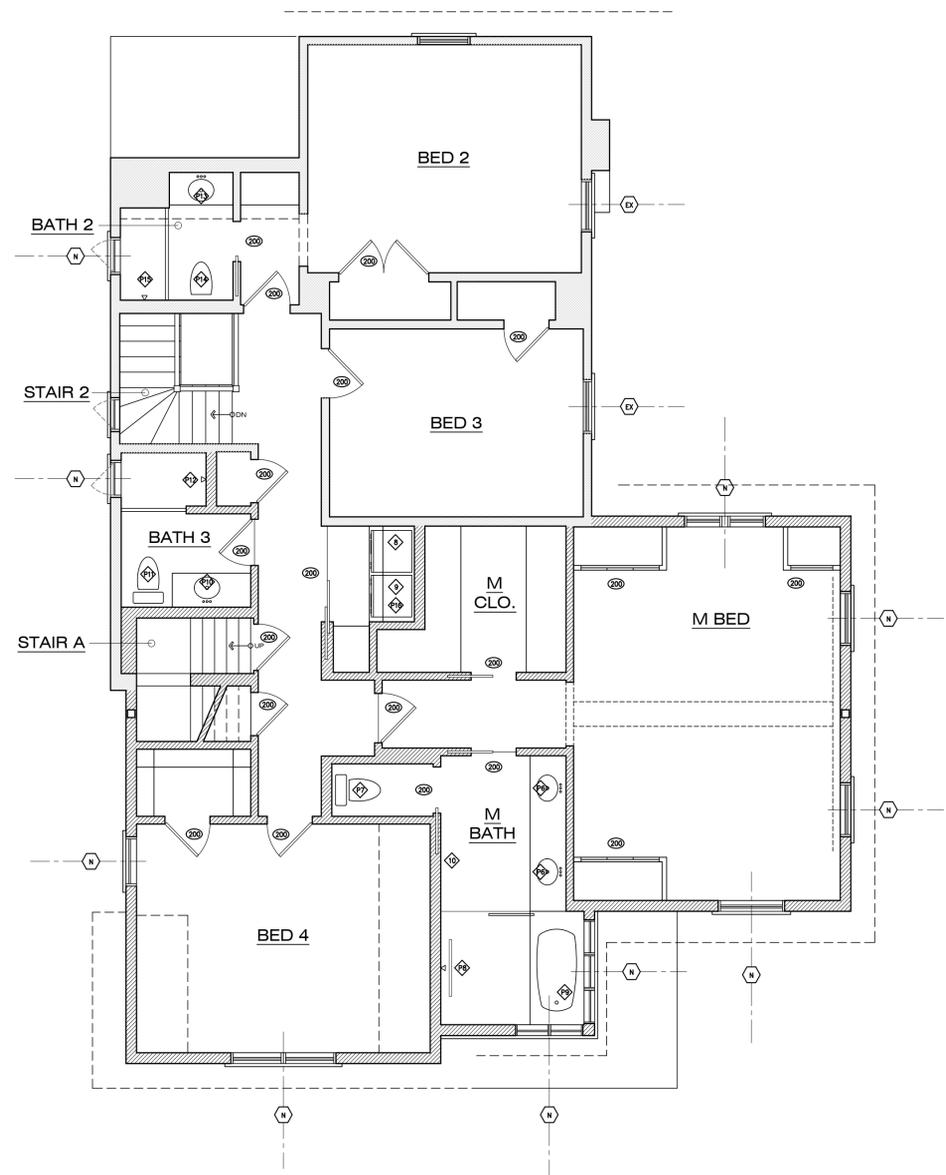
CoE HP:	2023.02.14
CoE ZA:	
CE Review:	
CONSTRUCTION:	
REVIEW:	

CP / S

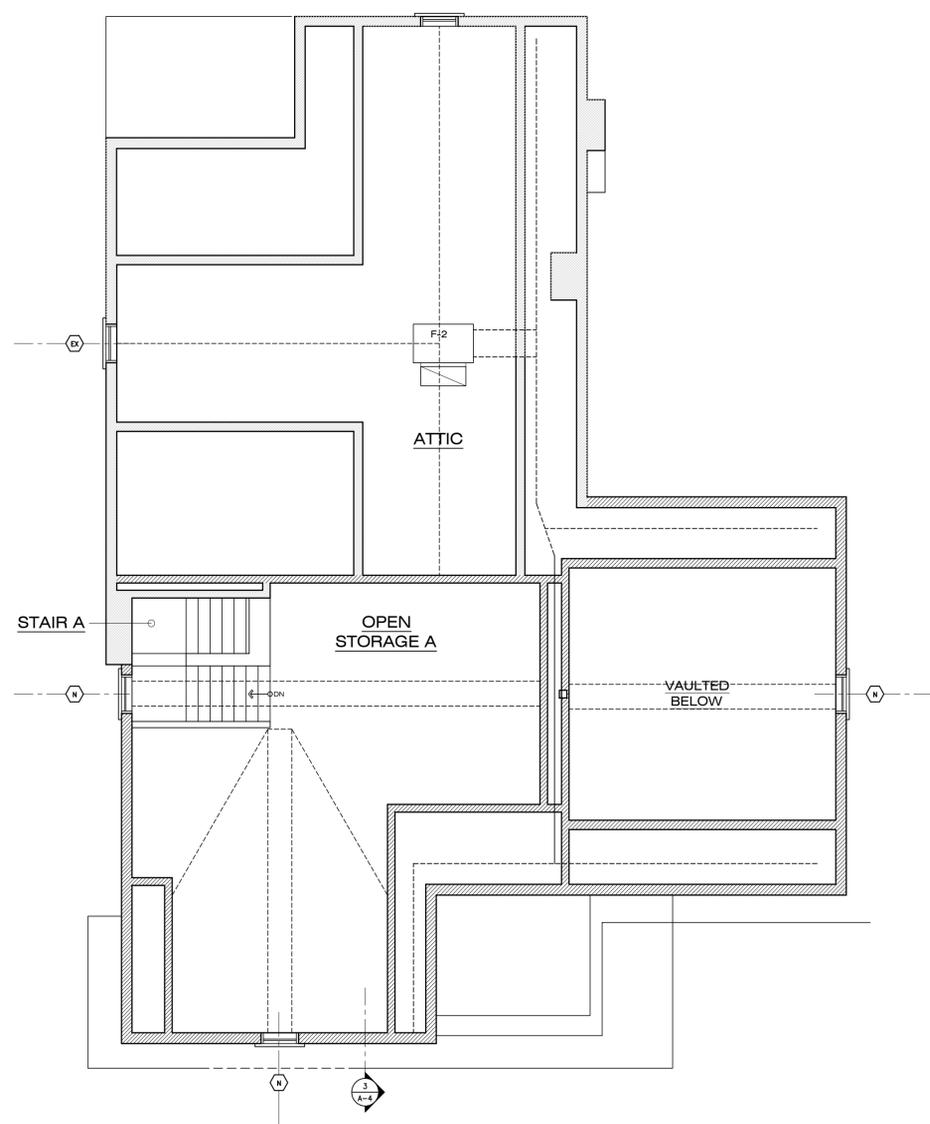
Construction Plans
Schedules



A-2



2 Second Floor Construction Plan
1/4" = 1'-0"



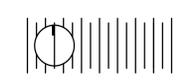
1 Attic Construction Plan
1/4" = 1'-0"

Chan Font Residence
2306 Harrison Street
Evanston, IL 60201

CoE HP: 2023.02.14
CoE ZA: .
CE Review: .
CONSTRUCTION: .
REVIEW: .

CP / S

Construction Plans
Schedules



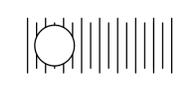
A-3

Chan Font Residence
 2306 Harrison Street
 Evanston, IL 60201

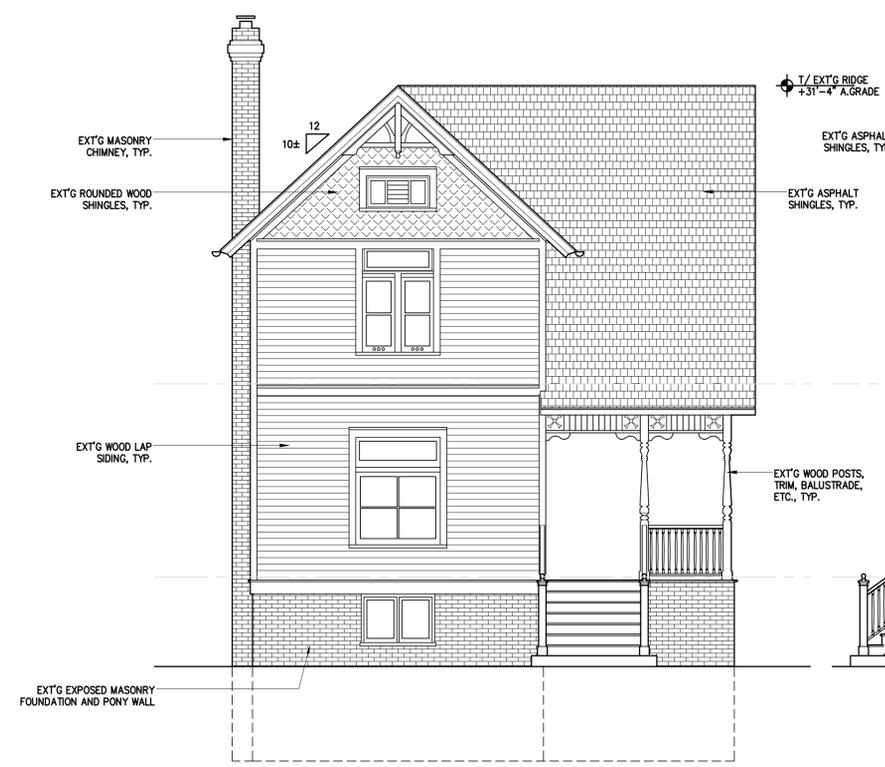
CoE HP:	2023.02.14
CoE ZA:	
CE Review:	
CONSTRUCTION:	
REVIEW:	

EE

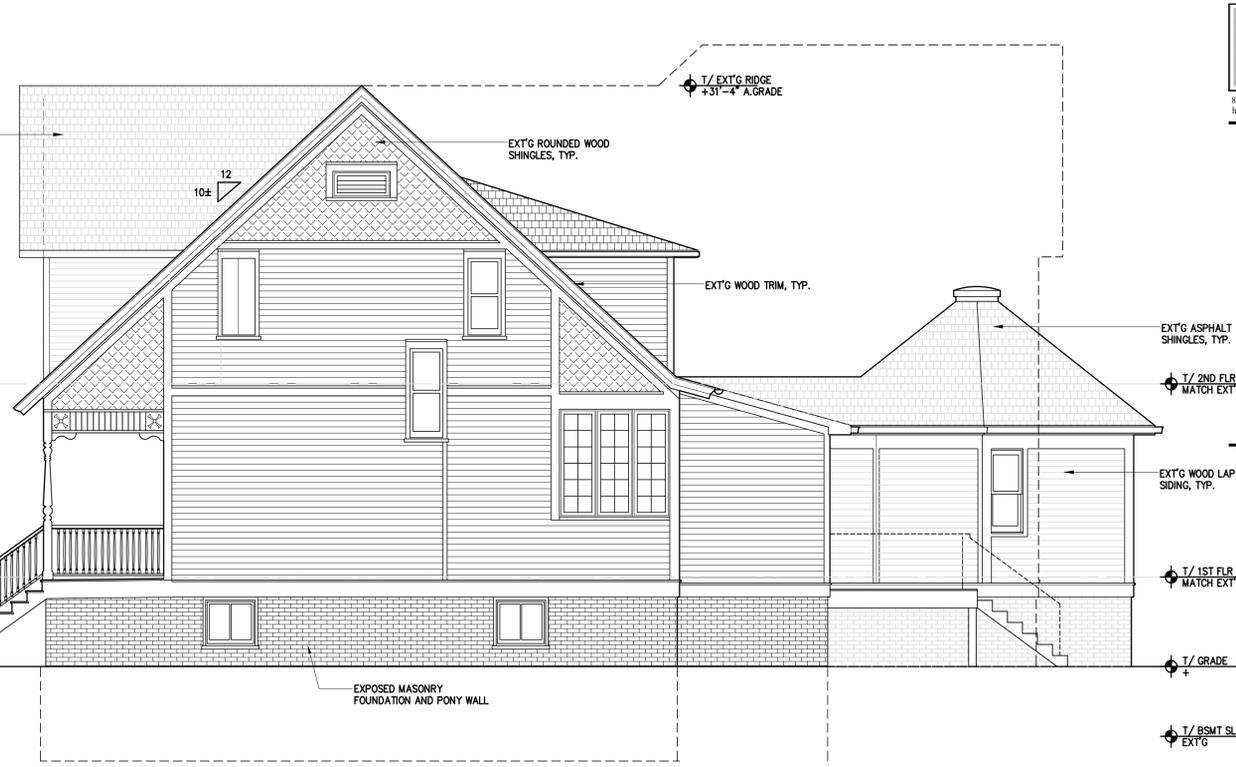
Exterior Elevations



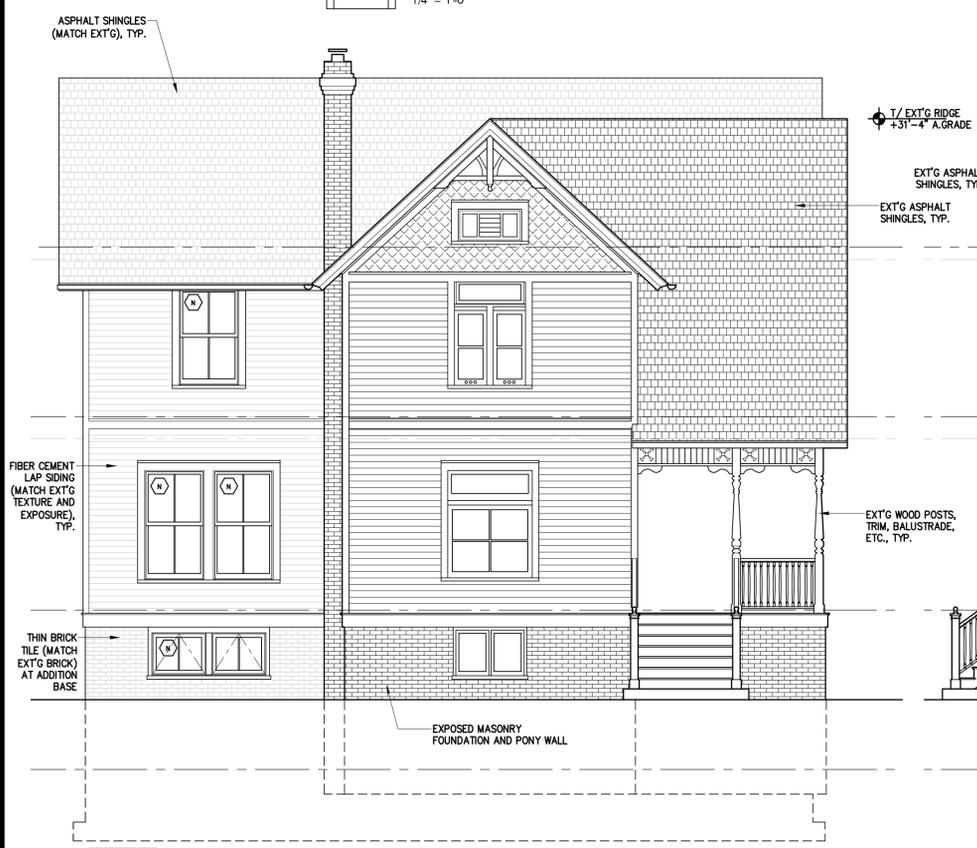
A-4



1A North Elevation - Existing
 1/4" = 1'-0"



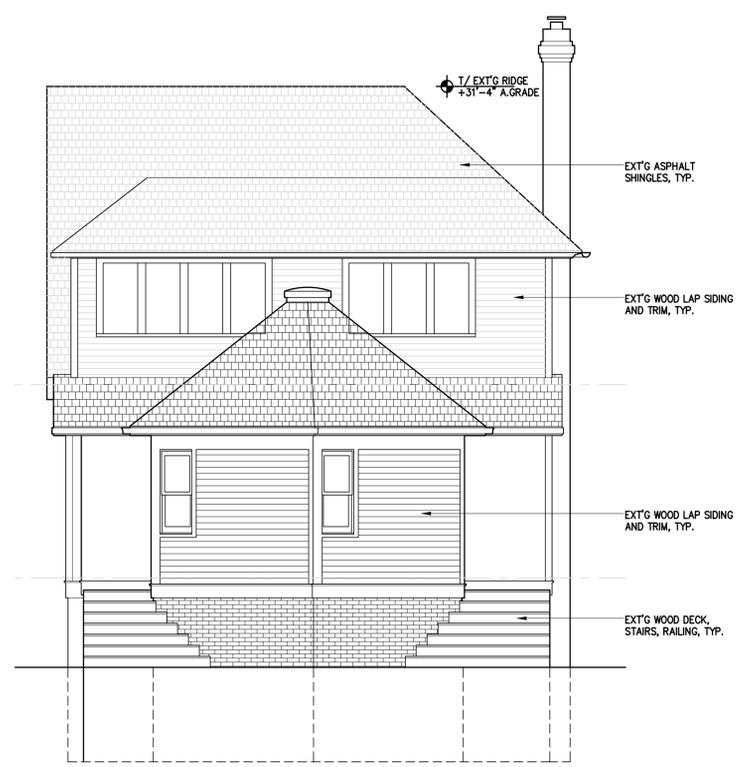
2A West Elevation - Existing
 1/4" = 1'-0"



1B North Elevation - Proposed
 1/4" = 1'-0"



2B West Elevation - Proposed
 1/4" = 1'-0"



1A South Elevation - Existing
1/4" = 1'-0"



2A East Elevation - Existing
1/4" = 1'-0"



1B South Elevation - Proposed
1/4" = 1'-0"



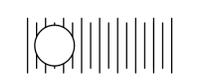
2B East Elevation - Proposed
1/4" = 1'-0"

Chan Font Residence
2306 Harrison Street
Evanston, IL 60201

CoE HP: 2023.02.14
CoE ZA: .
CE Review: .
CONSTRUCTION: .
REVIEW: .

EE

Exterior Elevations



A-5







**Zoning Analysis
Summary**

Case Number:	Case Status/Determination:
22ZONA-0236 – 2306 HARRISON STREET	COMPLIANT

Plan Dated: 11-17-22

Proposal:

By: HAUSER ARCHITECTS

2-STORY ADDITION AND INTERIOR REMODEL TO SINGLE-FAMILY RESIDENCE
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Zoning Code Section:	Comments:
Principal Use/Structure – Dwelling – SF Detached	
6-8-2	Property zoned R1.
6-8-2-3	Use: Compliant Standard: Dwelling – SF Detached Proposed: No change
6-8-2-5	Lot size: Compliant Standard: 7200 sf Existing: 9147.5 sf
6-8-2-6	Lot width: Compliant Standard: 35.0' Existing: 50.0'
6-8-2-7	Building lot coverage: Compliant Standard: 30% of lot area, 2744.3 sf Existing: 18.6%, 1700 sf Proposed: 23.6%, 2160 sf

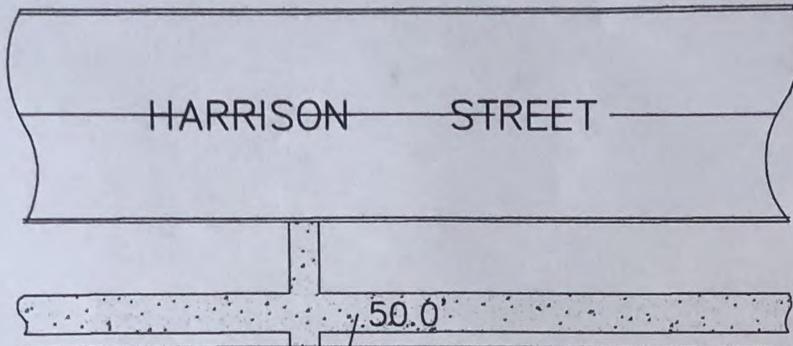
6-8-2-10	<p>Impervious surface coverage: Compliant</p> <p>Standard: 45% of lot area, 4116.4 sf Existing: 32.2%, 2950 sf Proposed: 36.5%, 3340 sf</p>
6-8-2-8	<p>Yards:</p> <p>Front: NA</p> <p>Interior side, west: Compliant Standard: 5.0' Existing: 4.1' Proposed, addition: 5.0'</p> <p>Interior side, east: Compliant Standard: 5.0' Existing: 5.0'+ Proposed, addition: 5.0'</p> <p>Rear, south: Compliant Standard: 30.0' Existing: 30.0'+ Proposed, addition: 30.0'+</p>
6-8-2-9	<p>Building height: Compliant</p> <p>Standard: 35.0' not to exceed 2.5 stories Existing: 31.3' at 2 stories Proposed, addition: 33.5' at 2 stories</p>
Accessory Use/Structure: Patio (paver)	
6-4-6-2; 6-4-6-3	<p>Location: Compliant</p> <p>Standard: Rear yard Proposed: Rear yard</p>
6-4-6-2; 6-4-6-3	<p>Yards/setbacks:</p> <p>Interior side, west: Compliant Standard: 3.0' Proposed, patio: 3.0'+, dimension on site plan</p> <p>Interior side, east: Compliant Standard: 3.0' Proposed, patio: 3.0'+</p> <p>Rear, south: Compliant Standard: 3.0' Proposed, patio: 3.0'+</p>
Miscellaneous	

6-4-1-9	Roof overhang, addition: Standard: Permitted yard obstruction, overhang depth on roof at addition is permitted to match existing roof OR a minimum 2.5' setback is required from both interior side property lines. Proposed: Dimension roof overhang on existing roof and roof at addition.
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▪

Michael Griffith, Planner
12-09-22

PREPARED FOR:
 PETER N. WEIL & ASSOC.
 175 OLDE HALF DAY ROAD
 SUITE 134
 LINCOLNSHIRE, IL 60069



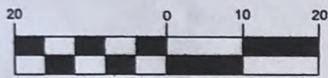
PLAT OF SURVEY

OF
 LOT 4 IN BLOCK 2 IN HARTREY'S ADD TO NORTH EVANSTON,
 A SUBDIVISION OF THE EAST 9.60 ACRES OF PART OF THE
 NORTHWEST FRACTIONAL QUARTER OF SECTION 12, TOWNSHIP
 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL
 MERIDIAN, IN COOK COUNTY, ILLINOIS.

2306 HARRISON STREET
 EVANSTON, ILLINOIS
 FENCE IS 0.1' W.



GRAPHIC SCALE



(IN FEET)
 1 inch = 20 ft.

DATE: NOVEMBER 30, 2013

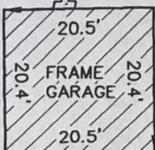
LOT 5

LOT 3

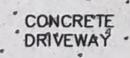
LOT 4

B

8.54'



FRAME GARAGE



PUBLIC 50.0' ALLEY

FENCE IS 0.8' W.

FENCE IS 0.5' E.

WOOD PORCH

FENCE IS 0.1' E.

4.05'

10.3'

28.3'

4.07'

WOOD DECK

183.7'

8.0'

8.2'

2.7'

1.3'

12.3'

7.7'

10.0'

33.9'

1.0'

5.0'

28.33'

CONCRETE SIDEWALK

50.0'

WOOD FENCE

182.2'

I, VINCENT J. MASSE, AN ILLINOIS REGISTERED
 LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE
 SURVEYED THE ABOVE DESCRIBED PROPERTY,
 AND THAT THE PLAT ABOVE IS A CORRECT
 REPRESENTATION OF SAID SURVEY.

Vincent J. Masse
 VINCENT J. MASSE IL. LAND SURVEYOR # 2854
 THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT
 ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.



P.D.F. # 184-004041 LICENSE EXPIRES 11/30/14

NOTES:

- COMPARE YOUR DESCRIPTION AND SITE MONUMENTS WITH THIS PLAT AT ONCE AND REPORT ANY DISCREPANCIES WHICH YOU MAY FIND.
- BUILDING LINE RESTRICTIONS AND EASEMENTS ARE SHOWN ONLY WHERE THEY ARE SO RECORDED ON THE SUBDIVISION PLAT OR ARE FURNISHED WITH THE ORDERED DESCRIPTION. REFER TO YOUR DEED, ABSTRACT AND OR TITLE POLICY.
- ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF, AND ARE NOT TO BE ASSUMED BY SCALING.
- NO WELL OR SEPTIC IMPROVEMENTS SHOWN HEREON
- THIS PLAT IS NOT CERTIFIED UNLESS AN IMPRESSED SEAL IS AFFIXED HEREON.

F.I.P. DENOTES FOUND IRON PIPE
 F.I.R. DENOTES FOUND IRON ROD
 S.I.R. DENOTES SET IRON ROD

CHAMBERLIN / MASSE ENGINEERING
 LAND SURVEYORS ~ PLANNERS ~ ENGINEERS
 14044 W. PETRONELLA DRIVE, SUITE 2
 LIBERTYVILLE, ILLINOIS 60048
 (847) 362-8444 FAX 362-9350

DRAWN BY: VJM	JOB # 213142	DRAWING #
CHECKED BY: VJM	F.B. PG.	1 of 1

City of EVANSTON

2306 HARRISON STREET

BEGINNING STREET NUMBER
END STREET NUMBER
STREET #
SUFFIX
STREET NAME
PIN



PHOTO ID:

LOCAL

WITHIN LOCAL DISTRICT?
LOCAL DIST CONTRIB/NON-CONTRIB?
LOCAL LANDMARK?
YEAR
LOCAL LANDMARK ELIGIBLE?
CRITERIA

A7: Exemplify an architectural style, construction technique or building type once common in the City.

NATIONAL REGISTER

NR DISTRICT CONTRIB/NON-CONTRIB
WITHIN DISTRICT? NR LANDMARK? YEAR
NR ELIGIBLE? CRITERIA ALTERNATE ADDRESS?

GENERAL INFORMATION

CATEGORY CONDITION
INTEGRITY CURRENT USE
HISTORIC USE
SECONDARY STRUCTURE NR SECOND

ARCHITECTURAL DESCRIPTION

ARCHITECTURAL CLASSIFICATION
DETAILS

CONSTRUCTION YEAR OTHER YEAR
DATE SOURCE
WALL MATERIAL (CURRENT)
WALL MATERIAL 2 (CURRENT) PLAN
NO OF STORIES ROOF TYPE
ROOF MATERIAL FOUNDATION
PORCH WINDOW MATERIAL
WINDOW MATERIAL 2 WINDOW TYPE

WINDOW CONFIGURATION

SIGNIFICANCE

Fine example of a typical frame house of the period with pitched roofs over an Gable Ell plan, front's eastern section of two stories is topped by a shingled gable; the single opening on each floor here has a transom which on the second story is above a pair of thin, double-hung windows and on the ground floor is slightly larger and above a single fixed pane; the rest of the front of this clapboard clad structure is a recessed porch with a single door and small, square window; the porch is covered by the descent of the main roof which extends slightly beyond the face of the broader section east of the porch.

HISTORIC FEATURES

Partial front porch, wood siding and shingling pattern, shed dormer on south elevation, multi light window tin art glass in transom on first story, north elevation.

ALTERATIONS

ADDITIONAL PHOTOGRAPHS



PHOTO ID:

10-12-106-007-0000-02.jpg



PHOTO ID:

10-12-106-007-0000-03.jpg

HISTORIC INFORMATION

OLD ADDRESS (CITY DIR.YEAR) BUILDING MOVED? BUILDER SURVEYOR
MOVED FROM ORIGINAL OWNER SURVEYOR ORGANIZATION
ORIGINAL ARCHITECT ARCHITECT SOURCE SURVEY DATE SURVEY AREA

PERMIT/HISTORIC INFORMATION

CURRENT ADDRESS OLD ADDRESS DATE OF CONSTRUCTION

PERMIT MOVING INFORMATION

MOVING PERMIT # DATE MOVED

ORIGINAL PERMIT INFORMATION

BUILDING PERMIT # DATE

BUILDING PERMIT DESCRIPTION #12933, Frame garage
#78-1122, 16 May 1978, "Frame room
addition"/>

COST ORIGINAL OWNER OCCUPIED?

EXTERIOR ALTERATION PERMITS

OTHER PERMIT INFORMATION

COA INFO

HISTORIC INFO OTHER SOURCES

HISTORIC INFO COMPILER

VOLUNTEER



STAFF REPORT

To: Members of the Preservation Commission
From: Cade W. Sterling, Planner
Subject: 1030 Dempster Street – 23PRES-0014
Date: February 9, 2023

Public Notice

1030 Dempster Street – Ridge Historic District - 23PRES-0014

Siamak Mostoufi, owner and architect, submit for a Certificate of Appropriateness to alter the front, rear, and side elevations fenestration with replacement of non-divided lite wood double-hung windows in existing and new openings with non-divided lite clad wood double-hung windows; replacement of a front elevation set of wood French doors with a clad wood picture window; and, replacement of wood front and rear entry doors in existing and new openings with fiberglass entry doors

Applicable Standards: Alteration [1-10]; and Construction [3, 4, and 7]

Construction Period:
1891-1892

Style:
Queen Anne (altered)

Architect of Record:
Unknown

Condition:
Good

Integrity:
Good

Status:
Contributing

Setting:

1030 Dempster Street is located in the east central portion of the Ridge Historic District at the southeast corner of Dempster Street and Oak Avenue. Surrounding properties are an eclectic mix of styles and residential densities with proximate double houses and multi-family apartments, institutional uses, and varying lot sizes. 1030 Dempster is one of eight homes on the east and west side of Oak Avenue which front Dempster Street. The block was largely developed between the 1890s and early 1900s.

Significance:

The home retains good integrity with the majority of its exterior detailing and cladding present. The home has been minimally altered, and is missing primarily its front-porch and balustrade as well as its original windows although those present may have gained historical significance in their own right. The property contributes to the District in whole by way of its position on the block, complimentary scale, materiality, and detailing.

Public Comment

None.

Applicable Standards

Staff recommends the following standards be applied. Additional standards may be applied at the Commissions discretion. Determination of whether the standards have been met is exclusively afforded to members of the Commission.

Staff may provide a professional opinion on the proposal at the Commission's request.

Alteration

1. Every reasonable effort shall be made to adapt the property, structure, site or object in a manner that requires minimal alteration of the property, structure, site or object and its environment.
2. The distinguishing original qualities or character of a property, structure, site or object and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided whenever possible except when retention represents a hazardous or dangerous condition.
3. All properties, structures, sites and objects shall be recognized as products of their own time. Alterations to sites, buildings, structures, or objects that have no historic basis shall be discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a property, structure, site or object and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

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

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.

7. The surface cleaning of buildings, structures or objects shall be undertaken with the gentlest means possible. Treatment methods that will cause damage to the historic materials of the structure, site, or object must not be used.

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.

9. Innovative design for alterations to existing properties shall not be discouraged when such alterations do not destroy significant historic, cultural, architectural or archaeological material, and such design is compatible with the features, size, scale, proportion, massing, color, material and character of the property, neighborhood and environment.

10. Wherever possible, alterations to structures and objects shall be done in such a manner that if such alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Construction

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

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

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

Application for Preservation Review of Certificate of Appropriateness (COA)



Window & DOOR Replacement

This application is required for exterior work affecting Evanston landmarks and properties within local Evanston historic districts; when a permit is required and when visible from the public street or the public way.

To process your application, submit the following via email to preservation@cityofevanston.org:

- one (1) **pdf format copy** of the fully completed application
- plat of survey
- interior and exterior photos of existing windows documenting current condition
- if replacing original or historic wood windows, provide information on viability of restoration
- site plan with location of new or altered windows/doors identified
- elevation drawings or photos of impacted elevations with location of new or altered windows/doors identified
- floor plans (not required but highly recommended)
- elevation and detail drawings of the existing and proposed windows/doors (not to exceed 11" x 17" paper size)

The Preservation Commission meetings are on the **second Tuesday** of the month and the completed COA must be received **15 business days** prior to the meeting to allow time for staff review and feedback. All required materials must be to scale with dimensions, and in context with the principal structure and immediate/adjacent structures on the same street block. **Incomplete applications will not be accepted.**

Completed applications will be scheduled for review at the next available meeting, as long as all the required information is provided on the deadline. Applicants are asked to present at the scheduled meeting to the Preservation Commission a brief overview of the project. Dates are listed in the document below.

Section A. Required Information (Print) * Refer to the Supplemental Information for guidance [page 'i' fifth below].

1) Property Address: 1030 Dempster Street, Evanston IL 60202	FOR STAFF USE ONLY Application Number:
2) Owner's Name: Siamak Mostoufi & Meret Bitticks	
Address: 1030 Dempster St	
City: Evanston	State: IL
Zip: 60202	Phone: 773-450-8708
Email/Fax: siamak@designsmak.com	
3) Architect's Name: Siamak Mostoufi, AIA	
Address: 1030 Dempster St	
City: Evanston	State: IL
Zip: 60202	Phone: 773-450-8708
Email/Fax: siamak@designsmak.com	
4) Contractor's Name: T.B.D.	
Address:	
City:	State:
Zip:	Phone:
Email/Fax:	
5) Landmark: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * Refer to the Supplemental Information for guidance on page (i) (fifth page below).	
6) Within Local Historic District: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No;	
If yes, <input type="checkbox"/> Lakeshore <input checked="" type="checkbox"/> Ridge <input type="checkbox"/> Northeast Evanston <input type="checkbox"/> Apartment Thematic Resources	

SECTION B. Checklist for Window/DOOR Materials/Style/Components/Features—Check all that apply.

Existing	Proposed	FRONT FAÇADE	Existing	Proposed	SIDE FAÇADE (L/R)	Existing	Proposed	REAR FAÇADE
		Window Type			Window Type			Window Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Double Hung	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Double Hung	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Double Hung
<input type="checkbox"/>	<input type="checkbox"/>	Casement	<input type="checkbox"/>	<input type="checkbox"/>	Casement	<input type="checkbox"/>	<input type="checkbox"/>	Casement
<input type="checkbox"/>	<input type="checkbox"/>	Awning	<input type="checkbox"/>	<input type="checkbox"/>	Awning	<input type="checkbox"/>	<input type="checkbox"/>	Awning
<input type="checkbox"/>	<input type="checkbox"/>	Hopper	<input type="checkbox"/>	<input type="checkbox"/>	Hopper	<input type="checkbox"/>	<input type="checkbox"/>	Hopper
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>Picture</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>Picture</u>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
		Window Material			Window Material			Window Material
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wood
<input type="checkbox"/>	<input type="checkbox"/>	Aluminum	<input type="checkbox"/>	<input type="checkbox"/>	Aluminum	<input type="checkbox"/>	<input type="checkbox"/>	Aluminum
<input type="checkbox"/>	<input type="checkbox"/>	Steel	<input type="checkbox"/>	<input type="checkbox"/>	Steel	<input type="checkbox"/>	<input type="checkbox"/>	Steel
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clad wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clad wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clad wood
<input type="checkbox"/>	<input type="checkbox"/>	Vinyl	<input type="checkbox"/>	<input type="checkbox"/>	Vinyl	<input type="checkbox"/>	<input type="checkbox"/>	Vinyl
<input type="checkbox"/>	<input type="checkbox"/>	Composite	<input type="checkbox"/>	<input type="checkbox"/>	Composite	<input type="checkbox"/>	<input type="checkbox"/>	Composite
<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:
		Window Muntins			Window Muntins			Window Muntins
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not existing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not existing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not existing
<input type="checkbox"/>	<input type="checkbox"/>	True divided lights	<input type="checkbox"/>	<input type="checkbox"/>	True divided lights	<input type="checkbox"/>	<input type="checkbox"/>	True divided lights
<input type="checkbox"/>	<input type="checkbox"/>	Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>	Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>	Simulated divided lights
<input type="checkbox"/>	<input type="checkbox"/>	Grid	<input type="checkbox"/>	<input type="checkbox"/>	Grid	<input type="checkbox"/>	<input type="checkbox"/>	Grid
<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:
		DOOR Type			DOOR Type <u>N/A</u>			DOOR Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Single	<input type="checkbox"/>	<input type="checkbox"/>	Single	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Single
<input type="checkbox"/>	<input type="checkbox"/>	French	<input type="checkbox"/>	<input type="checkbox"/>	French	<input type="checkbox"/>	<input type="checkbox"/>	French
<input type="checkbox"/>	<input type="checkbox"/>	Sliding	<input type="checkbox"/>	<input type="checkbox"/>	Sliding	<input type="checkbox"/>	<input type="checkbox"/>	Sliding
<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:
		DOOR Material			DOOR Material <u>N/A</u>			DOOR Material
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wood	<input type="checkbox"/>	<input type="checkbox"/>	Wood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wood
<input type="checkbox"/>	<input type="checkbox"/>	Metal	<input type="checkbox"/>	<input type="checkbox"/>	Metal	<input type="checkbox"/>	<input type="checkbox"/>	Metal
<input type="checkbox"/>	<input type="checkbox"/>	Clad	<input type="checkbox"/>	<input type="checkbox"/>	Clad	<input type="checkbox"/>	<input type="checkbox"/>	Clad
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>Fiberglass</u>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>Fiberglass</u>
		DOOR Muntins			DOOR Muntins <u>N/A</u>			DOOR Muntins
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not existing	<input type="checkbox"/>	<input type="checkbox"/>	Not existing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not existing
<input type="checkbox"/>	<input type="checkbox"/>	True divided lights	<input type="checkbox"/>	<input type="checkbox"/>	True divided lights	<input type="checkbox"/>	<input type="checkbox"/>	True divided lights
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>	Simulated divided lights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Simulated divided lights
<input type="checkbox"/>	<input type="checkbox"/>	Grid	<input type="checkbox"/>	<input type="checkbox"/>	Grid	<input type="checkbox"/>	<input type="checkbox"/>	Grid
<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Section C: Application for Certificate of Appropriateness

1) In addition to the required site plans, drawings, and photos, briefly describe the proposed activity and reason for obtaining a Certificate of Appropriateness. Attach a separate sheet if necessary, and refer to the Supplemental Information for guidance.

See the attached Statement Letter.

The proposed renovations include replacing or relocating 27 windows and 2 entry doors at grade.

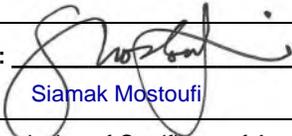
Interior renovations to convert the home from a two-unit residence back to a single-family residence account for a number of changes to the window and door openings. Unfortunately, where the existing door and window locations remain, the units often suffer from years of neglect and are either beyond repair or significantly cost prohibitive to do so.

New windows and doors will provide significantly higher energy efficiency while also meeting current health, safety, and welfare standards. A number of the windows on the second floor do not function properly and likely fail to meet the current minimum opening egress requirements. Other windows are plate glass in hazardous locations and will be upgraded to tempered glazing units to meet current standards. New windows and doors will provide greater efficiency not only by the insulated glazing but by reducing the significant air leakage and associated moisture and condensation issues.

The new windows shall be either Marvin Ultimate Series clad wood or Weathershield Premium Series clad wood, pending budget and availability. The doors shall be Jeld-Wen Architectural Collection painted fiberglass.

2) Checklist (Check all that apply and attach any additional information)

Type of Exterior Activity	Location / Details	Visible from Public Way (e.g. Streets and Alleys)?
<input checked="" type="checkbox"/> Windows <input type="checkbox"/> Storm Windows <input checked="" type="checkbox"/> DOORS <input type="checkbox"/> Storm DOORS	<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input checked="" type="checkbox"/> Rear	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Restoration Window Style/Materials: Double-Hung & Picture windows where indicated; Aluminum Clad Wood Marvin Ultimate Series or Weathershield Premium Series DOOR Style/Materials: Jeld-Wen Architectural Collection Doors, 2-panel craftsman w/ view Storm Window Style/Materials: Painted Fiberglass, Energy Star Rated Storm DOOR Style/Materials:		

3) Applicant's Signature:  Print Name: Siamak Mostoufi	Date: 1/24/2023
--	------------------------

NOTE: The deadline for submission of Certificate of Appropriateness applications is **no less than 15 business days** before the next scheduled Preservation Commission meeting. The Preservation Commission meets on the **second Tuesday** of each month (except when marked with *). However, both dates are subject to change. Be prepared to give a brief overview of your project (10 minutes or less) and present any information that would enhance your application (e.g., photos, letters of support from neighbors, scale models, samples of proposed materials seeking to replicate existing materials, etc.).

~~siamak mostoufi, aia~~

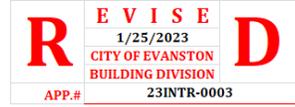
siamak@designsmak.com
773.450.8708

~~design SMAK~~

1030 Dempster Street
Evanston, IL 60202

January 24th, 2022

Cade Sterling and Carlos Ruiz, City Planners
City of Evanston
2100 Ridge Ave
Evanston IL 60201



**Re: Certificate of Appropriateness Review - Window & Door Replacement - 1030 Dempster Street
Permit #23INTR-0003**

Dear Mr. Sterling and Mr. Ruiz,

We propose the replacement of windows and doors at the above referenced residence. Interior renovations to convert the home from a two-unit residence back to a single-family residence account for a number of changes to the window and door openings. Unfortunately, where the existing door and window locations remain, the units often suffer from years of neglect and are either beyond repair or significantly cost prohibitive to do so.

In general, the replacement windows match the existing sizes and configurations (double-hung). Proposed picture windows are also keeping with the style or the likely original construction. Existing, triple-track painted aluminum storm windows will also be removed. These existing storm windows flatten the appearance of the existing facade. Their removal will reveal the windows hidden behind and improve the appearance from the public way by returning the character of the facade closer to the original construction.

The home was built in 1891-1892 as the Owen Jones Residence and the architect is unknown. Research into the historical Sanborn records indicate that at some point in time between 1899 and 1920 a front porch was added to the front facade. The existing French doors at the front facade were likely from this change to the home. However, at some point before 1947 the porch was removed according to photographic records.

Permit records indicate that in 1937 the home was converted from a single-family dwelling to two dwelling units. Unfortunately 80 years as a rental income property has failed to provide the regular maintenance and attention to protect and preserve the existing windows, doors, and chimneys. The current owners have occupied the home as the sole occupants since their purchase in 2018. The single family conversion will better meet the needs of the family.

New windows and doors will provide significantly higher energy efficiency while also meeting current health, safety, and welfare standards. A number of the windows on the second floor do not function properly and likely fail to meet the current minimum opening egress requirements. Other windows are plate glass in hazardous locations and will be upgraded to tempered glazing units to meet current standards. New windows and doors will provide greater efficiency not only by the insulated glazing but by reducing the significant air leakage and associated moisture and condensation issues.

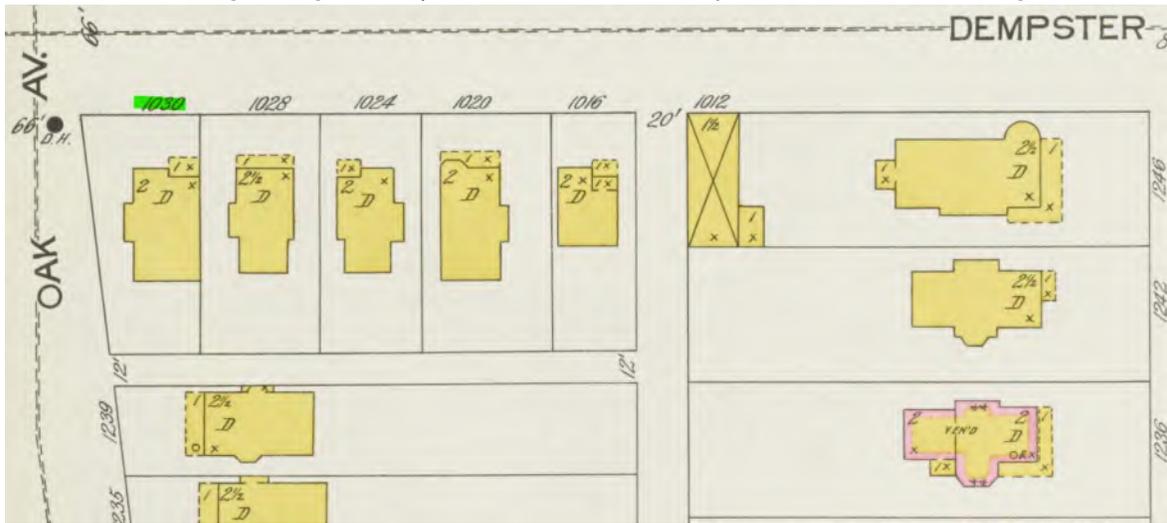
The new windows shall be either Marvin Ultimate Series clad wood or Weathershield Premium Series clad wood, pending budget and availability. The doors shall be Jeld-Wen Architectural Collection painted fiberglass.

Respectfully,

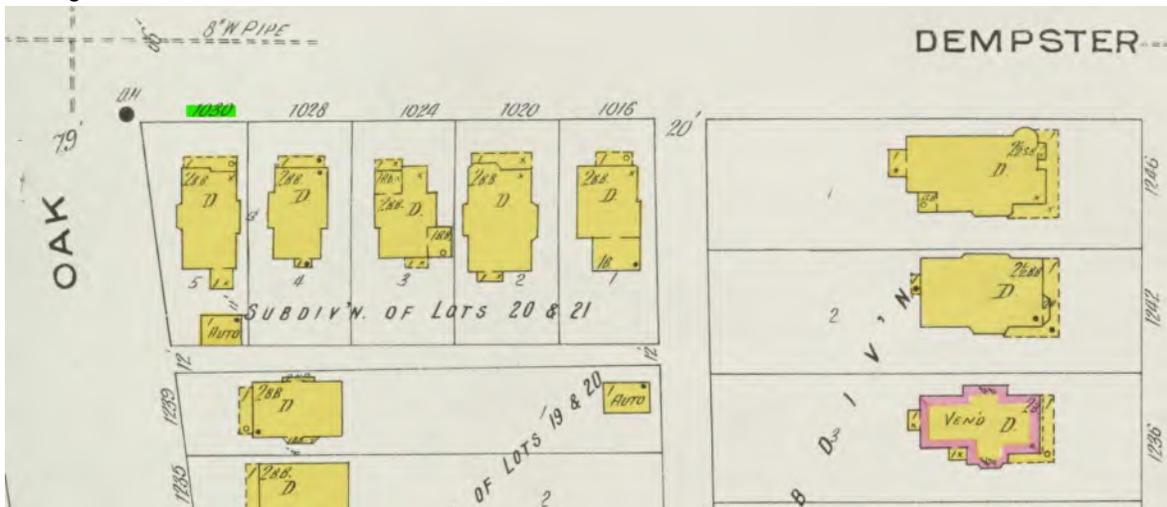
Siamak Mostoufi, AIA
ILL License No.001020653



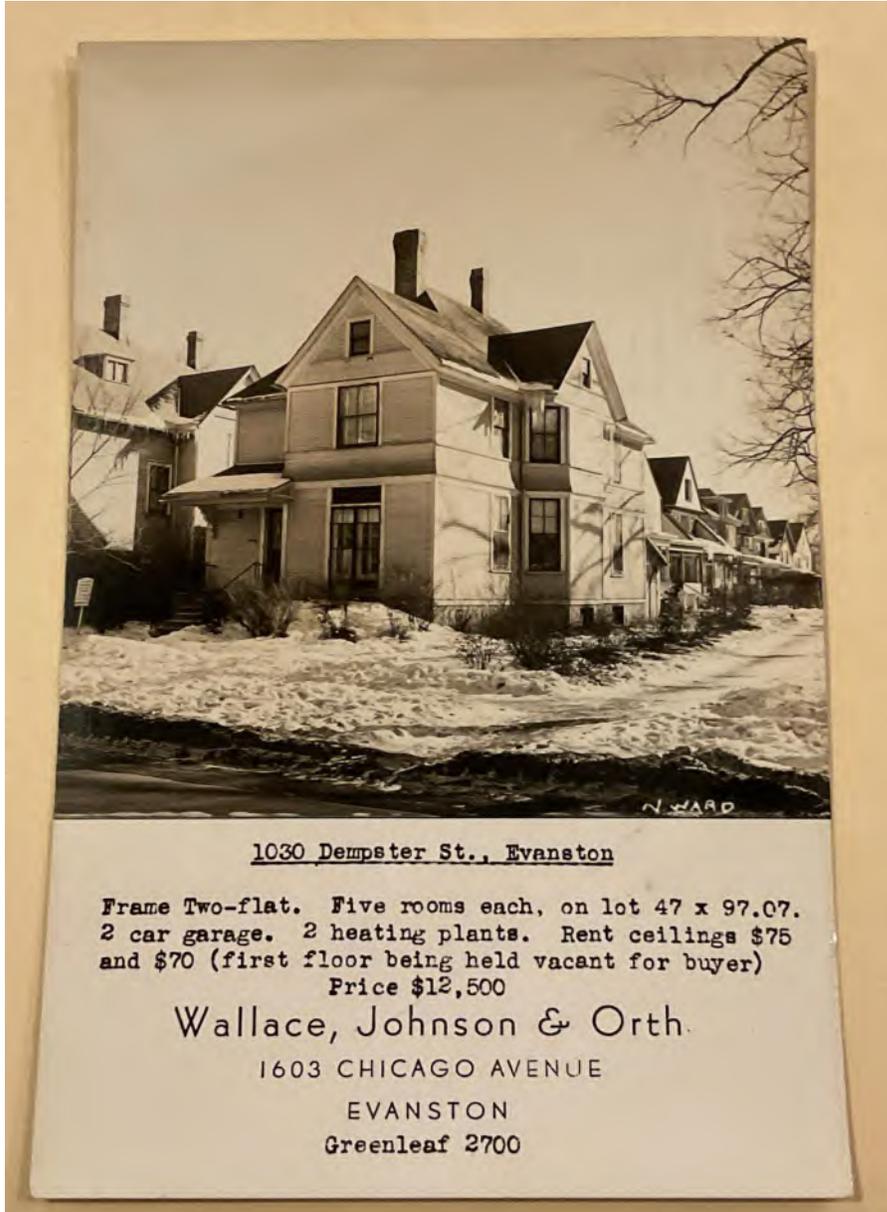
1899 Sanborn showing the original front porch condition which closely resembles the current configuration.



1920 Sanborn illustrating a front porch along the entire front facade. This change likely corresponds to the existing F



The 1947 Real Estate listing photo below does not show a front porch but the remaining French doors. The current home closely resembles this photo with the exception of the chimneys. The current chimneys do not match the original materials or shape. The roofing was replaced in 2018 but the roof has suffered leaks through the masonry of the chimneys. The proposed reconfiguration of the home eliminates these chimneys.



DRAWING INDEX		WINDOW / DOOR REPLACEMENT	WINDOW / DOOR NEW OPENING
SHEET	DESCRIPTION		
COA-00	COVER SHEET		
COA-01	EXISTING EXTERIOR PHOTOS		
COA-02	EXISTING EXTERIOR PHOTOS		
COA-03	EXISTING CHIMNEY PHOTOS		
COA-04	EXISTING FLOOR PLANS		
COA-05	PROPOSED FLOOR PLANS		
COA-06	EXISTING / DEMO ELEVATIONS		
COA-07	EXISTING / DEMO ELEVATIONS		
COA-08	PROPOSED ELEVATIONS		
COA-09	PROPOSED ELEVATIONS		
COA-10	EXISTING FRENCH DOORS TO BE REMOVED		
COA-11	TYPE "A" PROPOSED PICTURE WINDOW		X
COA-12	TYPE "B" EXISTING & PROPOSED DOUBLE-HUNG WINDOWS	X	X
COA-13	TYPE "C" PROPOSED PICTURE WINDOW		X
COA-14	TYPE "D" PROPOSED DOUBLE-HUNG WINDOWS		X
COA-15	TYPE "E" PROPOSED DOUBLE-HUNG WINDOWS		X
COA-16	TYPE "F" EXISTING & PROPOSED DOUBLE-HUNG WINDOWS	X	
COA-17	TYPE "G" PROPOSED PICTURE WINDOW		X
COA-18	TYPE "H" EXISTING & PROPOSED DOUBLE-HUNG WINDOWS	X	
COA-19	TYPE "I" EXISTING & PROPOSED DOUBLE-HUNG WINDOWS	X	X
COA-20	TYPE "J" EXISTING & PROPOSED DOUBLE-HUNG WINDOWS	X	X
COA-21	TYPE "K" PROPOSED DECORATIVE WINDOW		X
COA-22	TYPE "L" EXISTING & PROPOSED SINGLE-HUNG WINDOWS	X	
COA-23	TYPE "M" EXISTING & PROPOSED BASEMENT WINDOWS	X	
COA-24	TYPICAL DOUBLE-HUNG & PICTURE WINDOW DETAILS		
COA-25	EXISTING & PROPOSED ENTRY DOORS		

COA
00
of 25

design **SMAK**
Siamak Mostoufi, AIA, NCARB
1030 Dempster St., Evanston IL 60202
773.450.8708 siamak@designsmak.com

Attn: City of Evanston Preservation Commission
Drawings for Certificate of Appropriateness
1030 Dempster St. Evanston IL 60202

01/24/2023



1 NORTH ELEVATION - FRONT YARD (DEMPSTER ST.)
N.T.S.



2 WEST ELEVATION - STREET SIDE YARD (OAK AVE.)
N.T.S.

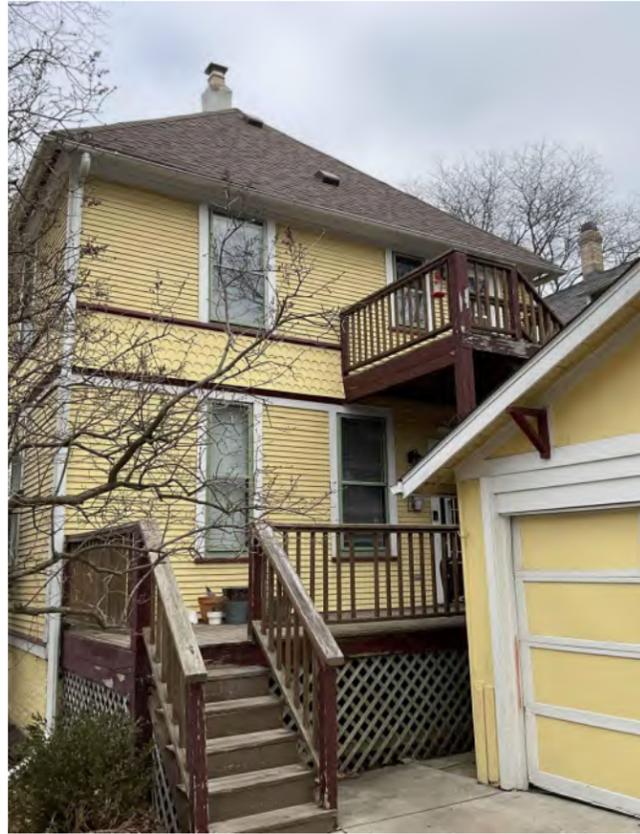
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design SMAK
Siamak Mostoufi, AIA, NCARB
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773.450.8708 siamak@designsmak.com



COA
01
of 25



1 SOUTH ELEVATION - REAR YARD
N.T.S.



2 EAST ELEVATION - INTERIOR SIDE YARD
N.T.S.



3 EAST ELEVATION - INTERIOR SIDE YARD
N.T.S.

01/24/2023

Attn: City of Evanston Preservation Commission
Drawings for Certificate of Appropriateness
1030 Dempster St. Evanston IL 60202

design SMAK
Siamak Mostoufi, AIA, NCARB
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of 25



NORTH CHIMNEY WITH EXISTING CEMENT PARGE COATING, IN POOR CONDITION AND NO LONGER IN SERVICE. TO BE REMOVED DOWN THROUGH 2ND FLOOR. ROOF TO BE REPAIRED TO MATCH EXISTING. SEE ELEVATION DWGS.



SOUTH CHIMNEY WITH EXISTING CEMENT PARGE COATING, IN POOR CONDITION AND NO LONGER IN SERVICE. TO BE REMOVED DOWN TO BASEMENT FLOOR SLAB. ROOF TO BE REPAIRED TO MATCH EXISTING. SEE ELEVATION DRAWINGS.



01/24/2023

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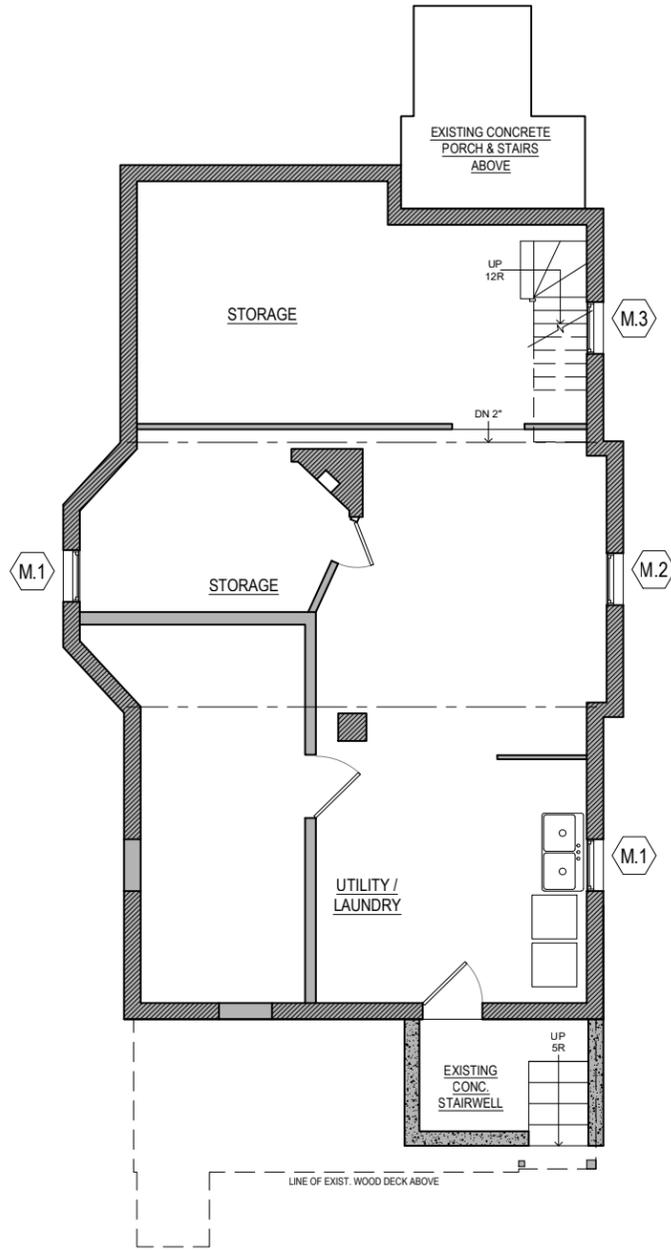
1 EXISTING NORTH CHIMNEY - VIEW FROM FRONT
N.T.S.

2 EXISTING CHIMNEYS - VIEW FROM SIDE
N.T.S.

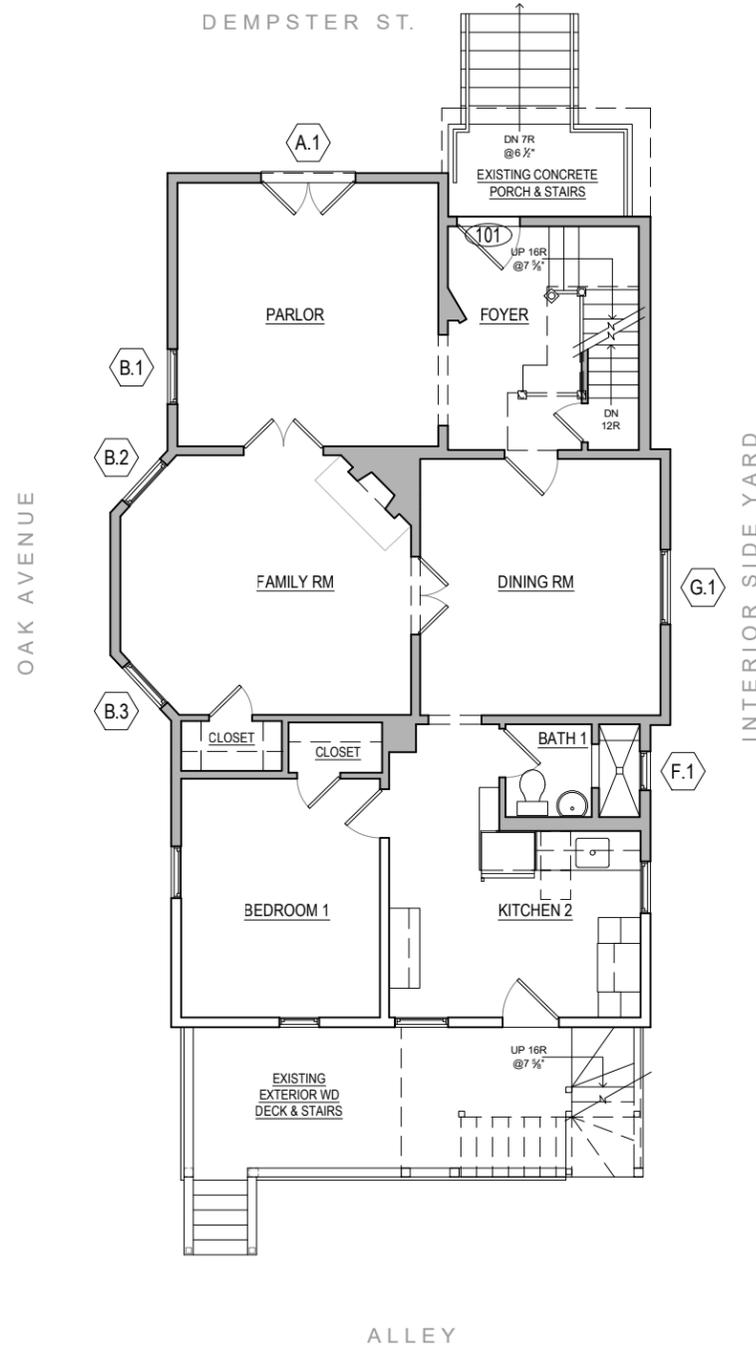
3 EXISTING SOUTH CHIMNEY - VIEW FROM REAR
N.T.S.



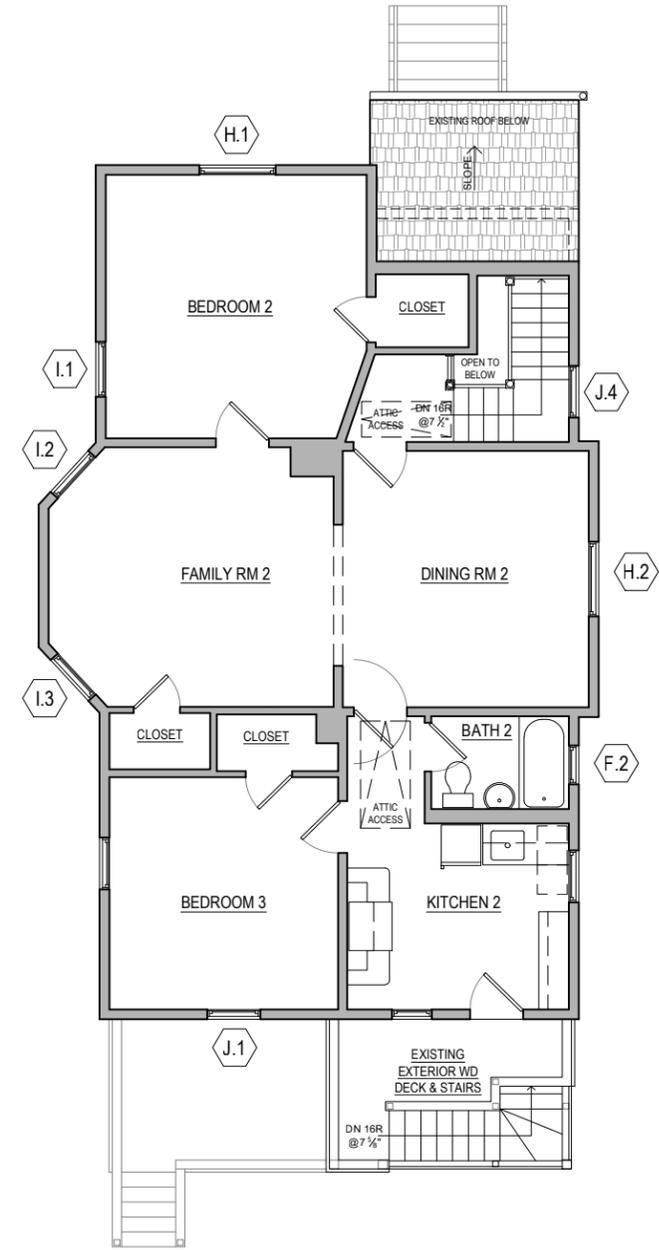
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1 EXISTING BASEMENT PLAN
1/8" = 1'-0"



2 EXISTING GROUND FLOOR PLAN
1/8" = 1'-0"



3 EXISTING 2ND FLOOR PLAN
1/8" = 1'-0"

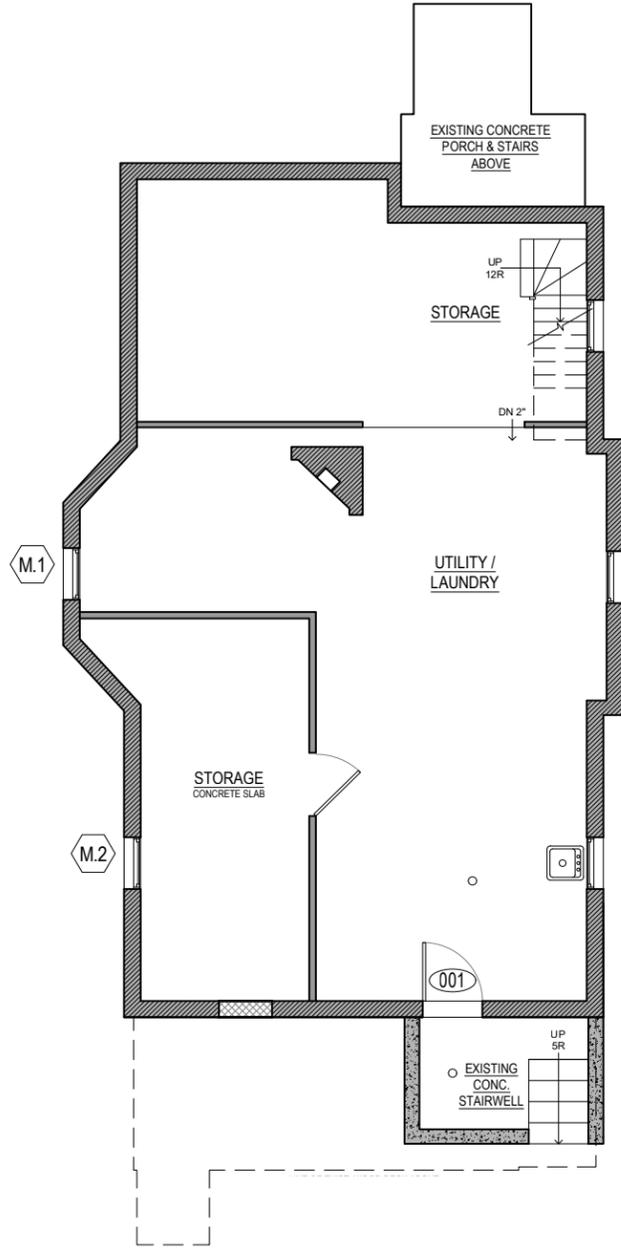
01/24/2023
SCALE: 1/8" = 1'-0"
0 4' 8' 16'

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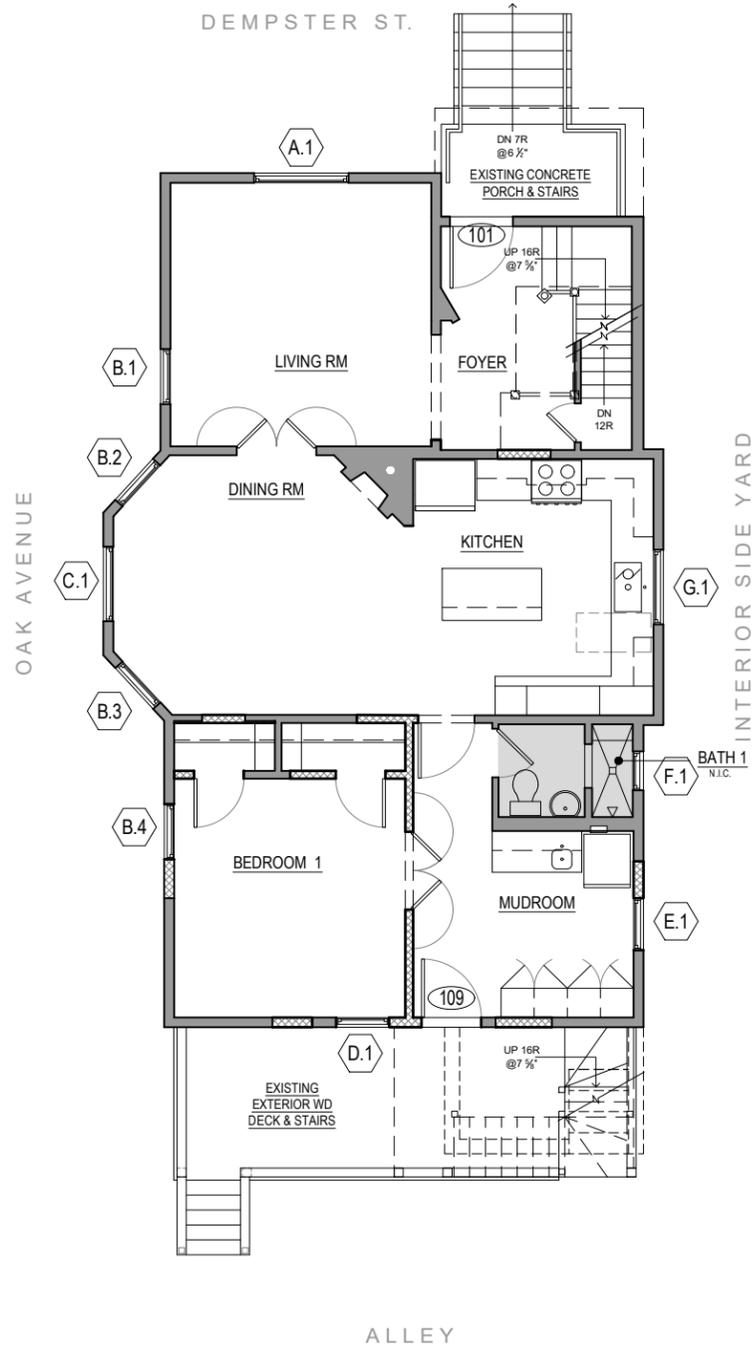
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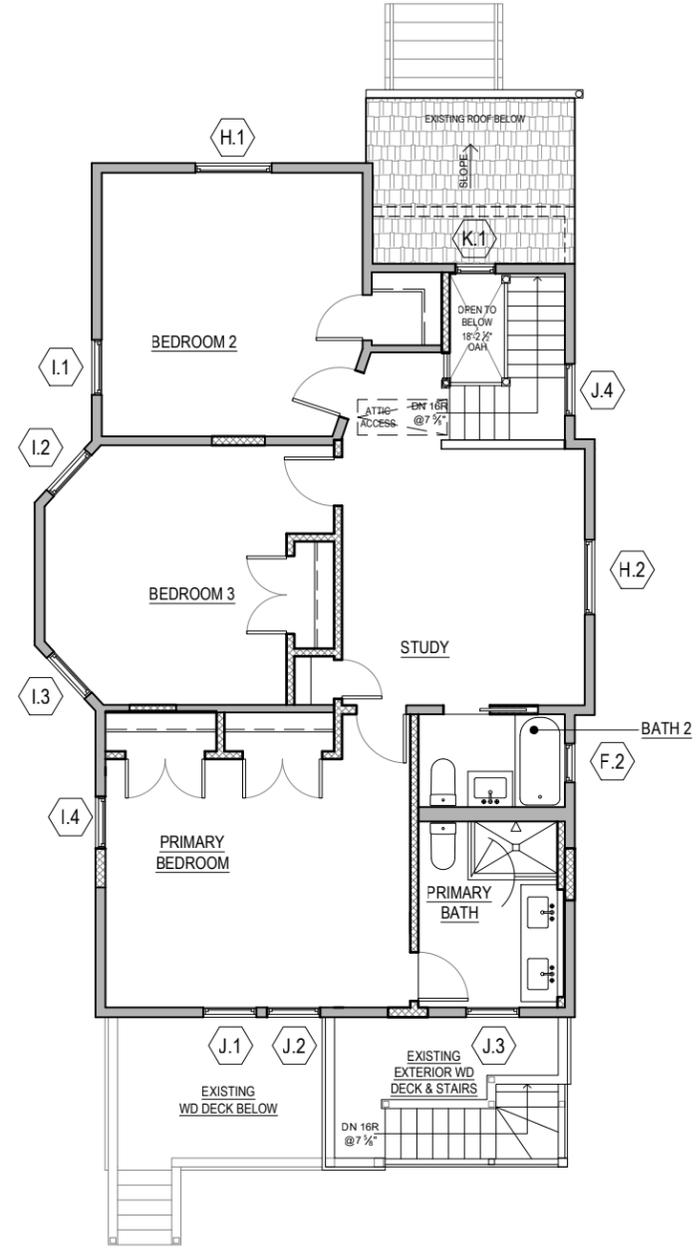
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1 PROPOSED BASEMENT PLAN
1/8" = 1'-0"



2 PROPOSED GROUND FLOOR PLAN
1/8" = 1'-0"



3 PROPOSED 2ND FLOOR PLAN
1/8" = 1'-0"

01/24/2023
SCALE: 1/8" = 1'-0"
0 4' 8' 16'

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SCALE: 1/8" = 1'-0"
0 4' 8' 16'

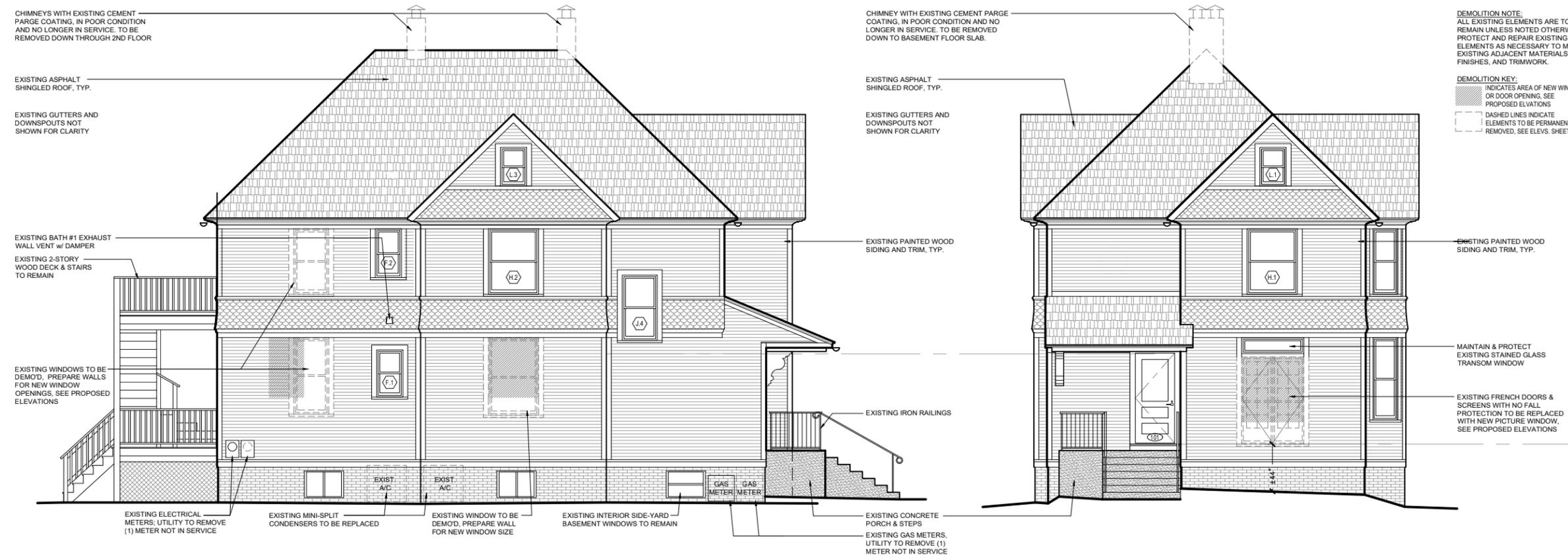
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DEMOLITION NOTE:
ALL EXISTING ELEMENTS ARE TO REMAIN UNLESS NOTED OTHERWISE. PROTECT AND REPAIR EXISTING ELEMENTS AS NECESSARY TO MATCH EXISTING ADJACENT MATERIALS, FINISHES, AND TRIMWORK.

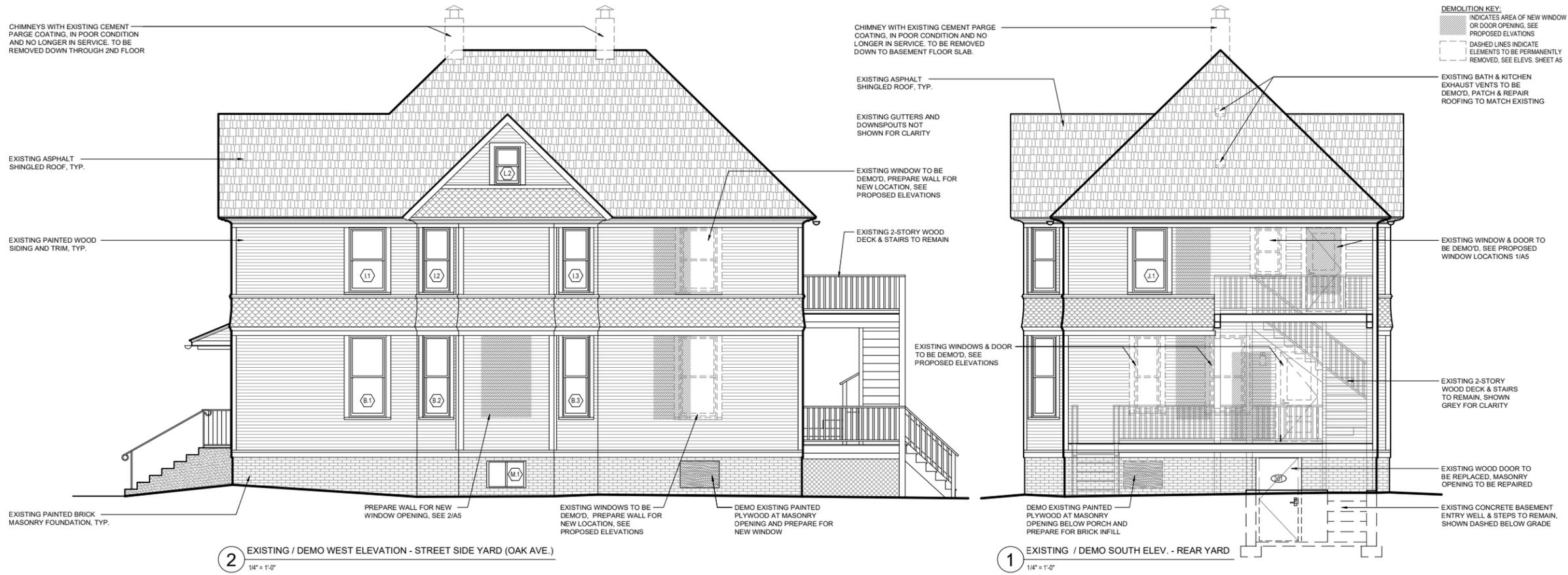
DEMOLITION KEY:
[Hatched Box] INDICATES AREA OF NEW WINDOW OR DOOR OPENING. SEE PROPOSED ELEVATIONS
[Dashed Line Box] DASHED LINES INDICATE ELEMENTS TO BE PERMANENTLY REMOVED. SEE ELEV. SHEET AS



1 EXISTING / DEMO EAST ELEVATION - INTERIOR SIDE YARD
1/8" = 1'-0"

2 EXISTING / DEMO NORTH ELEVATION - FRONT YARD (DEMPSTER ST)
1/8" = 1'-0"





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 SCALE: 1/8" = 1'-0"
 0 4' 8' 16'

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1 EXISTING / DEMO WEST ELEVATION -STREET SIDE YARD (OAK AVE.)
 1/8" = 1'-0"

2 EXISTING / DEMO SOUTH ELEVATION - REAR YARD
 1/8" = 1'-0"

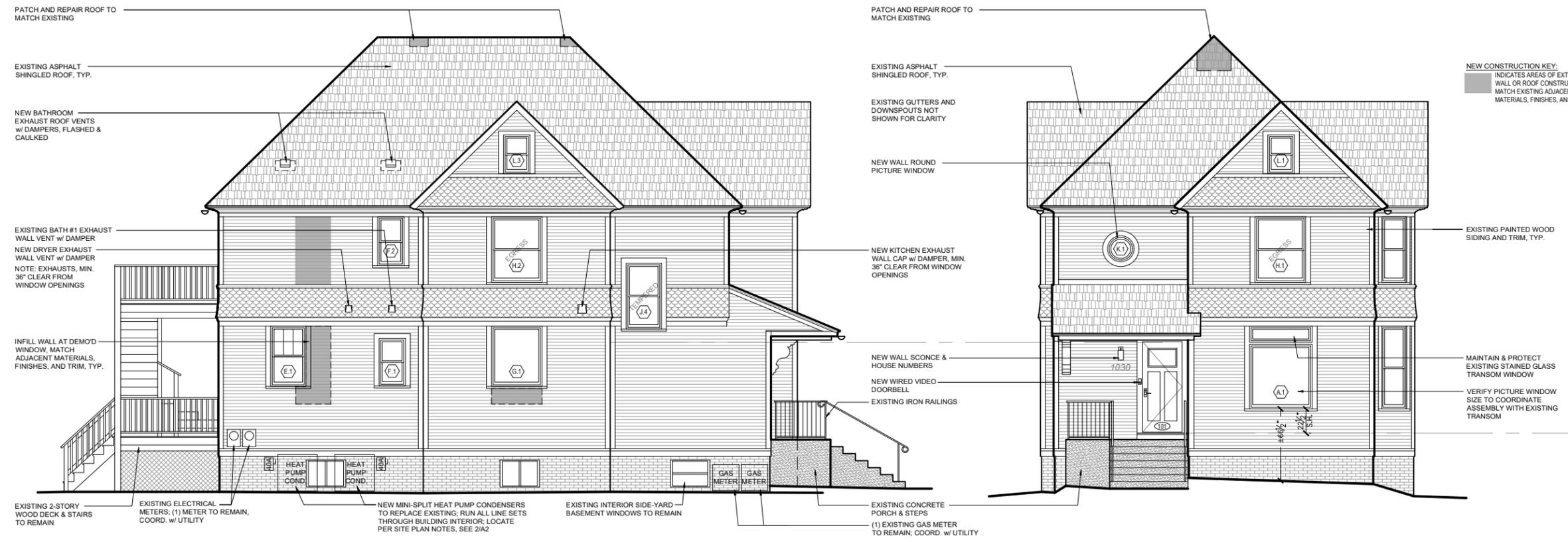
01/24/2023
SCALE: 1/8" = 1'-0"
0 4' 8' 16'

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NEW CONSTRUCTION KEY:
INDICATES AREAS OF EXTERIOR
WALL OR ROOF CONSTRUCTION.
MATCH EXISTING ADJACENT
MATERIALS, FINISHES, AND TRIM



1 PROPOSED EAST ELEVATION - INTERIOR SIDE YARD
1/8" = 1'-0"

2 PROPOSED NORTH ELEVATION - FRONT YARD (DEMPSTER ST)
1/8" = 1'-0"

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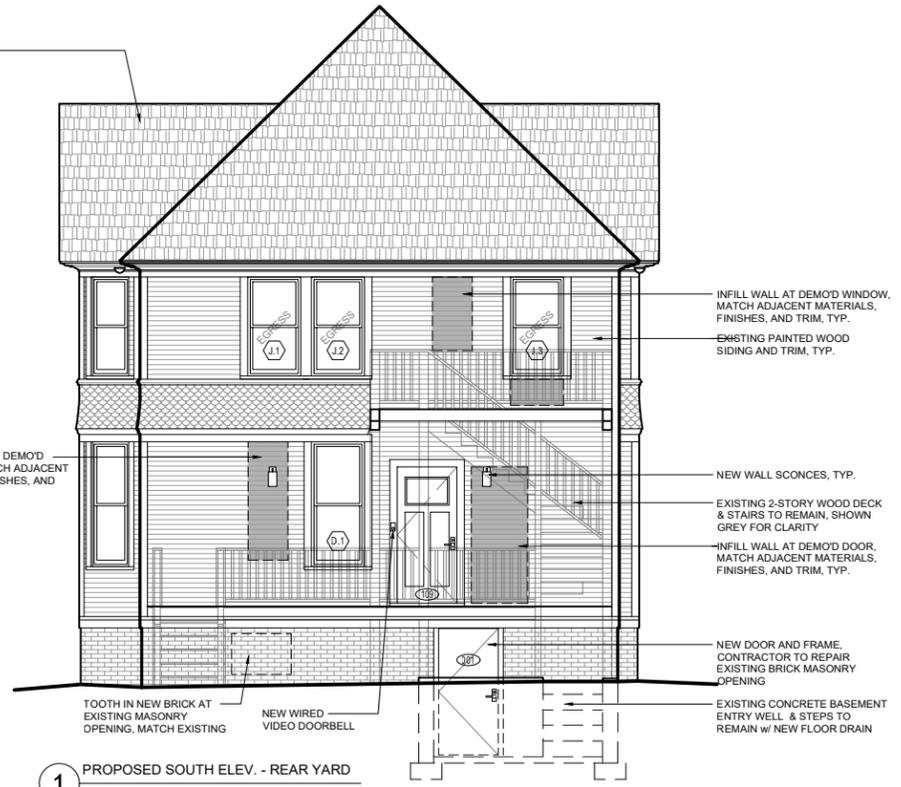
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NEW CONSTRUCTION KEY:
INDICATES AREAS OF EXTERIOR WALL OR ROOF CONSTRUCTION, MATCH EXISTING ADJACENT MATERIALS, FINISHES, AND TRIM



2 PROPOSED WEST ELEVATION - STREET SIDE YARD
1/4" = 1'-0"



1 PROPOSED SOUTH ELEV. - REAR YARD
1/4" = 1'-0"

1 PROPOSED WEST ELEVATION - STREET SIDE YARD (OAK AVE.)
1/8" = 1'-0"

2 PROPOSED SOUTH ELEVATION - REAR YARD
1/8" = 1'-0"



EXISTING FRENCH DOORS AND FIXED SCREENS AT FRONT FACADE

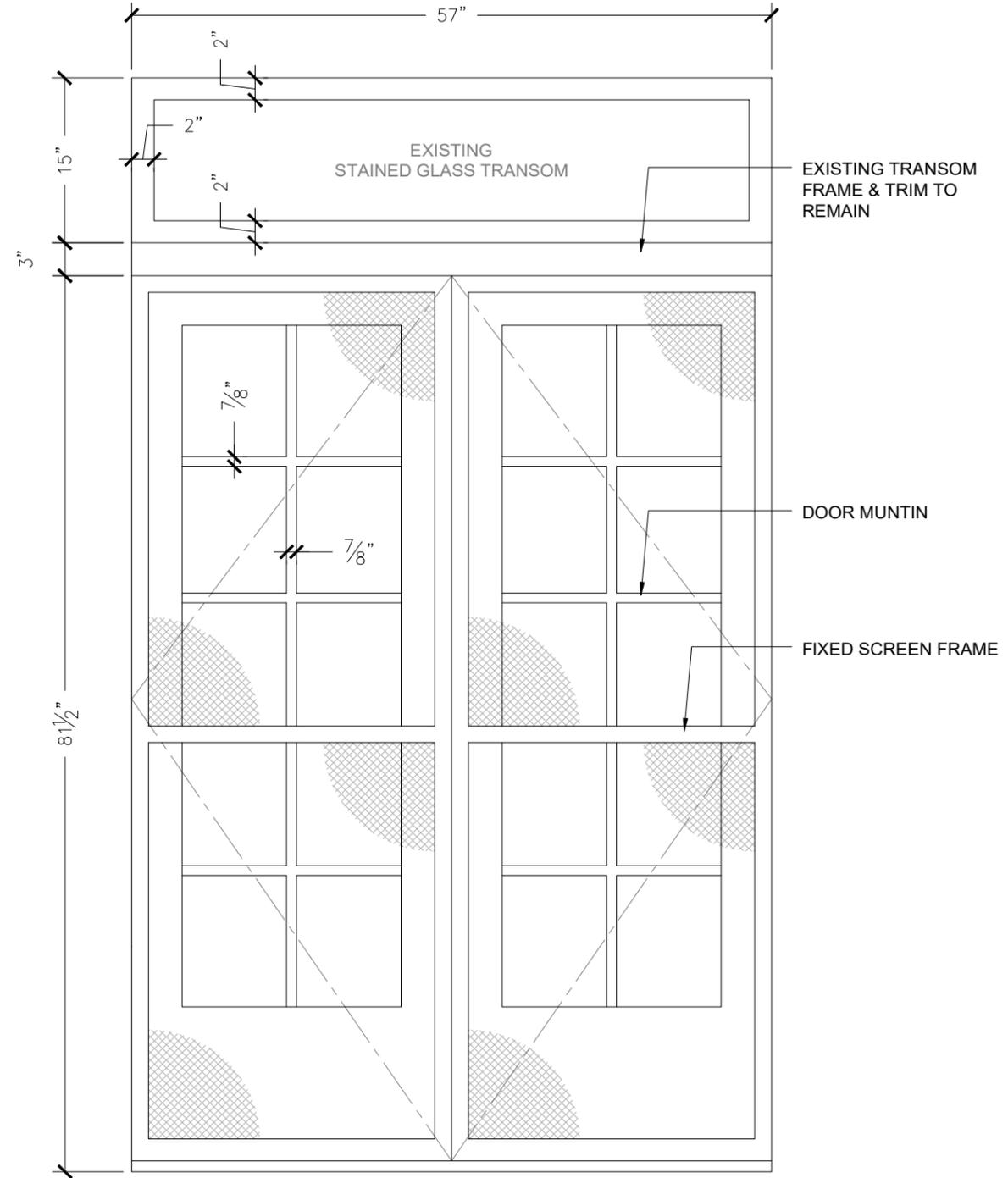
CONTRACTOR TO MAINTAIN, REPAIR, & PROTECT EXISTING STAINED GLASS TRANSM WINDOW



EXISTING INTERIOR CONDITIONS



A TYPE "A" PICTURE WINDOW



EXISTING FRENCH DOORS & FIXED SCREENS
DOORS TO BE REMOVED
TRANSM TO REMAIN

01/24/2023
SCALE: 1" = 1'-0"

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B TYPE "B" DOUBLE-HUNG WINDOWS

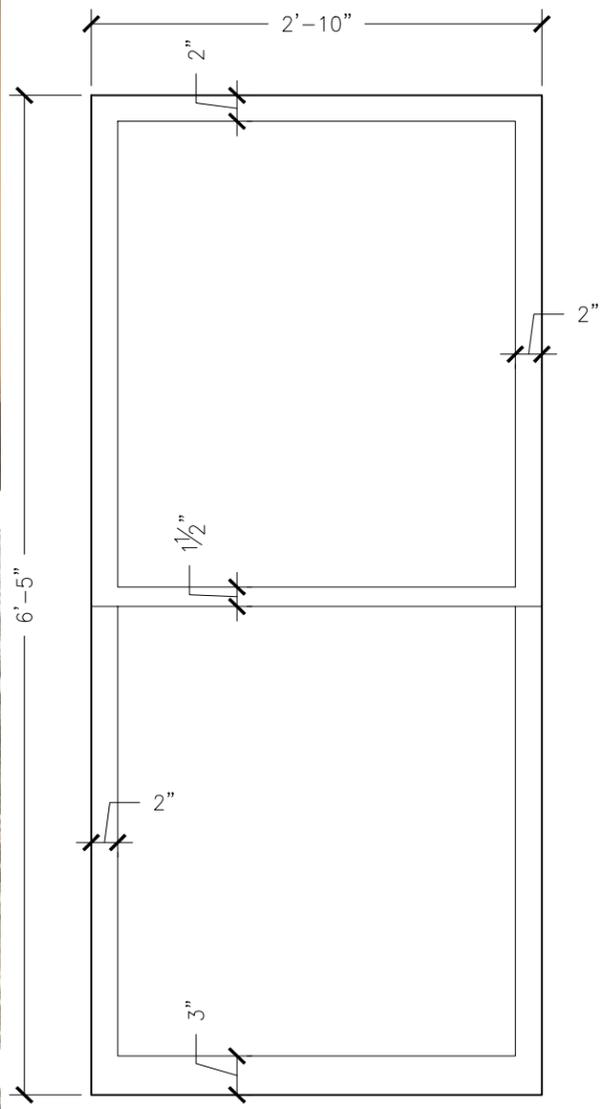
B.3



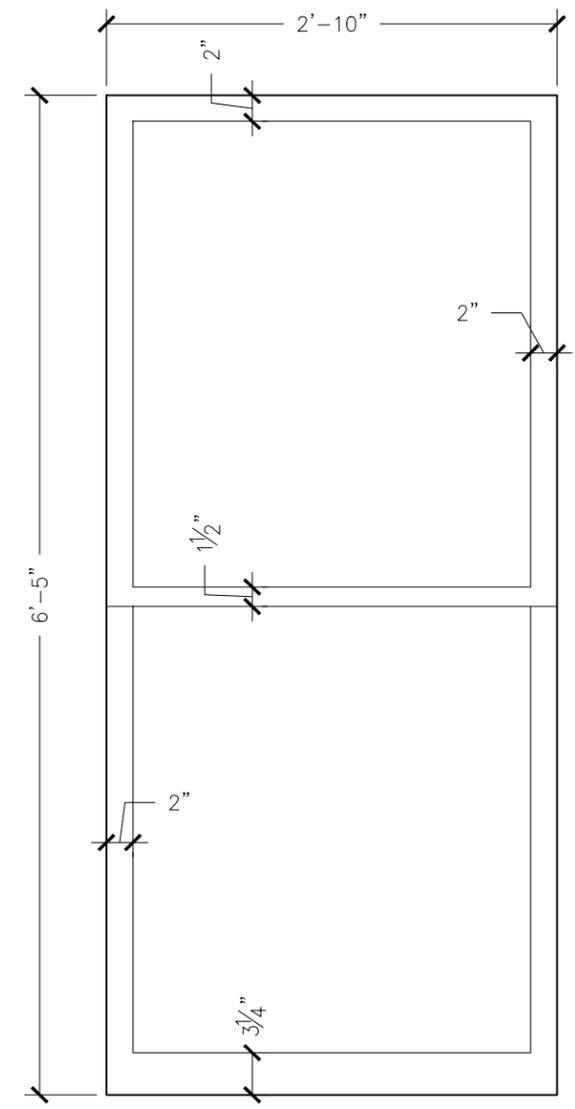
B.2



B.1

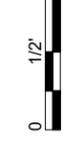


EXISTING TYPE "B" DOUBLE-HUNG WINDOWS



PROPOSED TYPE "B" DOUBLE-HUNG WINDOWS
REPLACE: B.1, B.2, B.3
NEW LOCATION: B.4

01/24/2023
SCALE: 1" = 1'-0"



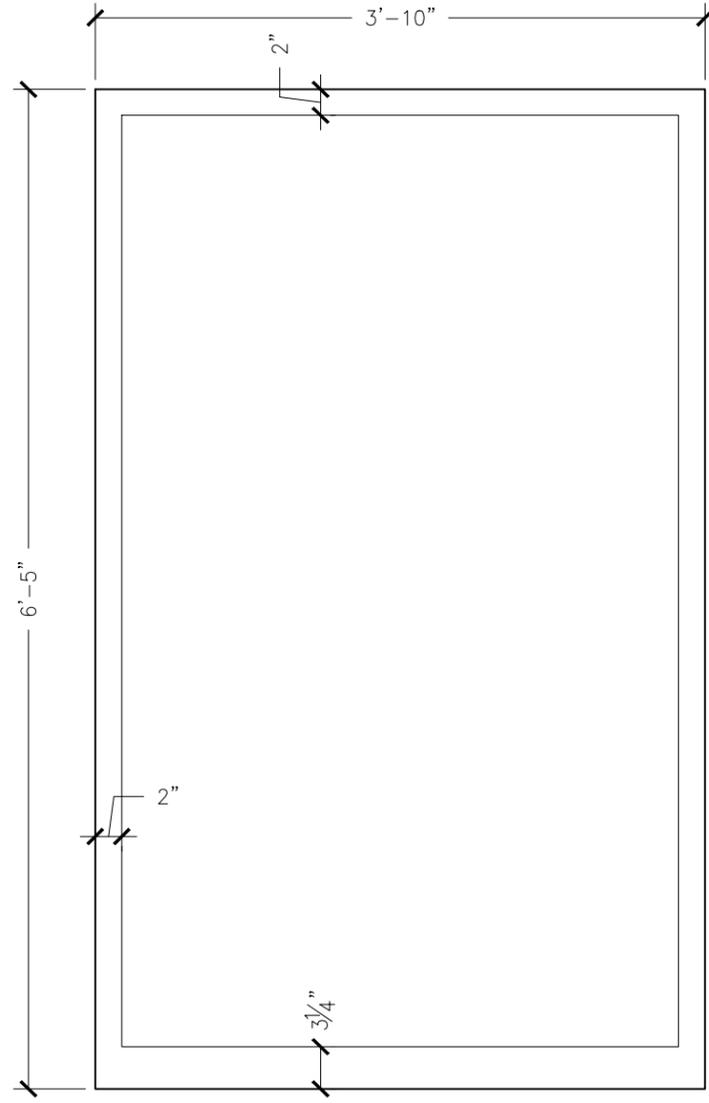
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C
 TYPE "C" PICTURE WINDOW



PROPOSED TYPE "C" PICTURE WINDOW
NEW LOCATION: C.1



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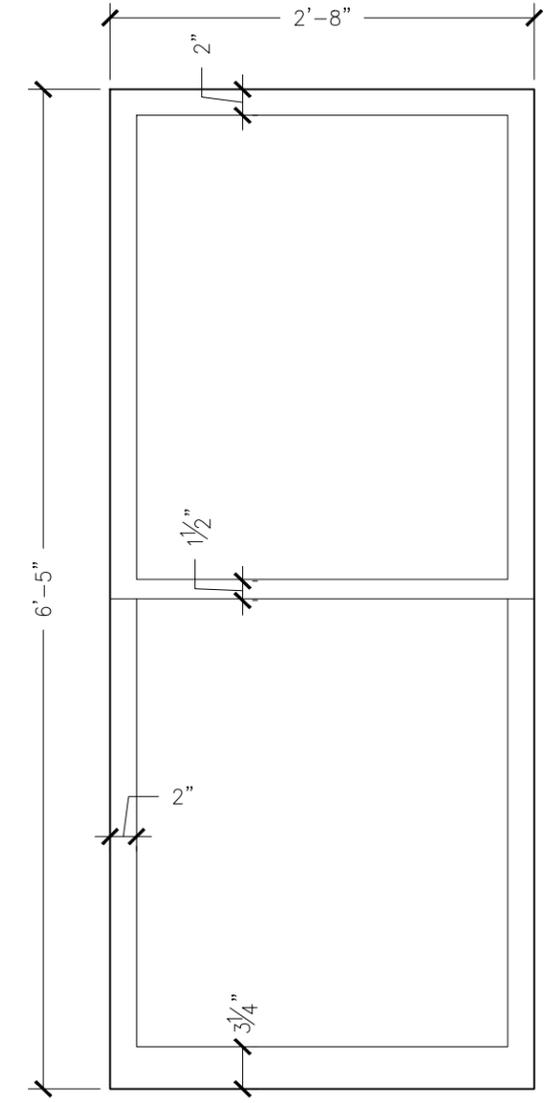
design **SMAK**
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 SCALE: 1" = 1'-0"



D
TYPE "D" DOUBLE-HUNG WINDOWS



PROPOSED TYPE "D" DOUBLE-HUNG WINDOW
NEW LOCATION: D.1



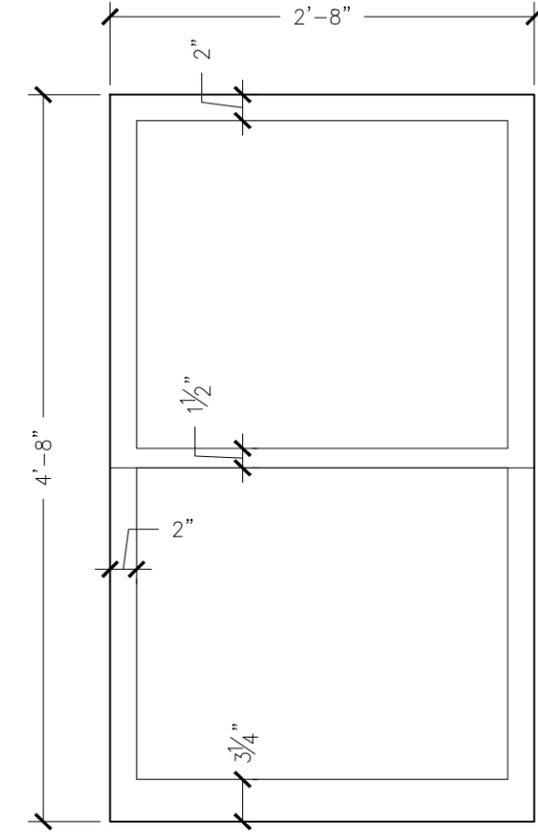
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 SCALE: 1" = 1'-0"

E
 TYPE "E" DOUBLE-HUNG WINDOWS



PROPOSED TYPE "E" DOUBLE-HUNG WINDOW
NEW LOCATION: E.1



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 SCALE: 1" = 1'-0"



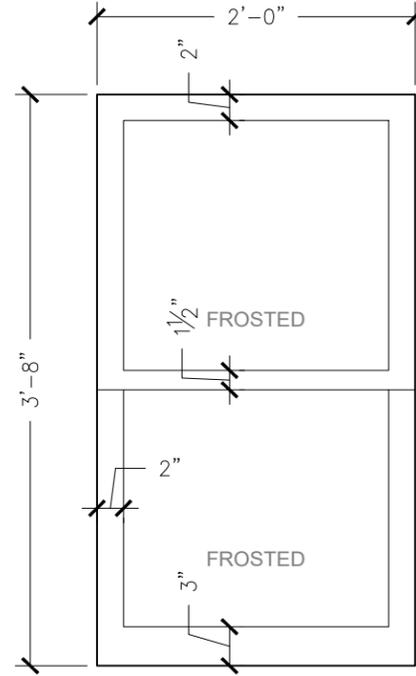
F.1



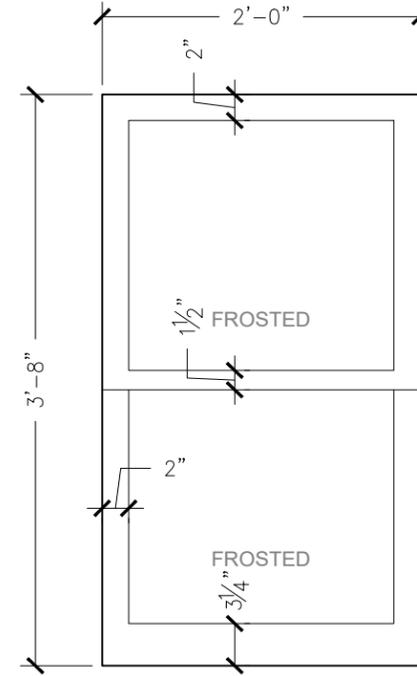
F.2



F TYPE "F" DOUBLE-HUNG WINDOWS



EXISTING TYPE "F" DOUBLE-HUNG WINDOWS



PROPOSED TYPE "F" DOUBLE-HUNG WINDOWS REPLACE: F.1, F.2

NOTE: FROSTED WINDOWS AT BATHROOM SHOWER & TUB LOCATIONS ONLY AND ARE NOT VISIBLE FROM THE PUBLIC WAY

01/24/2023
SCALE: 1" = 1'-0"
0 1/2' 1' 2'

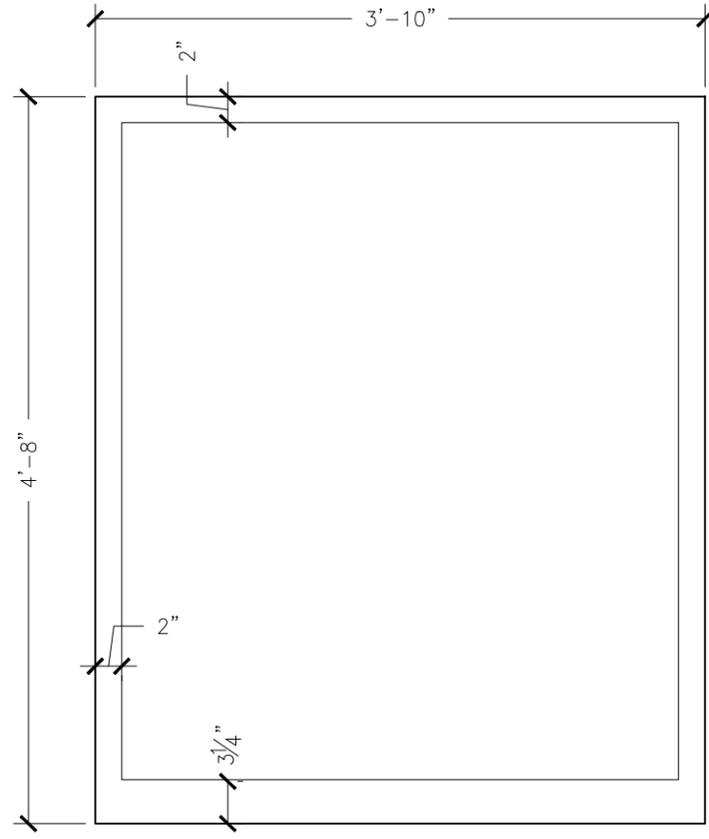
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G
 TYPE "G" PICTURE WINDOW



PROPOSED TYPE "G" PICTURE WINDOW
 NEW LOCATION: G.1 (KITCHEN)



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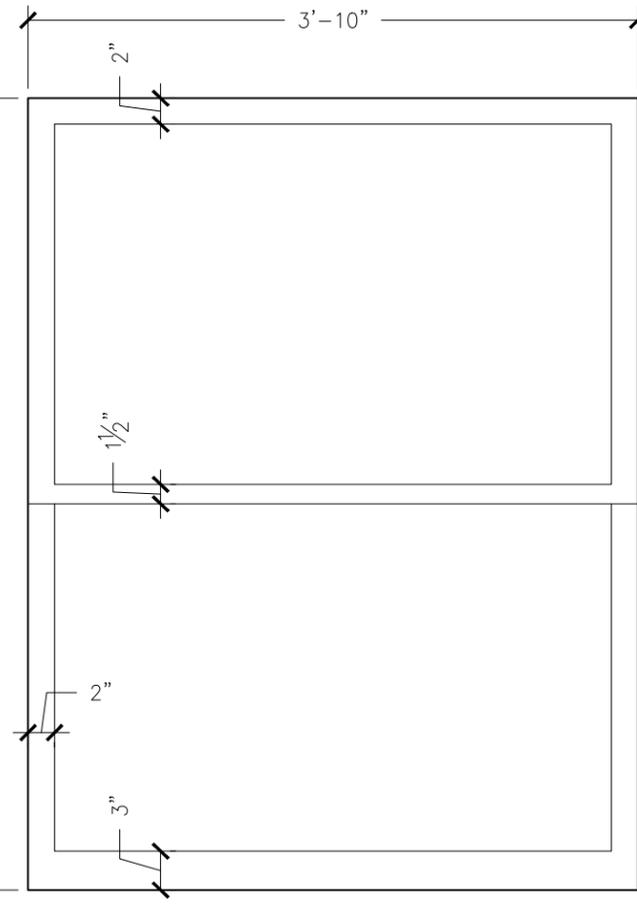
01/24/2023
 SCALE: 1" = 1'-0"
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H TYPE "H" DOUBLE-HUNG WINDOWS

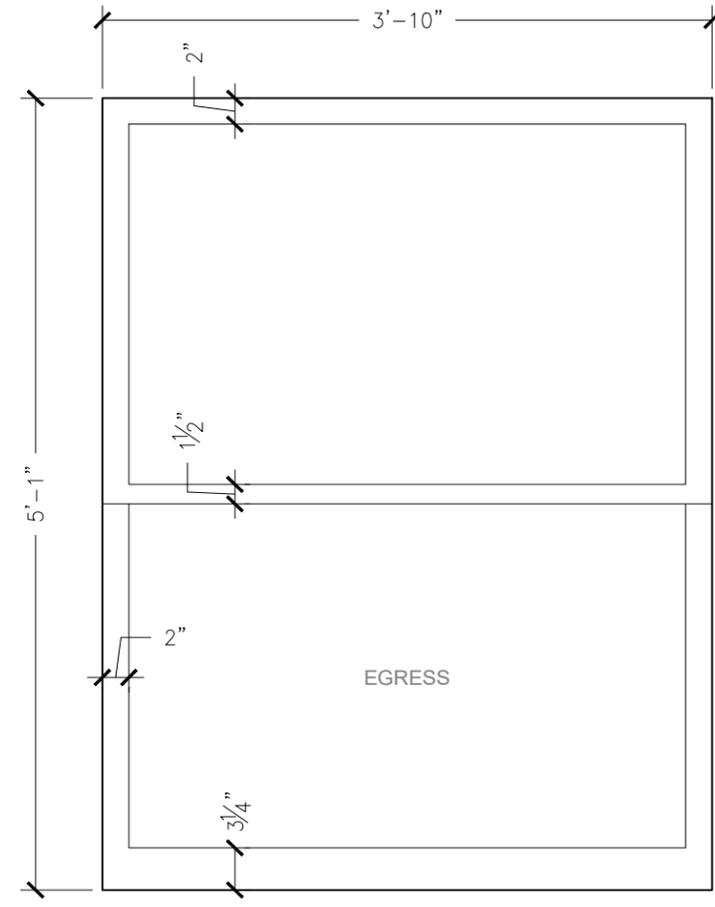
H.1



H.2



EXISTING TYPE "H" DOUBLE-HUNG WINDOWS



PROPOSED TYPE "H" DOUBLE-HUNG WINDOWS
REPLACE: H.1, H.2

01/24/2023
SCALE: 1" = 1'-0"
0 1/2' 1' 2'

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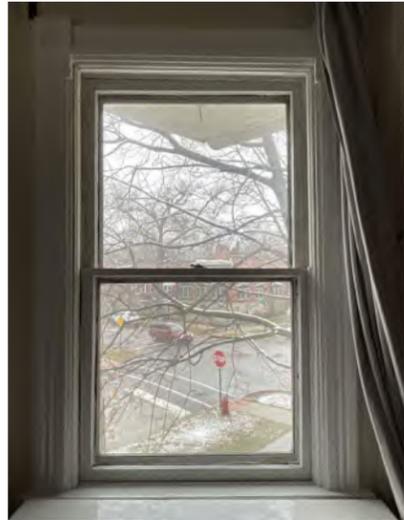


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I.3



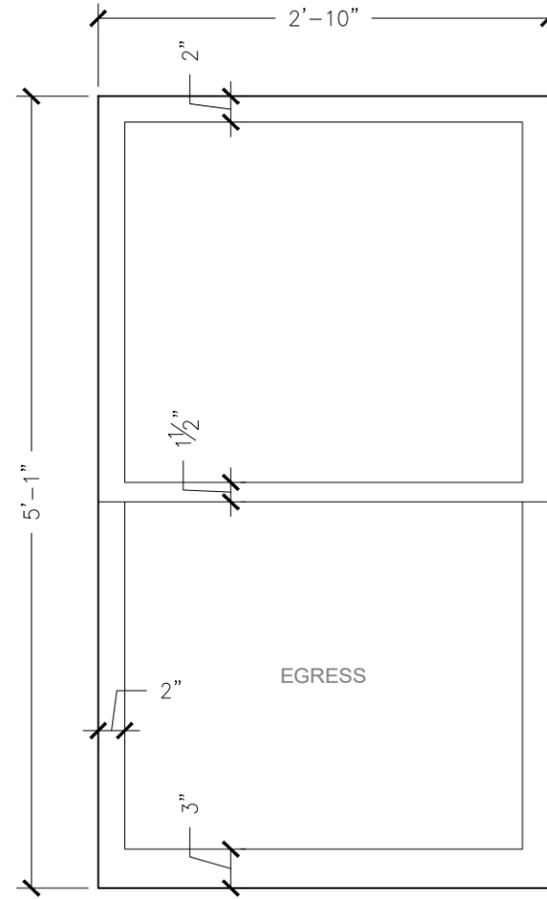
I.2



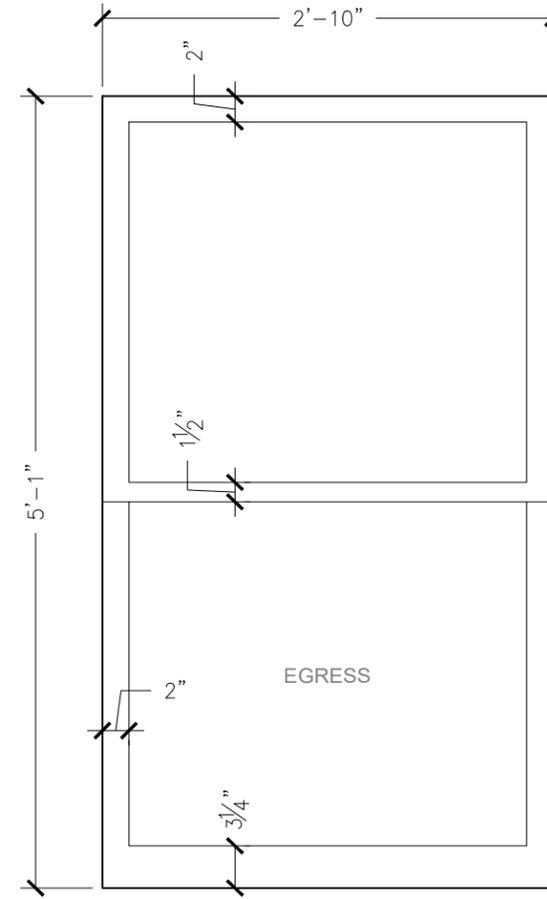
I.1



I TYPE "I" DOUBLE-HUNG WINDOWS



EXISTING TYPE "I" DOUBLE-HUNG WINDOWS

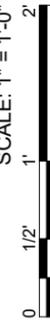


PROPOSED TYPE "I" DOUBLE-HUNG WINDOWS
REPLACE: I.1, I.2, I.3
NEW LOCATION: I.4

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SCALE: 1" = 1'-0"



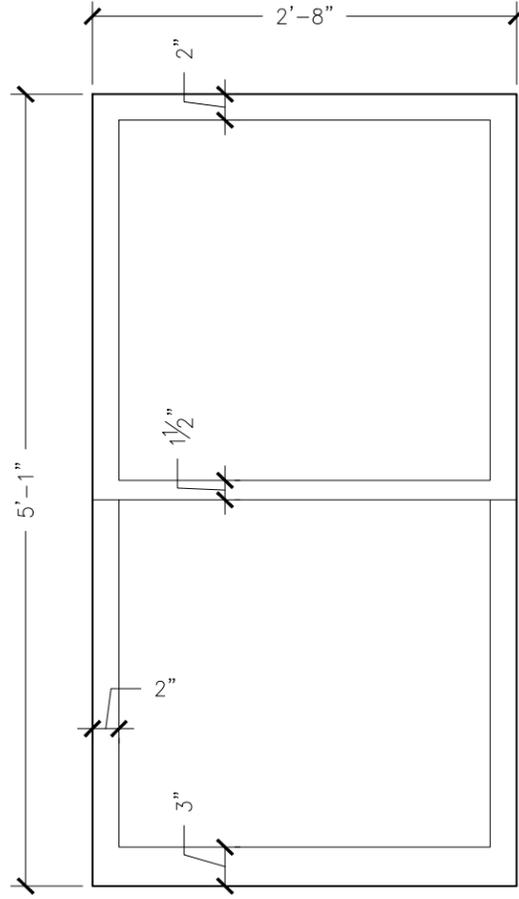
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J TYPE "J" DOUBLE-HUNG WINDOWS

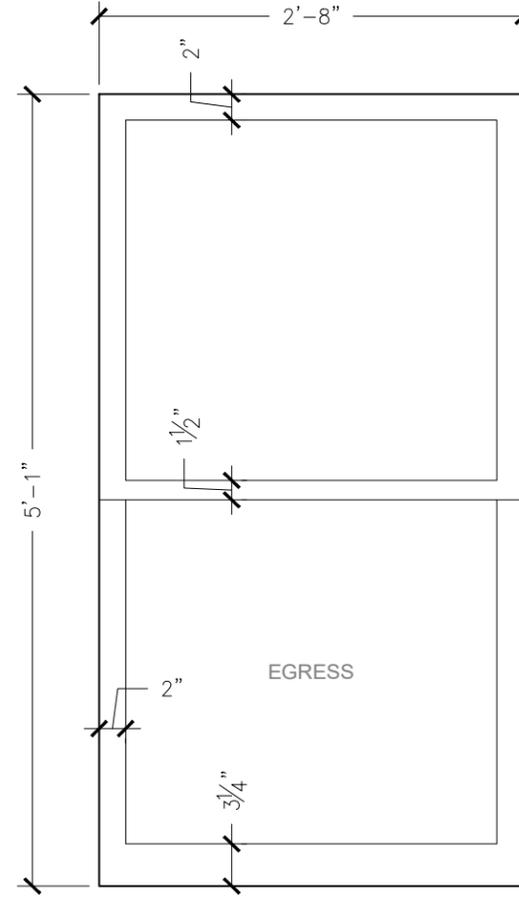
J.1



J.4



**EXISTING TYPE "J"
DOUBLE-HUNG WINDOWS**



**PROPOSED TYPE "J"
DOUBLE-HUNG WINDOWS
REPLACE: J.1, J.4 (TEMPERED)
NEW LOCATION: J.2, J.3**

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SCALE: 1" = 1'-0"
0 1/2' 1' 2'

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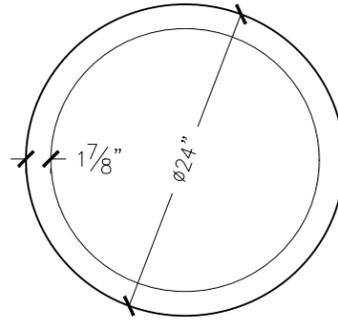


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PROPOSED DECORATIVE
ROUND FIXED WINDOW
LOCATION AT FRONT FACADE

K TYPE "K" DECORATIVE WINDOW



PROPOSED TYPE "K" DECORATIVE WINDOW
NEW LOCATION: K.1



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SCALE: 1" = 1'-0"
0 1/2' 1' 2'

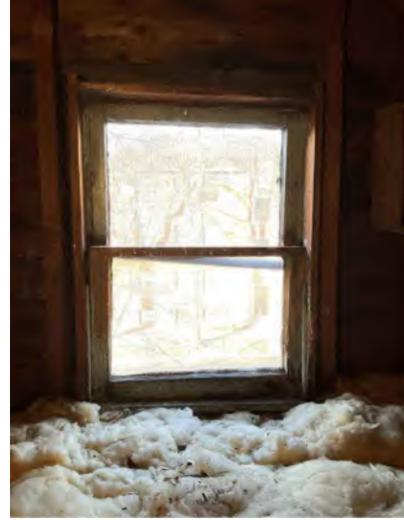
L3



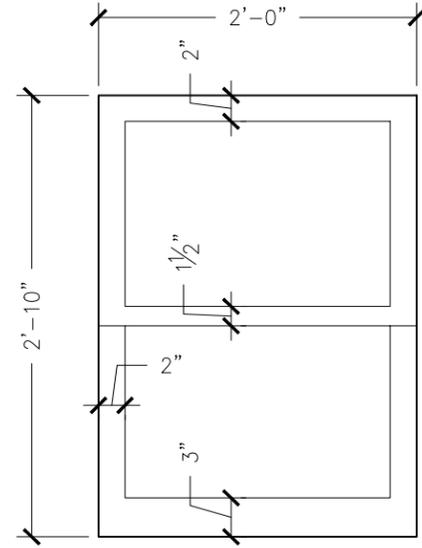
L2



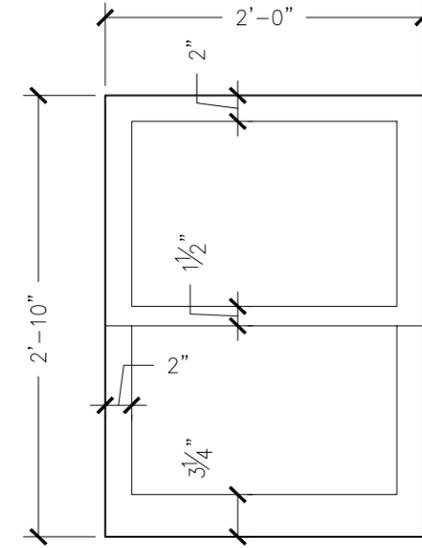
L.1



L TYPE "L" DOUBLE-HUNG WINDOWS



EXISTING TYPE "L"
SINGLE-HUNG ATTIC WINDOWS



PROPOSED TYPE "L"
SINGLE-HUNG ATTIC WINDOWS
REPLACE: L.1, L.2, L.3

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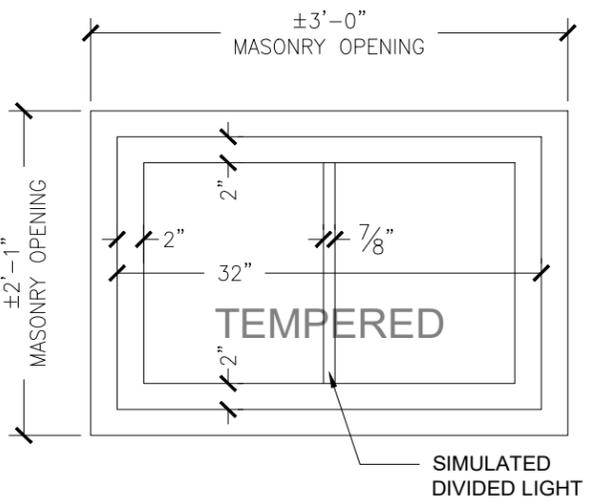
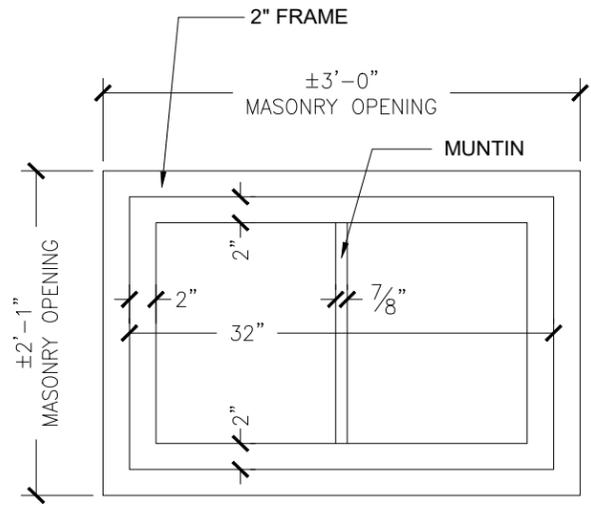
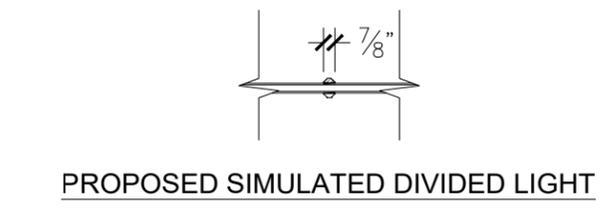
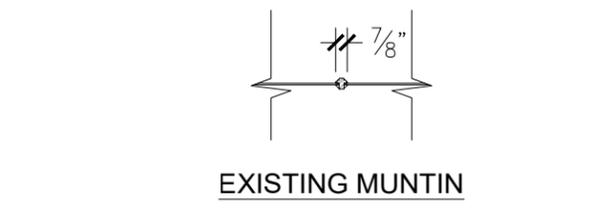
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M
TYPE "N" FIXED UNFINISHED BASEMENT WINDOWS

M.1



M.2



01/24/2023
SCALE: 1" = 1'-0"

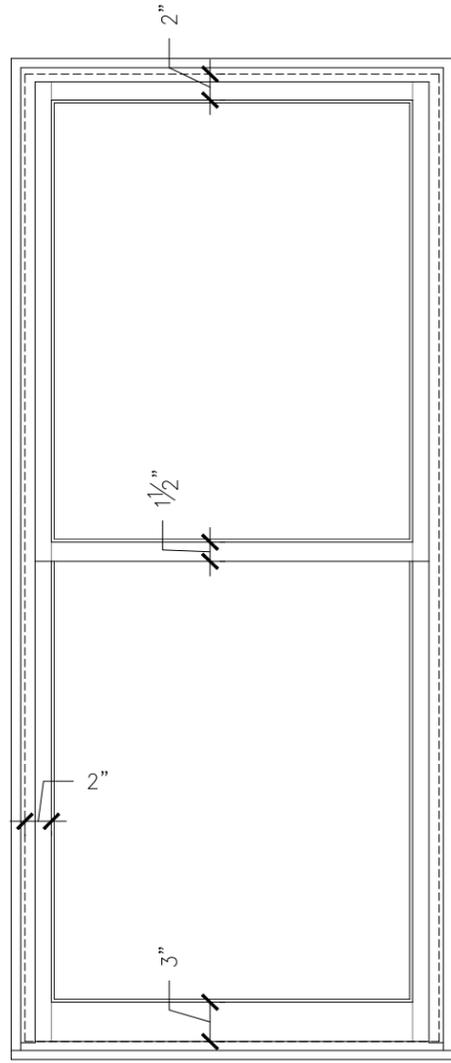
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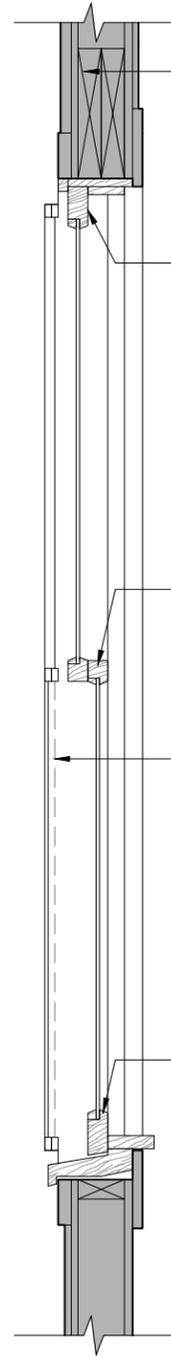


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TYPICAL EXISTING
DOUBLE-HUNG WINDOW



EXTERIOR ELEVATION

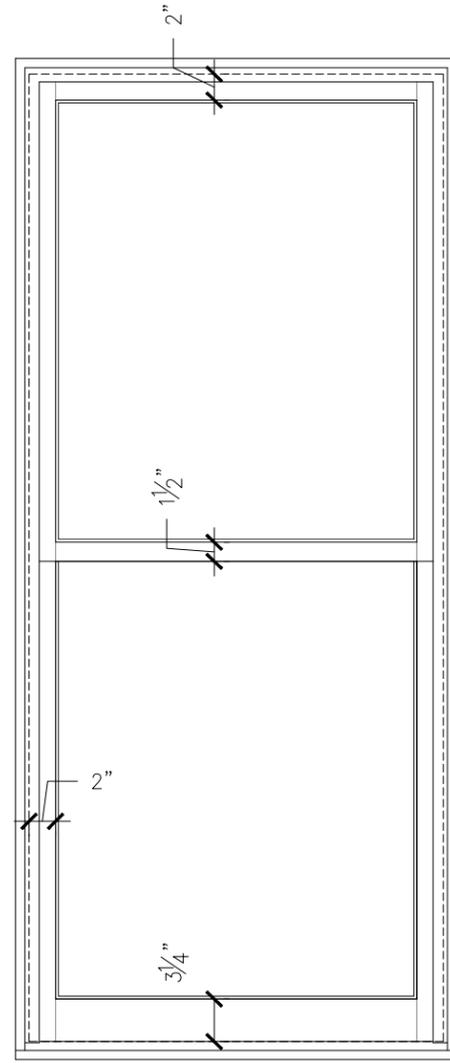


SECTION

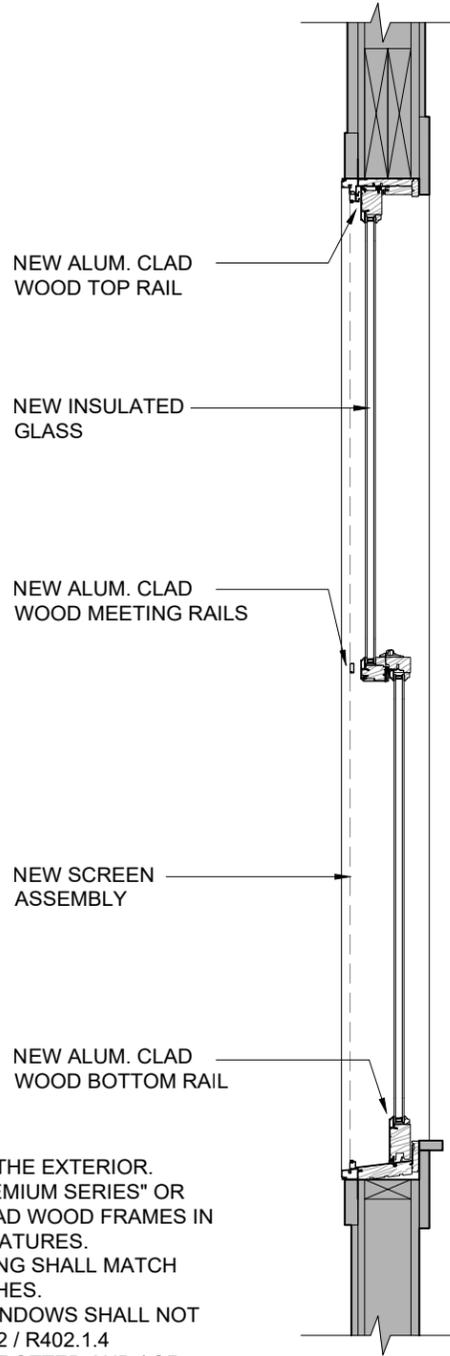
WINDOW NOTES:

- WINDOWS ELEVATIONS ARE SHOWN FROM THE EXTERIOR.
- WINDOWS SHALL BE WEATHER SHIELD "PREMIUM SERIES" OR MARVIN "ULTIMATE SERIES", ALUMINUM-CLAD WOOD FRAMES IN TRADITIONAL SIZES TO MATCH EXISTING FEATURES.
- ALL CASING, SILLS, APRONS, TRIM AND SIDING SHALL MATCH EXISTING MATERIALS, PROFILES, AND FINISHES.
- U-FACTOR FOR NEW AND REPLACEMENT WINDOWS SHALL NOT EXCEED 0.30 PER 2018 IECC TABLES R402.1.2 / R402.1.4
- CONTRACTOR SHALL INSPECT AND REPAIR ROTTED AND / OR DAMAGED ROUGH FRAMING AS REQUIRED.
- INSTALL PER MANUFACTURER'S INSTRUCTIONS; PROVIDE MEMBRANE SILL PAN FLASHING, FLASHING TAPE AT JAMBS AND HEAD, INSULATE ALL CAVITIES AND BACKER ROD WITH CONTINUOUS AIR SEALANT ALONG INTERIOR PERIMETER.

TYPICAL PROPOSED
DOUBLE-HUNG WINDOW



EXTERIOR ELEVATION



SECTION

Attn: City of Evanston Preservation Commission
Drawings for Certificate of Appropriateness
1030 Dempster St. Evanston IL 60202

design SMAK
Siamak Mostoufi, AIA, NCARB
1030 Dempster St., Evanston IL 60202
773.450.8708 siamak@designsmak.com

01/24/2023
SCALE: 1" = 1'-0"
0 1/2' 1' 2'

COA
24
of 25

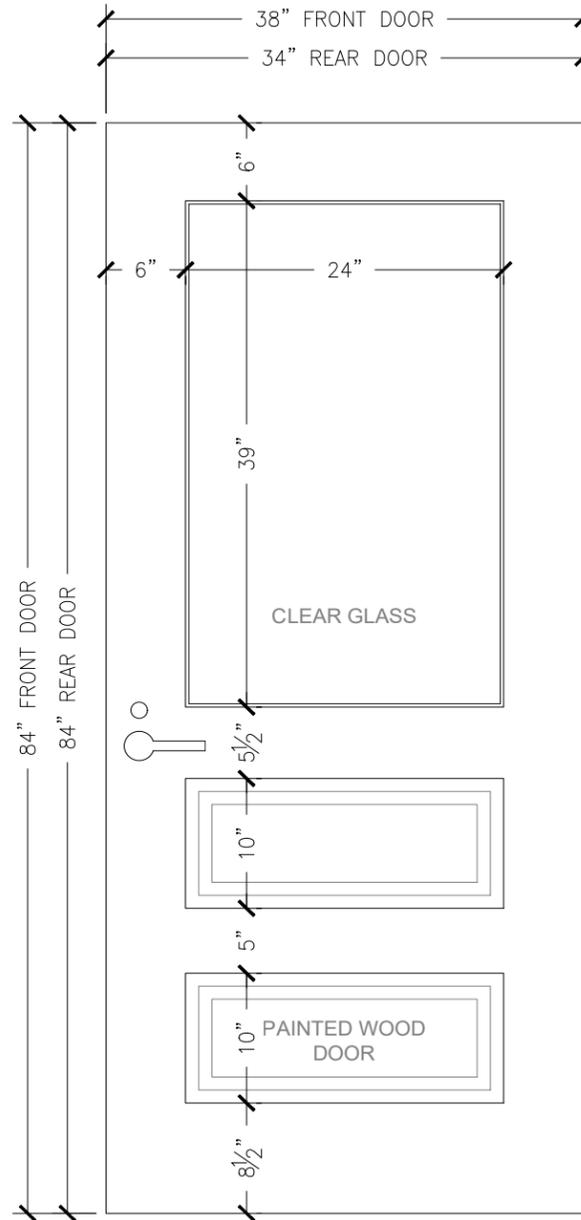


ENTRY DOORS

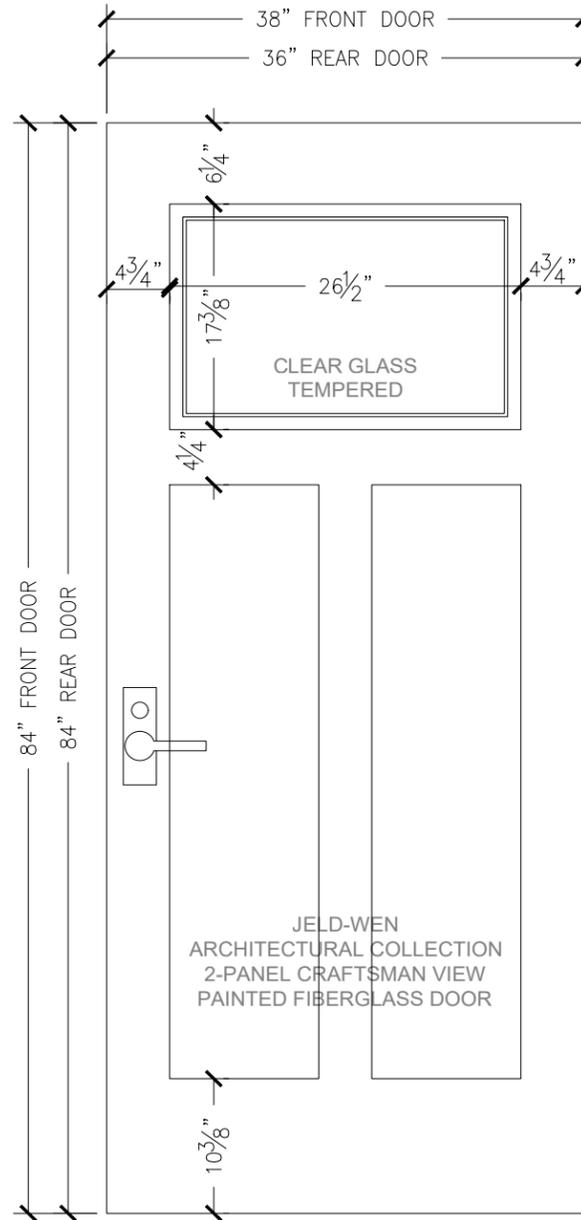
EXISTING FRONT ENTRY DOOR



EXISTING REAR ENTRY DOOR



EXISTING FRONT ENTRY DOOR
(REAR DOOR OPENING TO BE DEMO'D)



PROPOSED ENTRY DOORS
REPLACE: 101 FRONT
NEW LOCATION: 109 REAR

01/24/2023
SCALE: 1" = 1'-0"



Attn: City of Evanston Preservation Commission
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COA
25
of 25

Attendees:

Notes

- **Education & Awareness**
 - How familiar are you or the Commission about the City of Evanston's climate and waste plans of the past? (Climate Action Resilience Plan, livability)
 - Is the Commission familiar with the terms circularity or zero waste? If so, what do those terms mean to you or the Commission? How pervasive are those terms used in your everyday operations?

- **Identify Assets and Initiatives**
 - In what capacity is circularity or zero waste carried out through your operation or day to day activities both professionally and as a Commission?
 - What are some initiatives if any that the Commission is aware of that was conducted in the past related to circularity or zero waste? Why were they not successful at the time? What would it take for you to be able to try those again?

- **Understand Barriers & Priorities**
 - What is or do you feel is the material wasted (landfill/incineration) the most in your area of influence?
 - When assessing ways that strategies could be implemented within the Evanston Community or Region, how would you determine the best way to prioritize those items as it pertains to the Commission?

- **Collect Ideas**
 - What is an appropriate goal(s) for a community to strive for in waste diversion, reduction of waste, circularity?
 - What are types of regulations or requirements would the Commission be receptive to in regards to waste?
 - What are ways people or groups are incentivized to reduce or divert more waste?
 - What are some Outreach/Education/Training that could be developed to help the Commissions area of influence perform better?

- **Sign Up to Take Action**
 - What kind of role do you see yourself playing in Evanston or the region through the implementation of zero waste strategies?
 - What kind of actions or strategies would the Commission shy away from or not support?
 - In what capacity would the Commission like to be involved in the continued development of this strategic plan?

- What type of supportive actions would you have for helping engage Evanston residents in future engagement opportunities?

Action items



MEMORANDUM

To: Members of the Preservation Commission
From: Cade W. Sterling, Planner
Subject: Annual Work Plan Development
Date: February 6, 2023

Following the discussion at the January meeting, the following initiatives are proposed for the 2023 Calendar Year. Both are listed at high priorities within the 1-3 year timeframe for implementation.

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

Additional Initiatives outlined in the plan that are either ongoing, or in early stages of development include:

- **Initiative 2.4:** Work with the Planning and Zoning Division to amend the zoning code to include a section for adaptive use. (Year 3-5; Medium Priority)
- **Initiative 2.8:** Work with the Economic Development Division to enact a Legacy Business Program. (Year 1-3; Pressing Priority)
- **Initiative 2.10:** Organize a Preservation Consortium or Preservation Advisory Sub-Committee. (Year 1-3; Pressing Priority)
- **Initiative 2.12:** Actively recruit future Commissioners with a focus on building a membership reflective of Evanstons diverse demographics (Ongoing; High Priority).
- **Initiative 3.6:** Advocate for adoption of a citywide deconstruction ordinance. (Year 1-3; Pressing Priority).
- **Initiative 3.10:** Support the retention of significant landscape features which offer citywide environmental benefits including advocating for a citywide Tree Preservation Ordinance (Ongoing; High Priority).
- **Initiative 4.9:** Continue to digitize and make available early publications of the Commission. (Ongoing; Medium Priority).

[Link to Long-Range Work Plan](#)

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~~ December meeting. There may be additional nominations from the floor or accepted in writing up to the ~~December~~ January 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 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
 - Communications/Reports from Commission members and staff
 - Adjournment

As Amended on 6.22.21
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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 with full privileges remotely.

ARTICLE 3. COMMITTEES

The Commission, through its ongoing functions, may propose Committees or volunteer working groups to address specific preservation topics or initiatives. Committees may include, but not be limited to, the following examples: Standing committees shall have membership populated by nomination at the January meeting. Said committees shall meet as necessary to accomplish the goals and objectives of the body. Current standing committees include:

1. ~~Preservation Awards Application Pre-Review~~ ~~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.~~ The Application Pre-Review subcommittee shall meet monthly prior to the regularly scheduled Commission meeting to review applications for completeness, recommend supplemental documentation to be provided by the applicant, identify areas of concern or importance for the applicant to focus their presentation on, and offer general guidance to applicants.
2. ~~Rules & Procedures.~~ ~~The committee will meet as necessary to amend or propose new rules and procedures.~~

~~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~~

As Amended on 6.22.21
DRAFT FOR DISCUSSION

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

- ~~2. Education and Advocacy. This committee supports the ongoing creation and dissemination of educational materials, technical assistance guides and brochures, training programs, workshops, and content creation for a quarterly newsletter. The Education and Advocacy subcommittee shall also act as liaison between the Commission, the public, partner organizations, and institutional entities including other Boards, Committees and Commissions, School Districts and Northwestern University, City Departments, and the City Council.~~
3. Diversity, Equity, and Inclusion. This committee supports ongoing efforts to document and register resources associated with groups not currently represented or underrepresented as well as identify and actively recruit a commission membership which reflects Evanston's diverse demographics and perspectives.
- ~~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;

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- 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;
 - 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 make a motion to approve, approve with conditions, continue, or deny and following a second thereafter proceed to discussion of the ~~proposal~~ proposed motion with respect to the appropriate standards;
 - l) ~~Following As part of the~~ 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 discussion and findings of fact, the Commission may discuss the appropriateness of amending the motion on the floor including 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. If an amendment is made to the main motion, the Commission shall first vote on the proposed amendment followed by a vote on the main motion (if amendment fails) or the amended motion (if the amendment is adopted).
 - 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

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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:~~

- ~~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.~~

3.4. 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.

4.5. 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.

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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 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.

(b) Application Pre-Review Subcommittee Deferrals: Understanding the inability for the list of projects below to account for all types of work or variations in scope and project intensity, the Commission's Application Pre-Review Subcommittee is authorized to defer applications for Major Work projects listed below as administrative reviews.

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
	Construction or Additions to <i>primary</i>			

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
1	<i>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 Garages/Coach Houses</i>		X or	X
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

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
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 mortar match the original, and new brick or stone matches the original		X	
26	Construction/Alteration/Removal of <i>Masonry</i>		X	
27	Installation/Removal of <i>Mechanical Equipment</i> , such as air conditioning units, Vents and Ventilators		X	
28	Repair/Replacement of existing <i>Parking Lots and Parking Areas</i> when there is not change in design, materials, or general appearance	X		
29	Alteration/Removal of existing <i>Parking Lots and Parking Areas</i>		X	
30	New Construction of/Addition to <i>Parking Lots</i>			X
31	Repair/Replacement of existing covered <i>Porches</i>		X	
32	Alteration/Addition/Removal of <i>Porches</i>			X
33	Repair of <i>Roofing</i> materials when there is no change in design, materials, or general appearance	X		
34	Replacement/Alteration of <i>Roofing</i> materials		X or	X
35	Repair/Replacement of exterior <i>Stairs and Steps</i> when there is no change in design, materials, or general appearance	X		

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
36	Alteration/Addition/Removal/new Construction of exterior <i>Stairs and Steps</i>		X	
37	Repair/Replacement of <i>Exterior Building materials</i> when there is no change in design, materials or general appearance	X		
38	Alteration/Addition/Removal of <i>Exterior Building materials</i>		X <u>or</u>	X
39	New Construction/Alteration Addition of <i>Swimming Pools</i>		X	
40	Installation/Alteration/Removal of <i>Temporary Features</i> that are necessary to ease difficulties associated with a medical condition		X	
41	Repair/Replacement of existing <i>Walks</i> and at grade <i>Patios</i> 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			

As Amended on 6.22.21
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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
	<i>Skylights and roof windows</i> when there is no 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 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).

In instances of proposed demolition of a registered Landmark, the applicant must concurrently file for Rescission of the Landmark designation. The application for rescission shall be heard first.

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 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.

As Amended on 6.22.21
DRAFT FOR DISCUSSION

- 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. 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~~

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~~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 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~~

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~~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.~~

~~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 910. AMENDMENT OF RULES

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

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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 10~~4~~. 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.

ARTICLE 11. ANNUAL REPORTING

The Chair of the Commission or his/her designee shall provide an annual report/presentation to the Planning and Development Committee during the first quarter of the calendar year.

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 December meeting. There may be additional nominations from the floor or accepted in writing up to the January 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 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

 - Communications/Reports from Commission members and staff

 - Adjournment

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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 with full privileges remotely.

ARTICLE 3. COMMITTEES

The Commission, through its ongoing functions, may propose Committees or volunteer working groups to address specific preservation topics or initiatives. Standing committees shall have membership populated by nomination at the January meeting. Said committees shall meet as necessary to accomplish the goals and objectives of the body. Current standing committees include:

1. Application Pre-Review The Application Pre-Review subcommittee shall meet monthly prior to the regularly scheduled Commission meeting to review applications for completeness, recommend supplemental documentation to be provided by the applicant, identify areas of concern or importance for the applicant to focus their presentation on, and offer general guidance to applicants.
2. Education and Advocacy. This committee supports the ongoing creation and dissemination of educational materials, technical assistance guides and brochures, training programs, workshops, and content creation for a quarterly newsletter. The Education and Advocacy subcommittee shall also act as liaison between the Commission, the public, partner organizations, and institutional entities including other Boards, Committees and Commissions, School Districts and Northwestern University, City Departments, and the City Council.
3. Diversity, Equity, and Inclusion. This committee supports ongoing efforts to document and register resources associated with groups not currently represented or underrepresented as well as identify and actively recruit a commission membership which reflects Evanston's diverse demographics and perspectives.

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;
- 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 make a motion to approve, approve with conditions, continue, or deny and following a second thereafter proceed to discussion of the proposed motion with respect to the appropriate standards;
- l) As part of the 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;

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- m) Based upon the discussion and findings of fact, the Commission may discuss the appropriateness of amending the motion on the floor including imposing conditions;
- n) The Commission shall then vote to do one of the following: approve the application, approve the application subject to conditions, defer the application for further information, or deny the application for a Certificate of Appropriateness. If an amendment is made to the main motion, the Commission shall first vote on the proposed amendment followed by a vote on the main motion (if amendment fails) or the amended motion (if the amendment is adopted).
- o) Prior to vote the Commission may allow through its discretion the withdrawal of the application.
- 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. 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.

4. 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.

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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 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.

(b) Application Pre-Review Subcommittee Deferrals: Understanding the inability for the list of projects below to account for all types of work or variations in scope and project intensity, the Commission's Application Pre-Review Subcommittee is authorized to defer applications for Major Work projects listed below as administrative reviews.

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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 structure</i>			X
4	Demolition of a <i>non-contributing structure</i> in a district		X	
5	Relocation of <i>landmark, or contributing buildings</i> including accessory structures			X
6	Alteration/Removal of <i>Contributing Historical Architectural or Archeological structures</i> 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 Garages/Coach Houses</i>		X or	X
9	Additions to existing <i>Accessory Structures or Buildings affecting landmarks or contributing structures</i>			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

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
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 mortar match the original, and new brick or stone matches the original		X	
26	Construction/Alteration/Removal of <i>Masonry</i>		X	
27	Installation/Removal of <i>Mechanical Equipment</i> , such as air conditioning units, Vents and Ventilators		X	
28	Repair/Replacement of existing <i>Parking Lots and Parking Areas</i> when there is not change in design, materials, or general appearance	X		
29	Alteration/Removal of existing <i>Parking Lots and Parking Areas</i>		X	
30	New Construction of/Addition to <i>Parking Lots</i>			X
31	Repair/Replacement of existing covered <i>Porches</i>		X	
32	Alteration/Addition/Removal of <i>Porches</i>			X
33	Repair of <i>Roofing</i> materials when there is no change in design, materials, or general appearance	X		
34	Replacement/Alteration of <i>Roofing</i> materials		X or	X
35	Repair/Replacement of exterior <i>Stairs and Steps</i> when there is no change in design, materials, or general appearance	X		

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
36	Alteration/Addition/Removal/new Construction of exterior <i>Stairs and Steps</i>		X	
37	Repair/Replacement of <i>Exterior Building materials</i> when there is no change in design, materials or general appearance	X		
38	Alteration/Addition/Removal of <i>Exterior Building materials</i>		X or	✕
39	New Construction/Alteration Addition of <i>Swimming Pools</i>		X	
40	Installation/Alteration/Removal of <i>Temporary Features</i> that are necessary to ease difficulties associated with a medical condition		X	
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			

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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
	<i>Skylights and roof windows</i> when there is no 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 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*.

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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).

In instances of proposed demolition of a registered Landmark, the applicant must concurrently file for Rescission of the Landmark designation. The application for rescission shall be heard first.

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 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

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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. 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 10. 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.

ARTICLE 11. ANNUAL REPORTING

The Chair of the Commission or his/her designee shall provide an annual report/presentation to the Planning and Development Committee during the first quarter of the calendar year.

Illinois State Historic Preservation Office

PROJECT OVERVIEW

The purpose of the *Illinois Statewide Historic Preservation Plan* is to examine current statewide preservation activities and identify strategies to advance preservation efforts at the local, regional, and statewide levels over the next decade. The Statewide Plan will provide goals and objectives to guide planning for Illinois' historic and cultural resources over the next ten years.

WHY IS THE SHPO CREATING A STATEWIDE PLAN? By preparing the Statewide Plan, the Illinois State Historic Preservation Office (IL-SHPO) is fulfilling its duties to the National Park Service to provide a comprehensive planning process that incorporates input from Illinois stakeholders. In addition, the Statewide Plan will guide the IL-SHPO in its programming and policy decision-making.

WHO SHOULD USE THE STATEWIDE PLAN? The Statewide Plan will be relevant to the IL-SHPO, local municipalities and state agencies, historic boards and commissions, preservation advocacy organizations, museums, historical societies, cultural institutions, Tribal communities, and preservation advocates around the state. The Statewide Plan will provide goals and objectives that address a variety of preservation issues and are achievable to implement.

WHO IS PREPARING THE STATEWIDE PLAN? In 2022, the IL-SHPO contracted with The Lakota Group, SWCA and Bailey Edward to assist them in the preparation of an updated *Illinois Statewide Historic Preservation Plan*. The planning team will facilitate virtual and in-person meetings and workshops to solicit feedback from around the state to identify key preservation issues, trends, needs, and successes. The *State of the State* report will outline current preservation efforts leading to preparation of the final Statewide Plan.

PARTICIPATE! The input and participation of the citizens and stakeholders of Illinois is vital in the preparation of a Statewide Plan that is meaningful and useful to the Illinois preservation community. We welcome and encourage your involvement. **We want your input!**

Visit the Project Website for more information about the following opportunities for your participation in the planning process:

- Attend a Virtual Listening Session
- Attend an in-person Regional Workshop
- Submit your comments to the planning team on the Project Website



PROJECT SCHEDULE



STAY INFORMED

To learn more about the Illinois Statewide Historic Preservation Plan and upcoming engagement opportunities, please visit:

WWW.ILLINOISPRESERVATIONPLAN.COM



MEMORANDUM

To: Luke Stowe, City Manager

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

From: Cade W. Sterling, Planner

Subject: Harley Clarke

Date: February 7, 2023

City Manager Stowe,

The recent decision by the Artist Book House (ABH) to opt out of the lease agreement to occupy and rehabilitate the Harley Clarke Mansion, an Evanston Landmark located at 2603 Sheridan Road, presents an opportunity for the City to re-group and create an innovative and sustaining vision and realistic financial strategy for the structure's adaptive use. Such a strategy should include the City, resident stakeholders, partner organizations (State, local, and regional), and experts in the field of preservation-based development and adaptive use.

Adaptive use and rehabilitation of structures of this scale require leveraging all available support and financial incentives. These incentives are not the primary financing source for a project, but rather close the gap between cost of rehabilitation and return on investment -- making the difference in a project's success and feasibility as well as its attractiveness to potential partners. To my knowledge none of these were leveraged for the previous proposal. Potential incentives include:

1. The State of Illinois 25% State Rehabilitation Income Tax Credit. This is based on a five-point priority scoring system. The Harley Clarke Mansion would potentially meet 4 of the 5 priorities and is a good candidate for this program.
2. The 20% Federal Rehabilitation Tax Credit. A 20% Federal Historic Tax Credit is available for rehabilitating a historic building to an income-producing use. This dollar-for-dollar federal income tax credit, equal to 20% of the qualified construction costs and expenses, may be used by the building owner or syndicated to a tax-credit investor.
3. Preservation Easements. A preservation easement is a legal agreement that assigns a qualified nonprofit organization the right to review and approve alterations to a property for the purpose of preserving it in perpetuity. The donation of a preservation easement may be eligible for a one-time charitable federal income tax deduction, which is based on the appraised value of the preservation easement.
4. Grant programs such as those provided by the National Trust, Jeffris Family Foundation, Driehaus Foundation, and Save America's Treasures initiative.

Successful projects capitalize on multiple incentive programs, and although disposition of a property and an income-producing use is most common and least complicated, there are alternatives which allow access to these programs while retaining a public ownership model. This would most commonly include creation of a for-profit Limited Liability Corporation which assumes the tax liability for the property with an associated vesting schedule for its partners. This model allows for access to tax incentives and their syndication while providing for a principal income-producing use with other smaller scale non-profit partner uses. This model uniquely allows for access to both State and Federal programs. This is currently being used as a highly successful model for adaptive use of the Old Courthouse in Woodstock Illinois.

Landmarks Illinois has offered to assist in our efforts to market the structure for adaptive use, provide technical expertise on best-practice financing strategies, and update the most recent Conditions Assessment for the property. Marketing of the building would most commonly be done by way of a Request for Expression of Interest (REOI). The State Historic Preservation Office has been a helpful partner in discussing the condition of the structure as well as identifying potential financing strategies and initial next steps. This includes listing the property on the National Register of Historic Places, a requirement for accessing many of the above incentives and a low barrier that can be removed to make the adaptive use more attractive to preservation-based developers and investors.

I suggest we lean into these offers to assist us in achieving our goals, and believe we have time to do so. The 2019 Conditions Assessment for the property, prepared by Wiss, Janney, Elstner Associates, indicates the building is in serviceable condition. The 2015 Landmark Inventory, prepared by The Lakota Group, notes the building as being in good condition. After reviewing the recommendations and notes in these reports as well as visiting the property, I concur with their assessment. Although there are capital improvement needs for the facility, it is far from a danger or imminent hazard. Retention, remediation, and repair of the structure are all possible and in the best interest of the City.

Adaptive use is a central tenet of historic preservation – retaining and giving new life to our City’s significant historic, architectural, cultural, and social built heritage which are part of Evanston’s collective memory. Adaptive use and historic preservation are also impactful, underleveraged tools to help achieve our economic development and sustainability goals. As such, the rehabilitation of Harley Clarke upholds our value that there is worth in high-quality design, building materials, and methods rich with embodied energy, and that important places, such as the Harley Clarke Mansion are not expendable. Rather, they serve as valuable opportunities for renewed life and vibrancy for the enjoyment of all Evanstonians. The role of the City should be to convene all available partners and experts under a unified vision, hold true to that vision, and be unwavering in our support of its realization.

I look forward to working closely with you on this significant opportunity. If you have any questions, please do not hesitate to reach out.