



AGENDA
Preservation Commission
Tuesday, October 10, 2023
Lorraine H. Morton Civic Center, Room 2800 7:00 PM

Page

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. PUBLIC COMMENT

Members of the public are afforded three (3) minutes per person to provide testimony related to items listed under presentations, discussion and staff reports, or to otherwise address the Commission generally. Members of the public wishing to provide testimony on new or unfinished business shall be given the opportunity to do so following presentation by the applicant in a manner and under time limits determined by the Chair.

3. PRESENTATIONS

A. Landmarks Illinois - Relevancy Project

3 - 15

Bonnie McDonald, President and CEO of Landmarks Illinois will present the Relevancy Project, a vital component of the visioning process for Landmarks Illinois' future, and more broadly a process to reimagine preservation's future in Illinois. This work creates a bold organizational vision that provides ideas for actions that can be taken to make the future of preservation more relevant, and more equitable -- addressing the ways preservation is misunderstood, criticized, challenged, marginalized, and even vilified.

Bonnie has led the statewide nonprofit preservation organization Landmarks Illinois as its President & CEO since 2012. She is a national voice for relevant change at this inflection point for the preservation movement with her work on The Relevancy Project, supported through a James Marston Fitch Charitable Foundation 2020 Mid-Career Fellowship. From 2018-2021, Bonnie chaired the board of the National

Preservation Partners Network, the national nonprofit representing preservation organizations, she currently serves as an appointee to the State of Illinois Route 66 Centennial Commission and she was appointed co-chair of the Chicago Monuments Project in 2020 by then Chicago Mayor Lori Lightfoot. Bonnie holds a Master's Degree in Historic Preservation Planning from Cornell University.

[Presentation](#)

4. APPROVAL OF MEETING MINUTES

- A. **Minutes of September 12, 2023** 16 - 23
[20230912 HPC Minutes - DRAFT](#)

5. DISCUSSION

- A. **Larimer Park Concept Plan** 24 - 33

In accordance with Code Section 2-8-3 (G) 24. and Article 8 of the Commissions Rules and Procedures, the Commission is afforded the opportunity to review and comment on City projects or activities affecting landmarks or districts, or areas, properties, structures, sites or objects eligible for designation as landmarks or districts.

The Public Works Agency will present a final concept plan for improvements at Larimer Park, located in the Ridge Historic District.

[Larimer Park Concept Plan](#)

- B. **October Newsletter**

Staff will provide an update on the upcoming October newsletter and next steps.

6. ADJOURNMENT

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



 LANDMARKS
ILLINOIS

THE RELEVANCY PROJECT

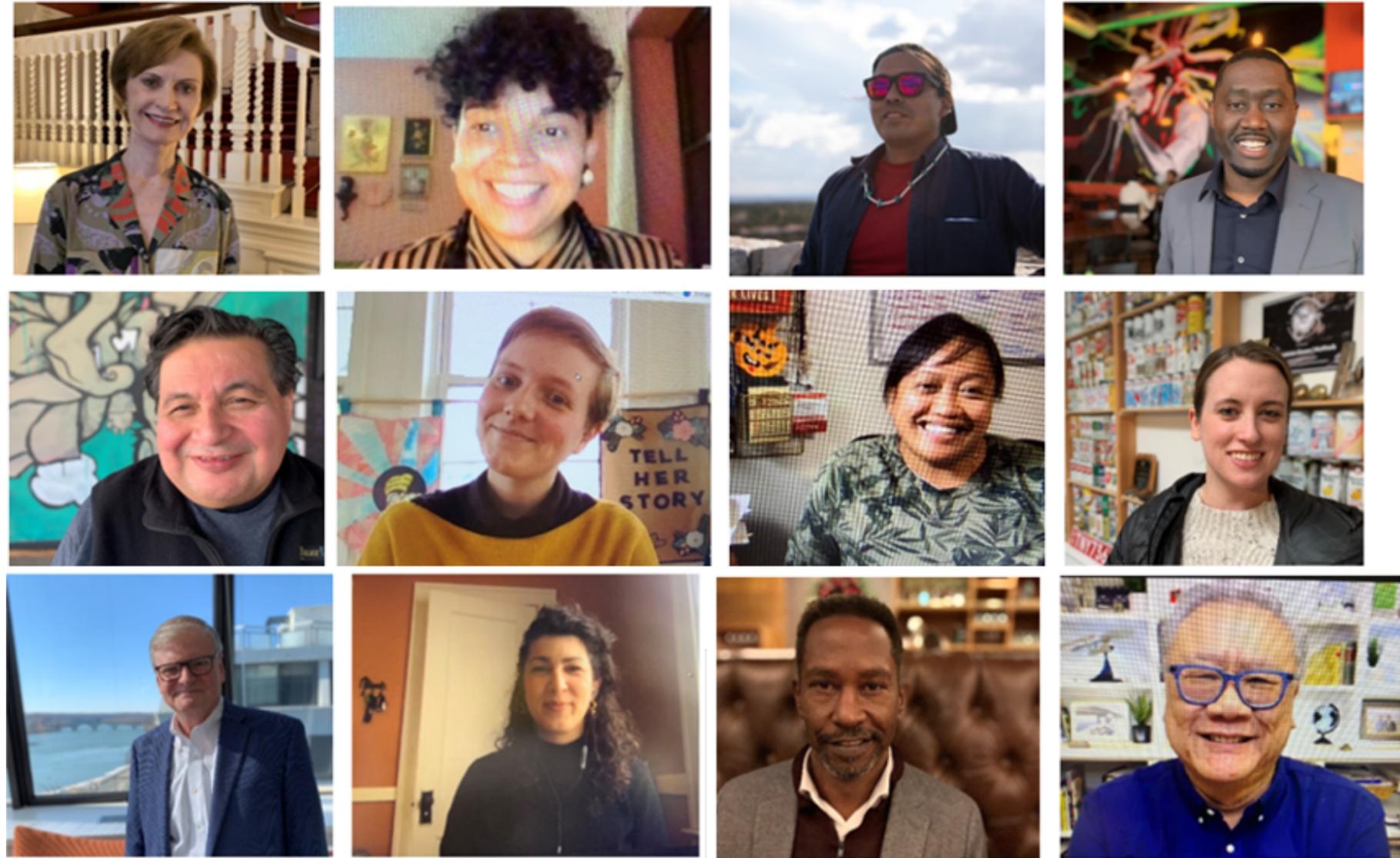
City of Evanston Preservation Commission, October 10, 2023



Harley Clarke Mansion, Evanston, IL, 2018 Public hearing, photo from Landmarks Illinois

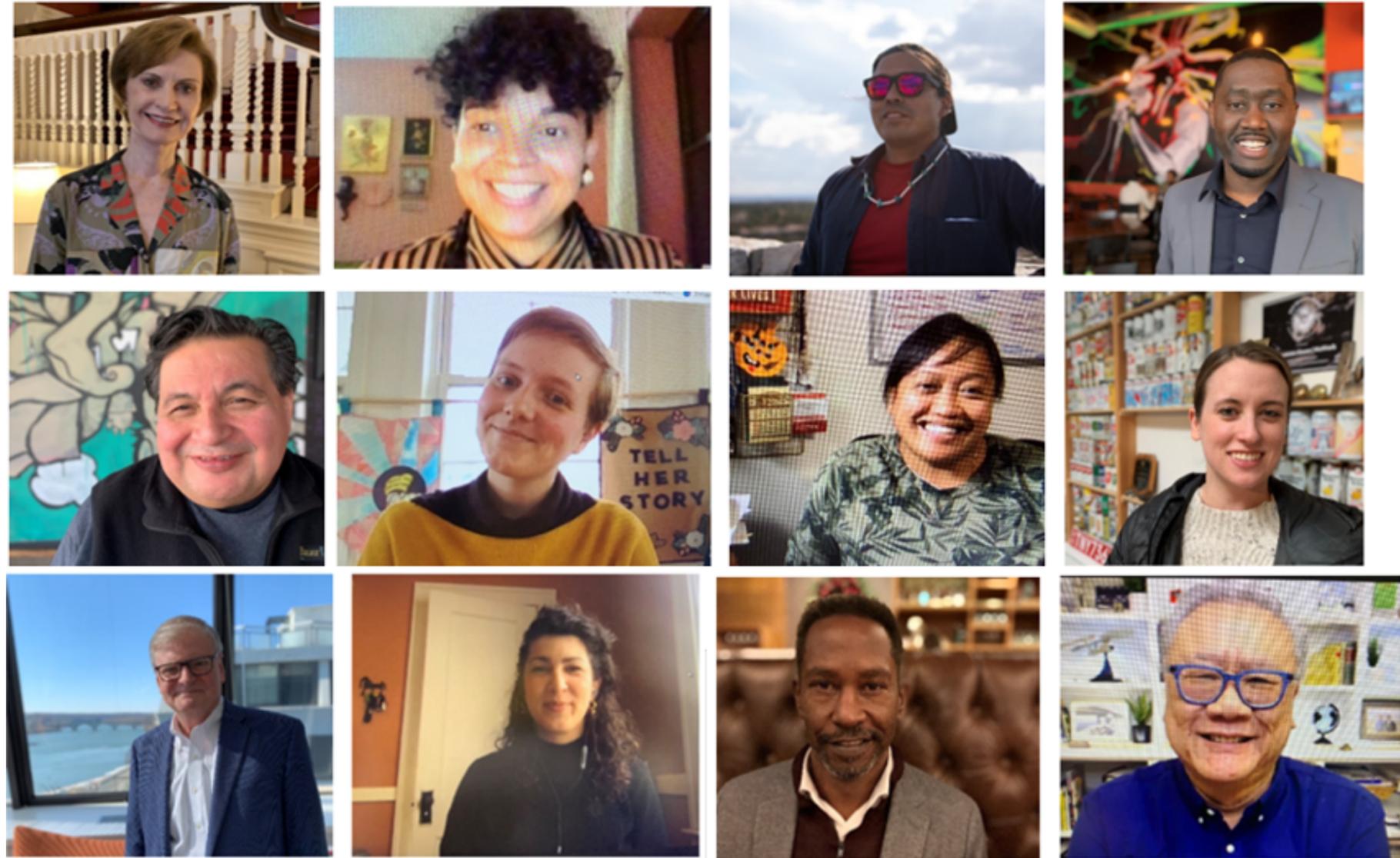
**Preservation needs to matter more
to more people.**

The Relevancy Project



From top to bottom, left to right: Peg Breen; Zulmilena Then; Angelo Baca; Bryan Lee, Jr.; Eddie Torrez; Sarah Marsom; Michelle Magalong; Kate Kearney; Paul Edmondson; Alissa Shelton; Brent Leggs; Darryl Young.

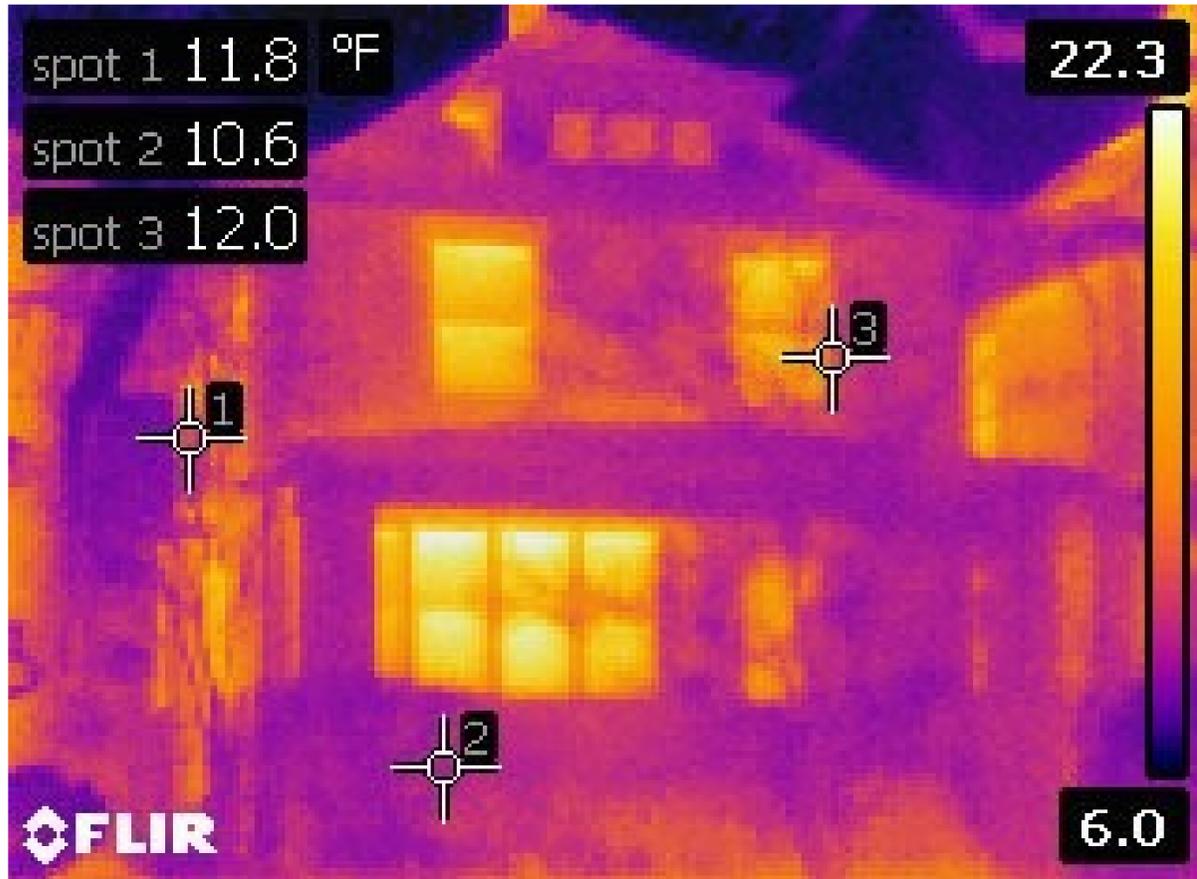
The Relevancy Project



From top to bottom, left to right: Peg Breen; Zulmilena Then; Angelo Baca; Bryan Lee, Jr.; Eddie Torrez; Sarah Marsom; Michelle Magalong; Kate Kearney; Paul Edmondson; Alissa Shelton; Brent Leggs; Darryl Young.

Preservation's Opportunity Areas - Blog Post Topics:

- Make people the focus of preservation, not material
- Build a movement that is just, equitable, accessible and that fosters inclusion, welcoming and belonging
- Help preserve and create more affordable housing
- Fight climate change through preservation
- Connect preservation to health and wellness
- Create more preservation jobs
- Tell better stories
- Practice values-based fundraising with an abundance mindset



Thermal imaging data generated during a residential energy audit in Chicago, IL. Photo courtesy of Doug Farr, Farr Associates.



Solar panels on the roof of a Los Angeles, CA home. Photo by Downtowngal, January 21, 2021, CC BY-SA 4.0. Photo unchanged.



Arco de La Vallita, Chicago, IL, site visit July 2022, photo from Landmarks Illinois



Sheldon Peck Homestead, Lombard, IL, photo from Jean Follett



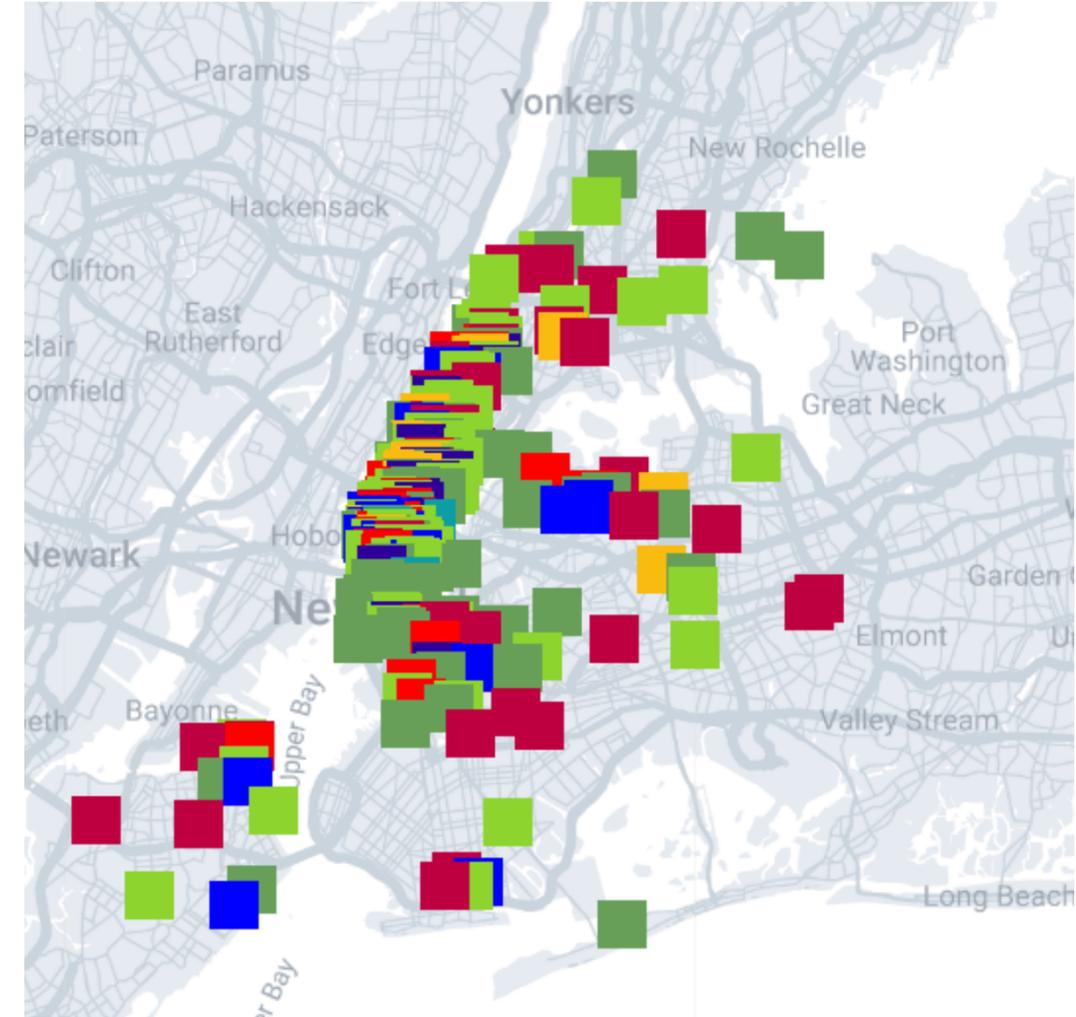
Maywood Senior Living, Maywood, IL, photo provided by Celadon Partners



Tiger Senior Apartments, Paris, IL, photo by J.L. Jordan Photography



Henry Gerber House, Chicago, IL, photo from National Park Service



NYC LGBT Historic Sites Project,
<https://www.nyclgbtsites.org/>



<https://englishlive.ef.com/>

*The Relevancy Guidebook:
Resources to Build a Relevant
Historic Preservation Movement*

Question & Answer

Skyline Council of Landmarks Illinois Heart Bomb
at Harley Clarke Mansion, Evanston, IL,
February 2019, photo by Lewis Purdy.



Contact Information

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Landmarks Illinois
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Cell: (312) 515-1545

Blog posts:
[www.landmarks.org/resources/
preservation-news/](http://www.landmarks.org/resources/preservation-news/)

Social Media

LinkedIn: bonnie-mcdonald-3962046/
Instagram: @landmarksillinois
@skyline_council
@bmcdonald75
Twitter: @landmarksill
@skyline_council
@LIPresident
Facebook: Landmarks Illinois



MEETING MINUTES

PRESERVATION COMMISSION

Tuesday, September 12, 2023
7:00 P.M.

Members Present: Aleca Sullivan, Carl Klein, Sarah M. Dreller, Jamie Morris, Stuart Cohen
Amanda Ziehm, Susan Reinhold, Joshua Bowes-Carlson

Members Absent: John Jacobs, Beth Bodan

Staff Present: Cade W. Sterling

Presiding Member: Sarah M. Dreller, Chair

Minutes Taken by: Cade W. Sterling

CALL TO ORDER / DECLARATION OF A QUORUM

- The meeting was called to order with a quorum of eight members being present.

OLD BUSINESS

A. **1404 Judson Ave - Landmark - LHD - 23PRES-0098**

Errol Kirsch, applicant and architect, submits for a Certificate of Appropriateness to alter the homes north elevation fenestration, construct a single-story addition and covered basement entryway at the rear volume of the homes north elevation. The applicant further requests the following Major Zoning Variations to expand a non-conforming structure as it relates to bulk (Code Section 6-6-5-2): a rear-yard setback of 3.75' where 30' is required and the existing legally non-conforming condition is 2.75' (Code Section 6-8-2-8 (A) 4); and building lot coverage of 33.25% where 30% is the maximum permitted and 31% is the existing legally non-conforming condition (Code Section 6-8-2-7). The Preservation Commission is the determining body for the Certificate of Appropriateness (Code Section 2-8-8). The Preservation Commission may, at its discretion, make a recommendation to the Land Use Commission, the determining body for the proposed zoning relief (Code Section 2-19-4 (E)).

- Mr. Kirsch presented revised plans that he believed addressed the Commissions concerns as presented at the June 13 meeting. The changes were endorsed by the State Historic Preservation Office, and reduced the impact to the north

elevation through a simplified composition and single volume rather than the previous three disparate masses. The proposed composition also allowed for an original window to be maintained.

- Mr. Kirsch further clarified additional changes to both the proposed egress window, as well as modification to the retaining wall necessary for the basement ADU access stair.
- Mr. Kirsch presented additional testimony in regards to the proposed zoning relief, noting his belief that the addition was positioned intentionally within the required rear-yard setback in order to meet the preservation standards and minimize the adverse impact to the structure. Additionally, the basement ADU can not be reduced in size, nor can the office addition be relocated elsewhere within the structure due to the need for a workshop space for woodworking in the basement, and an inability for rooms in the rest of the home to provide the privacy necessary for the applicants work as an attorney.
- Ms. Harper, property owner, presented additional information about her work as an attorney for the State of Illinois, the sensitive nature of her work and the cases she presides over, and the need for a separate and private space.
- Ms. Harper further explained the need for the variation and inability to locate the office elsewhere due to her ongoing work to restore aspects of the home on her own including windows in the basement, and the need for her to have roomers in order to supply the income necessary to afford the home as a single-income household.
- Mr. Kirsch asked the Commission to make a recommendation on the proposed variation, believing it was in the interest of historic conservation.
- Commissioners asked Mr. Kirsch if he had further considered relocating the basement access to the ADU at the rear of the home, eliminating the covered entry that was visible from the street.
- Mr. Kirsch responded that this was not possible, and presented the existing image from the street as well as the proposed renderings noting that the vegetation that exists blocks the addition from view for the majority of the rear and that it was already a half-story and at the rear volume of the north elevation, reducing its prominence. This was intentional.
- Neighboring property owners within the notification boundary provided public comment.
 - Ann Trompeter, 1422 Judson Avenue, provided testimony against the proposal. Ms. Trompeter noted incompatibility of the proposed volume attached to the side of the home, further noting that nothing like what is being proposed exists on other Myron Hunt designs throughout Evanston.
 - Dan Hartnett, 1412 Judson, provided testimony against the proposal. He noted the character defining nature of the homes horizontality, and its design approaching the Prairie Style in its vocabulary. The home is designed by a significant and underrated architect, and it has been minimally altered, or not altered at all since its design left Mr. Hunts drafting table. This should mean something. Mr. Hartnett noted that construction standard 12 was not met as the addition being proposed does not preserve the character of the north elevation. Mr. Hartnett acknowledged the difficulty in the idea that someone should not be able use and change their property as they see fit. However, the answer is simple, that when each owner took title of a property registered as a

- landmark, or within a historic district, they made a commitment to their neighbors, to the City, and to the residents of the City to be good stewards and protect these resources for the future to enjoy.
- Nancy Liskar, 1400 Judson Avenue, provided testimony against the proposal noting the proposed use and work was antithetical to their interests, and that they had significant concern with construction impacting the integrity of the double house as well as the proposed use for a woodworking and lead paint stripping operation in the basement. Finally, the proposed construction of the ADU, both precluded them from ever proposing something similar, and that it would devalue their home, and that the home was large and had 5 bedrooms that could be used and be made private for an office. None of the other 30+ Myron Hunt homes in Evanston have been depredated in the way that's proposed at 1404 Judson.
 - Bruce Styler, 1400 Judson, provided testimony against the proposal, worrying about the effects of the construction, as well as the value of his home. A potential solution to all of this is clear, an office could be rented elsewhere.
 - Amanda Hartnett, 1412 Judson, provided testimony against the proposal. The State does not require their employees to build additions to their homes to do their jobs. There are many alternatives, too many alternatives that would meet the owners needs while retaining the integrity of this significant structure.
- Mr. Kirsch addressed the concerns, noting the intention to position the addition in a way that created subordination to the original home, and that the property values would not be diminished, as is almost never the case, and that there are strict controls and procedures to be followed to ensure the construction does not negatively impact and of the proximate structures.
 - Commissioners deliberated and were split on whether the revised proposal addressed their previous concerns, with some noting it was an improvement and likely the minimum required to meet the standards, and others questioning its necessity, and ability to meet associated standards for height as a half-story which appears visually incompatible with the home and its surrounding design vocabularies.
 - Commissioner Morris noted that although the squat nature of the addition is uncomfortable, it is successful in extenuating additional horizontality, a noted character defining feature of the home. Believes it is the minimum necessary to meet the standards and is improved from its original composition.
 - Additional Commissioners noted that they believed the proposed use/needs and the associated physical composition to meet those needs was not done in a manner representing the minimal alteration necessary, and that the proposed mass depredated the north elevations integrity. (Alteration 1, as well as Construction 12).
 - Commissioners noted that the composition before the Commission today is exactly what they asked him to explore previously, and that created a difficult situation.
 - Mr. Sterling noted that providing technical assistance to applicants in an effort to meet standards of concern is done with the best intentions, but the Commission has to react to what is proposed, and may come to different conclusions after seeing those concepts physically represented.

- Commissioners asked staff if they were required to make a motion on the proposed zoning relief, and if they could make a negative recommendation.
- Mr. Sterling noted that they were not obligated to make a motion on the zoning relief that was proposed, and if desired, they could make a negative recommendation, but should specify why the proposal not only did not meet the associated standards for making recommendations but was directly contrary to them.
- Mr. Sterling recommended making separate motions on the COA and the zoning recommendation, and that further, they could take a separate vote on the rear-yard setback and the lot coverage variations if necessary. Mr. Sterling recommended a roll-call vote be taken due to the contention.
- The Commission deliberated the proposed zoning relief finding that the requested variations from the zoning ordinance were not materially related to, nor being sought in the interest of historic conservation or as to not adversely affect the integrity of the Landmark structure where otherwise zoning compliant alternatives either do not exist, or would otherwise be detrimental to the homes integrity.
- Alternative locations for the proposed use in existing interior spaces that would not necessitate variations were further deliberated, including additional bedrooms, the attic, in a space created if the ADU were reduced in size, and the proposed woodworking space.
- Seeing no further deliberation, Chair Dreler asked if there was a motion on the proposal. With no motion being made, Chair Dreler made a motion to issue a Certificate of Appropriateness for the proposal. This was seconded by Commissioner Reinhold and was adopted 5-3 with Commissioners Ziehm, Klein, and Bowes-Carlson dissenting based on Standards for Alteration 1, and Construction 1, and 6.
- A subsequent motion to recommend denial of the proposed zoning relief was made by Commissioner Klein, seconded by Commissioner Cohen, and carried unanimously, 8-0.

NEW BUSINESS

A. 1041 Ridge Court - Ridge Historic District - 23PRES-0161

Mark Demsky, architect and applicant on behalf of the homeowner, submits for a Certificate of Appropriateness to alter the homes west elevation fenestration, replacing existing jalousie windows, construct a bracketed gable overhang at the homes west entryway, and construct single and two-story additions to the homes northeast volume. The applicant further requests the following Major Zoning Variations: a rear yard setback of 6' where 30' is required; and building lot coverage of 34.5% where 30% is the maximum permitted. The Preservation Commission is the determining body for the Certificate of Appropriateness (Code Section 2-8-8). The Preservation Commission may, at its discretion, make a recommendation to the Land Use Commission, the determining body for the proposed zoning relief (Code Section 2-19-4 (E)).

Applicable Standards: Alteration [1-10]; Construction [1-8, and 10-15]; and Code Section 6-15-11-5 [A, B, and C]

- The applicant provided an overview of the proposal which focused on a

desire to expand the home to meet the needs of a growing family, as well as to respect the homes existing character. They believe the proposal is compatible with the homes existing design vocabulary, retains the homes character defining aspects, and creates interior functionality.

- In order to accomplish these goals, the homeowner wished to pursue major zoning variations that would enable to desired aesthetic outcomes, while also allowing them to meet many of the required preservation standards, many of which in this instance conflicted with the zoning requirements.
- The applicant further explained the material choices, continuation of the roof plane, extension of the chimney, and new portico as sympathetic elements that were done with intention to both respect the home, and the quality of neighboring homes.
- The applicant presented zoning compliant alternatives, or a variation that is incentivized by the zoning ordinance by building additions vertically atop existing ground floor footprints. They believe these alternatives would not only denigrate the home, but would denigrate the integrity of setting for the surrounding homes. If this were the only option made available by zoning, they would forego the project completely.
- The applicant requests that the Commission recommend their zoning relief be approved.
- Chair Dreier asked if the roof plane was extended in the same plane or if it were stepped back slightly. The applicant stated it would be in the same plane, and the horizontal line between the existing roof peak and the start of the new portion was just a rendering error.
- Commissioners deliberated and acknowledged the success of the proposal while further applauding the use of materials, and clear effort made to retain the homes horizontal quality and form, allowing it to continue to communicate as a ranch style, particularly from the Ridge Court frontage. The addition being proposed is sympathetic.
- Commissioners further acknowledged the difficulty the homeowner was placed in to meet both the preservation and zoning requirements, and believed that in this instance, the preservation standards should take precedence. The Commission was in favor of supporting the proposed zoning relief.
- A motion to issue the Certificate of Appropriateness as presented was made by Commissioner Bowes-Carlson and Seconded by Commissioner Cohen and carried 8-0.
- A separate motion to recommend approval of the proposed zoning relief was made by Commissioner Morris, seconded by Commissioner Cohen and carried 8-0.

The Commission sat in recess for 5 minutes.

B. **1231 Maple Avenue - Ridge Historic District - 23PRES-0159**

Jeanie Petrick, architect and applicant on behalf of the homeowner, submits for a Certificate of Appropriateness to demolish the homes entry portico, and construct an open, roofed front porch at the homes primary street facing elevation. The Preservation Commission is the determining body for this case in accordance with Code Section 2-8-8.

Applicable Standards: Demolition [1-5]; Alteration [1-10]; and, Construction [1-8 and 10-14]

- The applicant, presented an overview of the proposal including the desire to replace the non-original portico with a full front-porch that existed on the home originally and was removed sometime in the 1940s.
- Commissioners asked the applicant if there were similar detailing on proximate homes in the neighborhood?
- The applicant indicated there were, and provided context photos of the neighborhood to show similar material and detailing on porches constructed at the turn of the century. These included the paneled detail in the small gable above the stairs. The gable was introduced to eliminate the need for gutters, and to shed water away from the walkway and stairs.
- The applicant described the intent to replace the existing lap siding in the front gable with a shingle. This detail exists on the south elevation intersecting gable and they would like to return this to the west, primary elevation gable as well.
- Commissioners asked the applicant about the proposed ionic capitals in the drawings and if they were drawn as they would be constructed. As drawn, they are completely unique and not classically accurate.
- The applicant stated that it was just a drafting choice to reflect an idea, but the actual capitals would be pre-fabricated and classically correct.
- Commissioners asked the applicant if they had considered a fiberglass or composite column rather than a wood column. It looks exactly the same, but would last much longer. There was concern that the columns and capital as drawn, and without cap flashing, would be susceptible to rot.
- The homeowner indicated that use of wood was important to them.
- Commissioners asked about the proposed roofing material for the porch as it was not indicated on the drawings.
- The applicant stated they would be asphalt shingles to match the existing roof
- Jeff Hickey, owner of 1227 Maple, provided testimony in favor of the proposal, noting the importance of front porches to creation of a sense of community and providing opportunities for interaction between neighbors.
- Seeing no deliberation, Commissioner Ziehm made a motion to issue a Certificate of Appropriateness for the proposal as presented. This was seconded by Commissioner Cohen, and carried 8-0.

C. **1734 Asbury Avenue - Landmark - RHD - 23PRES-0160**

Charles Neuhaus, Hanson Roofing, contractor and applicant on behalf of the

homeowner, submits for a Certificate of Appropriateness to remove the homes existing slate tile roof and install an asphalt shingle roof in its place. The Preservation Commission is the determining body for this case in accordance with Code Section 2-8-8.

Applicable Standards: Alteration [1-10]

- The applicant provided a brief overview of the proposed scope of work, to remove the original, and heavily deteriorated slate tiles with an asphalt shingle. The homeowner has explored replacement in slate, as well as various composite materials that mimic the appearance of slate, but they are cost prohibitive. Approximately 80-100k more than replacement in slate.
- Commissioners asked the applicant to describe what portions of the roof scheduled for replacement were visible from the public way.
- The applicant described maybe 60% of the roof being visible, but also acknowledged that the roof was a low slope hipped form that was not as prominent as other slate roofs on landmark homes. Additionally, portions of the slate roof have been replaced previously (prior to binding review) with a grand manor asphalt shingle
- Commissioners asked the applicant to present the alternative asphalt shingles they had considered. The applicant presented both the grand manor shingle and the slate line shingle. The grand manor is a thicker shingle and mimics portions of the roof previously replaced.
- The applicant also provided a tile from the roof to compare dimension and edge thickness.
- Commissioners asked if the copper detailing, gutters, and valleys would be replaced in kind.
- The applicant stated they would be replaced in copper, and also stated that the asphalt shingles could be removed in the future and a slate roof re-installed. The alteration was technically and easily reversible.
- Commissioners asked about the exposure of the existing tile and whether it was graduated. The applicant stated it was.
- Commissioners deliberated about the difficulty of the proposal, noting the term replacement in kind, "when feasible", and asking staff about how to understand this term.
- Mr. Sterling stated that the term was subjective and could be applied and understood differently by individual Commissioners. It could be construed to mean financial feasibility, or more of a binary, is it possible or not to replace the material in kind.
- Commissioners asked about choosing between the two asphalt shingle types, and if they agreed asphalt was appropriate, why would they choose one over the other when one was more expensive. Hard to agree to the change in appearance from slate to asphalt and then nitpick the exact appearance of the slate.
- Mr. Sterling stated that the Ordinance and standards for alteration require the Commission to find a material that is most compatible in design, and other visual qualities, and if one of the two shingles accomplished that to

a higher degree than the other, then that is what the standards would dictate as being more compatible.

- Commissioners agreed that due to the roof being less prominent than on other styles of homes, and the difficulty before the homeowner to finance replacement in-kind, it was not feasible, and selected the Grand Manor asphalt shingle as a compatible alternative that reduced the adverse impact to the homes integrity.
- Commissioner Cohen made a motion to issue a Certificate of Appropriateness for the proposal with the use of the Grand Manor asphalt shingle. Second by Commissioner Sullivan and carried 8-0.

APPROVAL OF MEETING MINUTES

A. Minutes of July 11, 2023

- The minutes were approved as presented with no revisions.

DISCUSSION (NO VOTE WILL BE TAKEN)

A. Disaster Recovery and Debris Management Plan

General discussion on historic preservation considerations within the City's current disaster recovery and debris management plan.

- Mr. Sterling provided a brief overview of the City's draft plan to address primarily an EF-4 Tornado event. The plan includes a chapter on how to handle historic resources and areas more appropriately to enable their reconstruction through extensive documentation. This is an opportunity for 1-2 members of the Commission to read this section, provide comment, and supplement it so that it meets best practice standards.
- Commissioner Cohen volunteered.

B. Upcoming October Historic Preservation Newsletter

General discussion on columns or topics for inclusion and solicitation of interest by Commissioners to write content.

- Mr. Sterling provided an update on the quarterly newsletter, shared potential ideas for regular columns, and reviewed the timeline for commissioners to submit draft narratives for inclusion in the next October newsletter.
- Commissioner Bowes-Carlson volunteered to write something for October in addition to what staff and the Chair were planning to prepare.

ADJOURNMENT

The Preservation Commission will hold its next regularly scheduled meeting on October 10, 2023 at 2100 Ridge Avenue in Room 2800.

Larimer Park

Concept Design Existing Conditions

10.10.2023



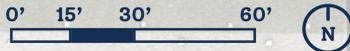
Larimer Park

Concept Design

Site Plan

10.10.2023

- LEGEND**
- Limit of Work
 - Fence (Proposed)
 - Backstop (Proposed)
 - Nature Play (Proposed)
 - Play Equipment (Proposed)
 - Water Fountain (Relocate Existing)
 - Park Light (Proposed)
 - Park Signage (Proposed)
 - Bike Racks (Proposed)
 - Wave Bench (Proposed)
 - Bench (Proposed)
 - Deciduous Tree (Existing)
 - Deciduous Tree (Proposed)
 - Ornamental Tree (Proposed)
 - Groundcover Planting (Proposed)
 - Lawn (Proposed)
 - ADA Warning Strip (Proposed)
 - Concrete Plaza (Proposed)
 - Concrete Walks (Proposed)
 - Basketball Court (Resurface Existing)
 - Rubberized Surface (Proposed)
 - Engineered Wood Fiber (Proposed)
 - Pavilion w/ Seating (Renovate Existing)



Larimer Park

Concept Design
Material Selection &
Inspiration Imagery

10.10.2023

Benches



Picnic Tables



Trash & Waste Receptacles



Drinking Fountain

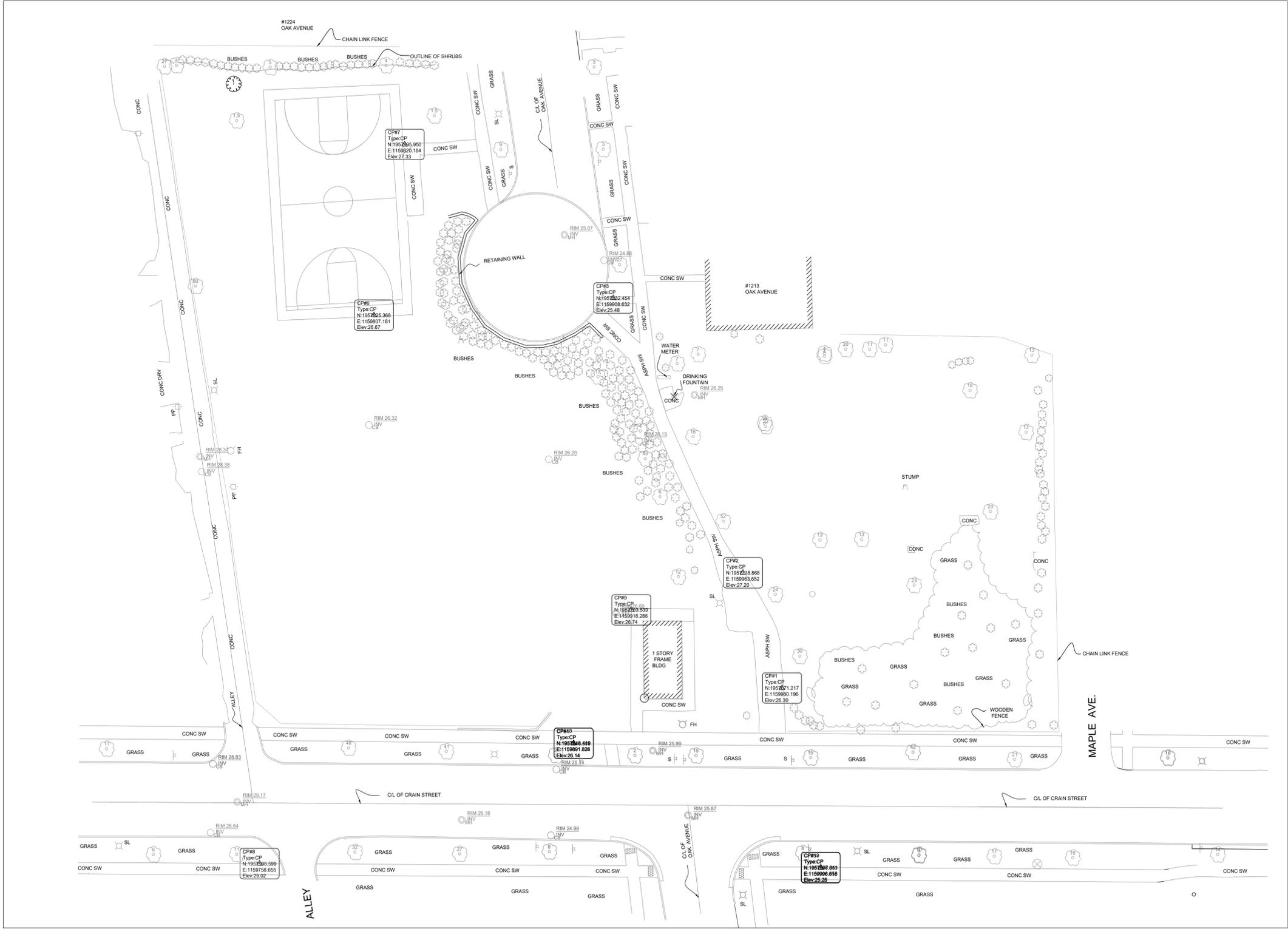


Bike Racks



Light Fixture





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: 1051 Crain Street	FOR STAFF USE ONLY Application Number:
2) Owner's Name: City of Evanston	Address: 2100 Ridge Avenue
City: Evanston State: IL Zip: 60201	Phone: 847-448-8043 Email/Fax:
3) Architect's Name: MKSK	Address: 3057 N. Rockwell St
City: Chicago State: IL Zip: 60618	Phone: 847-910-1406 Email/Fax:
4) Contractor's Name: TBD	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	
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.

Renovating park, playground and picnic shelter. Concept design presented is based on three public engagements conducted with the local community.

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 type="checkbox"/> Residential <input checked="" type="checkbox"/> Other: Park	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Demolition	<input checked="" type="checkbox"/> Partial <input type="checkbox"/> Total	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Alteration <input type="checkbox"/> Restoration <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Landscaping	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Side <input 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 type="checkbox"/> Windows <input type="checkbox"/> Storm Windows <input 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 type="checkbox"/> New <input checked="" type="checkbox"/> Re-roof	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fence / Gate: <input type="checkbox"/> New <input checked="" type="checkbox"/> Replacement	<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input checked="" type="checkbox"/> Rear	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Siding: <input type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Front <input 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 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Façades/Front Porch & Rear Porch Material	<input type="checkbox"/>	<input type="checkbox"/>	Flashing Material	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fences
<input type="checkbox"/>	<input type="checkbox"/>	Wood Frame	<input type="checkbox"/>	<input type="checkbox"/>	Copper	<input type="checkbox"/>	<input type="checkbox"/>	Wood
<input type="checkbox"/>	<input type="checkbox"/>	Stone	<input type="checkbox"/>	<input type="checkbox"/>	Sheet Metal	<input type="checkbox"/>	<input type="checkbox"/>	Wrought Iron
<input type="checkbox"/>	<input type="checkbox"/>	Brick	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Aluminum
<input type="checkbox"/>	<input type="checkbox"/>	Stucco				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>metal panel</u>
<input type="checkbox"/>	<input type="checkbox"/>	Synthetic Stucco			Fascias, Soffits, Rakeboards, Trim			Height: <u>4' and 6'</u>
<input type="checkbox"/>	<input type="checkbox"/>	Wood Siding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wood			Length: <u>TBD</u>
<input type="checkbox"/>	<input type="checkbox"/>	Aluminum Siding	<input type="checkbox"/>	<input type="checkbox"/>	Metal			Terraces, Patios, Decks
<input type="checkbox"/>	<input type="checkbox"/>	Vinyl Siding	<input type="checkbox"/>	<input type="checkbox"/>	Synthetic Material, Type: _____	<input type="checkbox"/>	<input type="checkbox"/>	Wood
<input type="checkbox"/>	<input type="checkbox"/>	Shingle, Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Stone
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Brick Pavers
		Roofing Material			Door Material	<input type="checkbox"/>	<input type="checkbox"/>	Concrete Pavers
<input type="checkbox"/>	<input type="checkbox"/>	Wood Shingles	<input type="checkbox"/>	<input type="checkbox"/>	Wood	<input type="checkbox"/>	<input type="checkbox"/>	Poured Concrete
<input type="checkbox"/>	<input type="checkbox"/>	Wood Shakes	<input type="checkbox"/>	<input type="checkbox"/>	Metal	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Slate	<input type="checkbox"/>	<input type="checkbox"/>	Clad			Driveway Material
<input type="checkbox"/>	<input type="checkbox"/>	Clay Tile	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Asphalt
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Asphalt Shingles	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Poured Concrete
<input type="checkbox"/>	<input type="checkbox"/>	Metal Sheet	<input type="checkbox"/>	<input type="checkbox"/>	Window Type	<input type="checkbox"/>	<input type="checkbox"/>	Brick Pavers
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Double Hung	<input type="checkbox"/>	<input type="checkbox"/>	Concrete Pavers
		Chimney Material	<input type="checkbox"/>	<input type="checkbox"/>	Casement	<input type="checkbox"/>	<input type="checkbox"/>	Crushed Stone
<input type="checkbox"/>	<input type="checkbox"/>	Brick	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Stone			Window Material			Add Other Materials/Alterations Not Listed Here (Explain and Attach Information As Needed):
<input type="checkbox"/>	<input type="checkbox"/>	Stucco	<input type="checkbox"/>	<input type="checkbox"/>	Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Gutters/Downspouts	<input type="checkbox"/>	<input type="checkbox"/>	Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copper	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Aluminum			Muntins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Galvanized Sheet	<input type="checkbox"/>	<input type="checkbox"/>	Not existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	True divided lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Applicant's Signature: <u>Stefanie Levine</u>						Date: 09/15/2023		
Print Name: Stefanie Levine								
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].								

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)**

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).

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).

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).

4) Applicant's Signature: _____
Print Name:

Date:

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.).

Adopted October 19, 2004/Updated March 30, 2021

Page 4 of 4

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

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