



**AGENDA**  
**Preservation Commission**  
**Tuesday, November 14, 2023**  
**Lorraine H. Morton Civic Center, Council Chambers, 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 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. NEW BUSINESS**

**A. 23PRES-0208 - 1021 Forest Avenue - Landmark - LHD 4 - 42**

Shumaker Design Associates, architect and applicant on behalf of the homeowner, requests a Certificate of Appropriateness to alter an existing single-story three car detached garage, constructing a second-story addition atop the existing ground floor footprint for use as an accessory dwelling unit, and constructing a new two-story addition to the structures north volume. The Preservation Commission is the determining body for the Certificate of Appropriateness per Code Section 2-8-8.

[1021 Forest Staff Report](#)  
[1021 Forest COA Application](#)

**B. 23PRES-0193 - 927 Ridge Avenue - Ridge Historic District 43 - 52**

Tom Lemberis, contractor and applicant on behalf of the homeowner, requests a Certificate of Appropriateness to alter the structures roofing material, replacing original slate tiles with asphalt shingles.

The Preservation Commission is the determining body per Code Section 2-8-8.

[927 Ridge STAFF REPORT](#)  
[927 Ridge COA Application](#)

#### 4. APPROVAL OF MEETING MINUTES

- A. **Minutes of October 10** 53 - 55  
[20231010 HPC Minutes - DRAFT](#)

#### 5. STAFF REPORTS

- A. **October Newsletter Engagement Summary** 56 - 59

Staff will provide data related to distribution of the October newsletter, the number of recipients, total opens, and number of unique clicks by content area.

[October Newsletter Analytics](#)

#### 6. DISCUSSION (NO VOTE WILL BE TAKEN)

- A. **Preservation Ordinance Overview**

Staff will provide an overview of the Preservation Ordinance with a focus on what types of projects come before the Commission, what powers and duties the Commission has that fall outside of design review, procedure if members feel the Ordinance is not being followed, procedure for making changes to the ordinance or to make recommendations for amendments to the City Code, and aspects of the ordinance that deviate from best practice or nationwide innovative trends and approaches to preservation. Examples include demolition delay and demolition by neglect procedures, conservation districts, and registration and celebration of culturally significant resources that may lack architectural integrity.

*The slides for the presentation will be made available at the time of the meeting on November 14 and subsequently posted on the Commissions website.*

- B. **Nomination period for 2024 Officers and 2024 Annual Housekeeping Items** 60

Nominations for 2024 officers, including Chair, Vice-Chair, and Secretary will be open through December with a vote on new officers held at the regularly scheduled January meeting.

[Nomination of Officers+Housekeeping Items](#)

## 7. 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](mailto: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](mailto: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, City Planner  
Subject: 1021 Forest Avenue – Landmark – LHD – 23PRES-0208  
Date: November 7, 2023

## Public Notice

Shumaker Design Associates, architect and applicant on behalf of the homeowner, requests a Certificate of Appropriateness to alter an existing single-story three car detached garage, constructing a second-story addition atop the existing ground floor footprint for use as an accessory dwelling unit, and constructing a new two-story addition to the structures north volume. The Preservation Commission is the determining body for the Certificate of Appropriateness per Code Section 2-8-8.

**Applicable Standards:** Alteration [1-10]; Construction [1-8; and, 10-15]

Construction Period:  
1910

Style:  
Craftsman with Colonial and Tudor Revival influences

Architect of Record:  
Hill and Woltersdorf

Condition:  
Good

Integrity:  
Good

Status:  
Landmark Designated (1978) under criterion A9 (listed in the Illinois 1972 statewide architecture survey), and A5 (significance of architect).

Setting:

Located in the central portion of the Lakeshore Historic District on the east side of Forest Avenue between Greenleaf Street to the north and Lee Street to the south, 1021 Forest Avenue is a two-and-one-half story Craftsman styled home constructed in 1910. The properties on the block retain excellent integrity and collectively provide good integrity of setting. Properties were constructed between the early 1890s and 1910s and represent an amalgam of late Victorian, Arts and Crafts, and early revival styles including Colonial Revival, Classical Revival, Queen Anne, Stick, Shingle, Prairie, Romanesque Revival, and Craftsman. The block contains eight individual Landmarks, and commissions by many influential architects and architecture firms including Tallmadge and Watson, Harvey Page, Stephen Jennings, Hallberg and Sturm, Spencer and Powers, and Edward Benson.

Significance:

A broad range of elements has been assembled and arranged on a basic gabled-box armature by an important Chicago architectural partnership. These include urns, downspout collector boxes, door surrounds, relief sculpture, and half timbering. The home further contains a wraparound front porch with round classical columns and solid brick corner piers, as well as prominent cornice returns decorated with foliate ornament. The resulting composition is representative of Hill and Woltersdorf's bold and progressive work.

Henry W. Hill (1852-1924) and his partner Arthur F. Woltersdorf (1870-1948) maintained an office in Chicago, Illinois. Hill was born in Germany and educated in Hamburg. He emigrated to the United States in 1872 and was a partner in the firm of Bauer & Hill until 1894. Woltersdorf was born in Chicago and worked briefly as a draftsman with the esteemed Chicago firm of Burnham & Root before moving to Boston to enroll at the Massachusetts Institute of Technology. Both architects formed a partnership in Chicago in 1894 and practiced successfully until Hill retired and returned to Germany in 1914. Woltersdorf continued to practice in Chicago. The firm was pervasive throughout Chicago and the region, including works in Canada. Their most notable commission is likely the Chicago Landmark Tree Studio Building annex on Ohio Street in River North. The firm practiced a unique design vocabulary that combined traditions and approaches of Europe and Germany particularly with uniquely American architecture movements of the time including the Arts and Crafts and Prairie design philosophies.

The accessory garage proposed to be altered and added to is listed as contributing, and was constructed in 1923. The garage was altered previously, with a large addition completed in 2005 after approval of a Zoning Variation. The homes rear addition and addition to the existing garage was reviewed and approved by the Commission in 2005, and subsequently approved by the Zoning Board of Appeals.

Zoning

The Zoning Analysis is non-compliant and the applicant has submitted separately for minor zoning relief for the following: impervious surface ratio above the maximum permitted and existing legally non-conforming condition; building lot coverage above the maximum permitted and legally non-conforming condition; and an east and south rear-yard setback less than the minimum required but aligning with the existing ground floor condition. Unlike prior requests before the Commission that involved Major Variations, the Commission may review, but it not empowered to make a recommendation on, proposals for minor zoning

relief. This is an area where the City Code contradicts itself, with Code Section 6-15-11-5 saying that applications for Minor Zoning Variations shall be referred to the Commission, while the Commissions own enabling legislation, Ordinance 29-O-18, does not empower the Commission to make such a recommendation, reserving that power solely for Major Variation requests. Prior determinations by the Law Department have given the Preservation Ordinance precedent in this matter, and as such, the Zoning Administrator is the determining body for this request.

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**

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.

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](mailto: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].

<b>1) Property Address:</b> 1021 Forest Avenue	<b>FOR STAFF USE ONLY</b> <b>Application Number:</b>
<b>2) Owner's Name:</b> Andrew and Kristi Naidech	<b>Address:</b> 1021 Forest Avenue
City: Evanston      State: IL      Zip: 60201	Phone: 312.833.1931      Email/Fax: knaidech@gmail.com
<b>3) Architect's Name:</b> Shumaker Design Associates, Garry Schumaker, RA AIA NCARB	<b>Address:</b> 705 Washington Street
City: Evanston      State: IL      Zip: 60202	Phone: 847.864.0959      Email/Fax: garry@shumakerdesignassociates.com
<b>4) Contractor's Name:</b>	<b>Address:</b>
City:      State:      Zip:      Phone:      Email/Fax:	
<b>5) Landmark:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    * Refer to the Supplemental Information for guidance on page (i) (fifth page below).	
<b>6) Within Local Historic District:</b> <input checked="" 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	
<b>7) Refer to the completed Zoning Analysis and check as applicable if project requires:</b>	
<input type="checkbox"/> Major Zoning Variance; <input checked="" type="checkbox"/> Minor Zoning Variance; <input type="checkbox"/> Fence Variance → <b>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.</b>	
<b>Check if your project requires:</b> <input type="checkbox"/> Special Use <input type="checkbox"/> Planned Development → <b>Refer to Supplemental Information on page (i) below.</b>	

## 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.

We propose to add a detached accessory dwelling unit on top of the existing garage with an addition that includes a stair and separate entry for the unit. The existing 3 car garage will remain. A minor variation will be required to allow the two second story walls that are currently over the setback. Also, the existing property is already over the lot coverage and impermeable surface area. We will seek the minor variation for those issues separately. The new roof over the garage and addition will replicate the existing upper roof of the house. Also, all the exterior materials and trim details of the original house will be duplicated.

### 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 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 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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Roof: <input checked="" type="checkbox"/> New <input type="checkbox"/> Re-roof	<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Side <input checked="" type="checkbox"/> Rear	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fence / Gate: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Siding: <input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear Material:	<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 checked="" type="checkbox"/> Air Conditioning Unit	<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement	<input type="checkbox"/> Yes <input checked="" 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"/>	<b>Façades/Front Porch &amp; Rear Porch Material</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Flashing Material</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wood Frame	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copper	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stone	<input type="checkbox"/>	<input type="checkbox"/>	Sheet Metal	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Brick	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Stucco	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Synthetic Stucco	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Fascias, Soffits, Rakeboards, Trim</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wood Siding	<input type="checkbox"/>	<input type="checkbox"/>	Wood	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Aluminum Siding	<input type="checkbox"/>	<input type="checkbox"/>	Metal	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Vinyl Siding	<input type="checkbox"/>	<input type="checkbox"/>	Synthetic Material, Type: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Shingle, Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>stucco</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Roofing Material</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Door Material</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wood Shingles	<input type="checkbox"/>	<input type="checkbox"/>	Wood	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wood Shakes	<input type="checkbox"/>	<input type="checkbox"/>	Metal	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Slate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Clad	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Clay Tile	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Asphalt Shingles	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Metal Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Window Type</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Double Hung	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Chimney Material</b>	<input type="checkbox"/>	<input type="checkbox"/>	Casement	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Brick	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Stone	<input type="checkbox"/>	<input type="checkbox"/>	<b>Window Material</b>	<input type="checkbox"/>	<input type="checkbox"/>
<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"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Aluminum	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Gutters/Downspouts</b>	<input type="checkbox"/>	<input type="checkbox"/>	Steel	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copper	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>wood clad</u>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Aluminum	<input type="checkbox"/>	<input type="checkbox"/>	<b>Muntins</b>	<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"/>	Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	True divided lights	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>
4) Applicant's Signature: <u>Garry Shumaker</u>						Date: 9/27/23	
Print Name: Garry Shumaker, RA, AIA, NCARB							
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).

**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).

<b>4) Applicant's Signature:</b> 	<b>Date:</b> 10/11/23
<b>Print Name:</b> Garry Shumaker, RA, AIA, NCARB	

**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.).



View From Street Looking Northeast



View From Backyard Looking Northwest

Naidech Residence Coach House 1021 Forest Ave

October 25, 2023

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View from Alley Looking Northeast



View From Alley Looking Southeast

**BUILDING LOT COVERAGE**

	EXISTING	PROPOSED
Principal Structure Footprint (excluding front porch)	2,410 SF	No Change
Roofed Front Porch (receives 50% credit)	177 SF	No Change
Detached Garage Footprint	640 SF	852 SF
Other Accessory Structures' Footprints	n/a	No Change
Other Roofed Areas	n/a	No Change
<b>TOTAL BUILDING LOT COVERAGE</b>	3,227 SF (existing non conforming)	3,435 SF (3,645 max for non conforming minor variation)

**BUILDING SETBACKS**

	EXISTING	PROPOSED
Front yard	25'-5"	No Change
Street side yard (if corner lot)		
Interior side yard (1) Garage	2'-1" (existing non conforming)	No Change
Interior side yard (2) Garage	25'-10"	No Change
Rear yard	1'-9" (existing non-conforming)	No Change



View From Backyard Looking Southeast

View From Backyard Looking North

**IMPERVIOUS SURFACE COVERAGE** (hard surfaced areas not under a roof: asphalt, concrete, decks, brick pavers, etc.)

	EXISTING	PROPOSED
Patios & Terraces (brickwork receives 20% credit)	181 SF	181 SF No Change
Sidewalks	699 SF	699 SF (No Change)
Driveways Garage Apron	51 SF	51 SF No Change
Decks	n/a	n/a
Stairs/Landings	122 SF	122 SF No Change
Other Impervious Areas		n/a
<b>SUB-TOTAL</b>	1,112 SF existing non-conforming	1,112 SF (No Change)
+ Building Lot Coverage	3,227 SF	3,435 SF
<b>TOTAL IMPERVIOUS SURFACE AREA</b>	4,339 SF (existing non conforming)	4,547 SF (5,467 SF max for non conforming minor variation)

**BUILDING HEIGHT**

	EXISTING	PROPOSED
Principal Structure – Peak Height	No Change	No Change
Principal Structure – Number of Stories	2-1/2	No Change
Detached Garage – Peak Height	13'-1"	24'-6-1/2"
Other Accessory Structures – Peak Height	n/a	n/a

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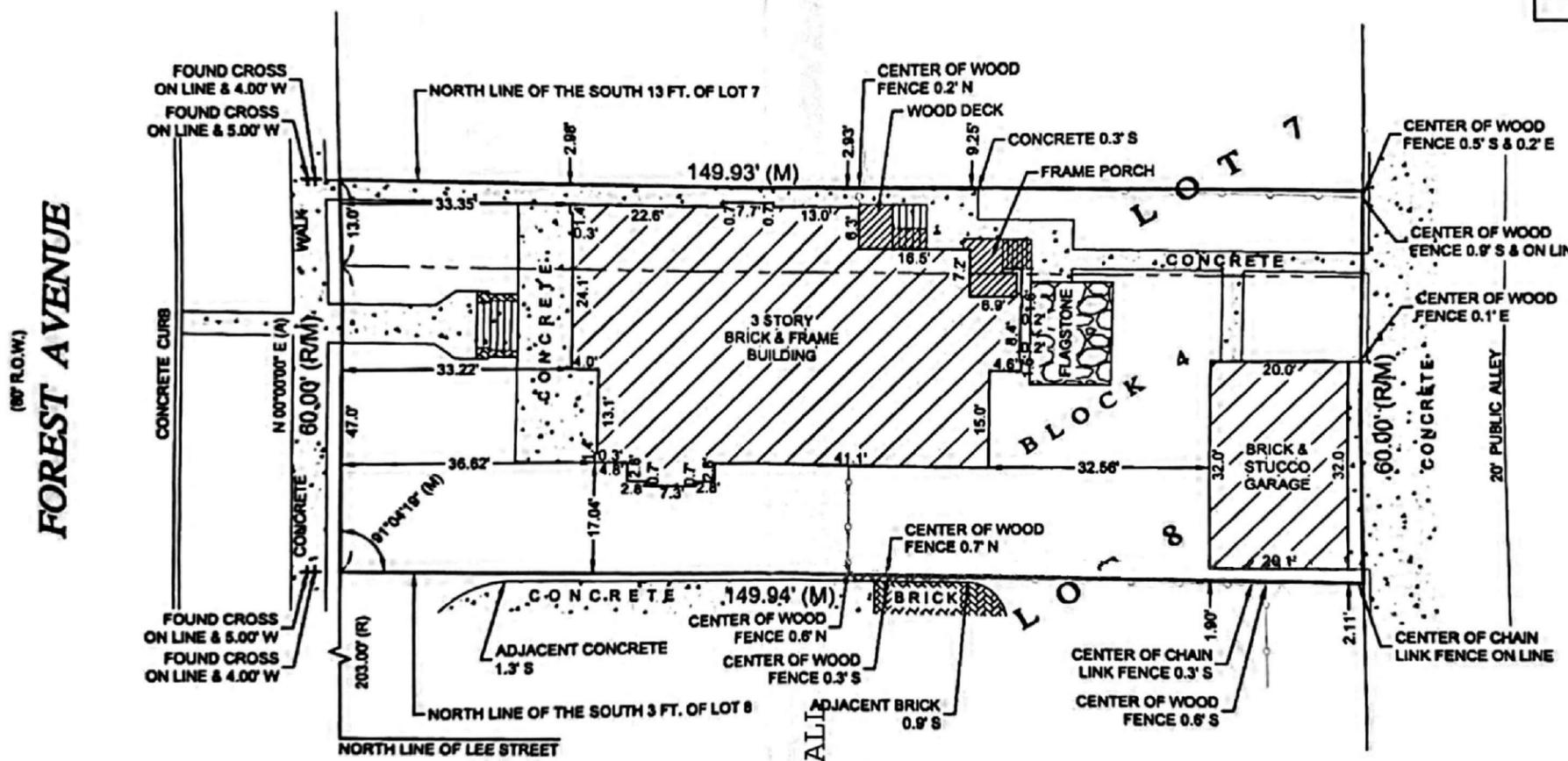
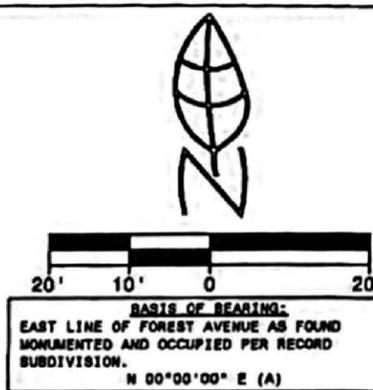
- LEGEND**
- ASSUMED NW = NORTHWEST
  - CALCULATED P.O.B. = POINT OF BEGINNING
  - CHORD P.O.C. = POINT OF COMMENCEMENT
  - CENTERLINE R = RECORD
  - DEED RAD = RADIUS
  - EAST R.O.W. = RIGHT OF WAY
  - F. = FOUND IRON PIPE S = SOUTH
  - R. = FOUND IRON ROD S.I.P. = SET IRON PIPE
  - FEET/FOOT S.I.R. = SET IRON ROD
  - JARC LENGTH SE = SOUTHEAST
  - MEASURED SW = SOUTHWEST
  - NORTH W = WEST
  - NORTHEAST
- CHAIN LINK FENCE
  - WOOD FENCE
  - METAL FENCE
  - VINYL FENCE
  - EASEMENT LINE
  - SETBACK LINE
  - INTERIOR LOT LINE

# PLAT OF SURVEY

OF

THE SOUTH THIRTEEN (13) FEET OF LOT SEVEN (7) AND LOT EIGHT (8) (EXCEPT THE SOUTH THREE (3) FEET THEREOF) IN BLOCK FOUR (4) IN WHITE'S ADDITION TO EVANSTON, IN SECTION NINETEEN (19), TOWNSHIP 41 NORTH, RANGE FOURTEEN (14), EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

AREA OF SURVEY:  
CONTAINING 8,994 SQ. FT. OR 0.20 ACRES MORE OR LESS



CITY DEPARTMENTAL APPROVAL	
Plan Review	Date 11/17/21
Zoning Review	Date
City Engineering	Date
Preservation	Date 11/17/21

Morris Engineering, Inc.  
515 Warrenville Road, Lisle, IL 60532  
Phone: (630) 271-0770  
FAX: (630) 271-0774  
WEBSITE: WWW.ECIVIL.COM

STATE OF ILLINOIS )  
COUNTY OF DUPAGE )  
I, THE UNDERSIGNED, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY, AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY.  
DATED, THIS 27TH DAY OF MARCH, A.D. 2019,  
AT LISLE, ILLINOIS.

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-3253  
LICENSE EXPIRATION DATE NOVEMBER 30, 2020  
ILLINOIS BUSINESS REGISTRATION NO. 184-001248



NOTE: SOME IMPROVEMENTS MAY NOT BE SHOWN HEREON DUE TO SHOW COVER AT TIME OF SURVEY.

NOTE:  
1. ALL TIES SHOWN ON THIS SURVEY ARE MEASURED TO THE BUILDING'S SIDING (BRICK, FRAME, STUCCO, METAL, ETC.) AND NOT TO THE FOUNDATION, UNLESS NOTED OTHERWISE.  
2. ROOF LINES AND OVERHANGS ARE TYPICALLY NOT SHOWN HEREON.  
3. COMPARE ALL DISTANCES AND POINTS IN FIELD AND REPORT ANY DISCREPANCIES TO SURVEYOR AT ONCE.  
4. NO DIMENSIONS SHALL BE ASSUMED BY SCALING.

ADDRESS COMMONLY KNOWN AS 1021 FOREST AVENUE  
EVANSTON, ILLINOIS

CLIENT LAW OFFICE OF MICHAEL SAMUELS

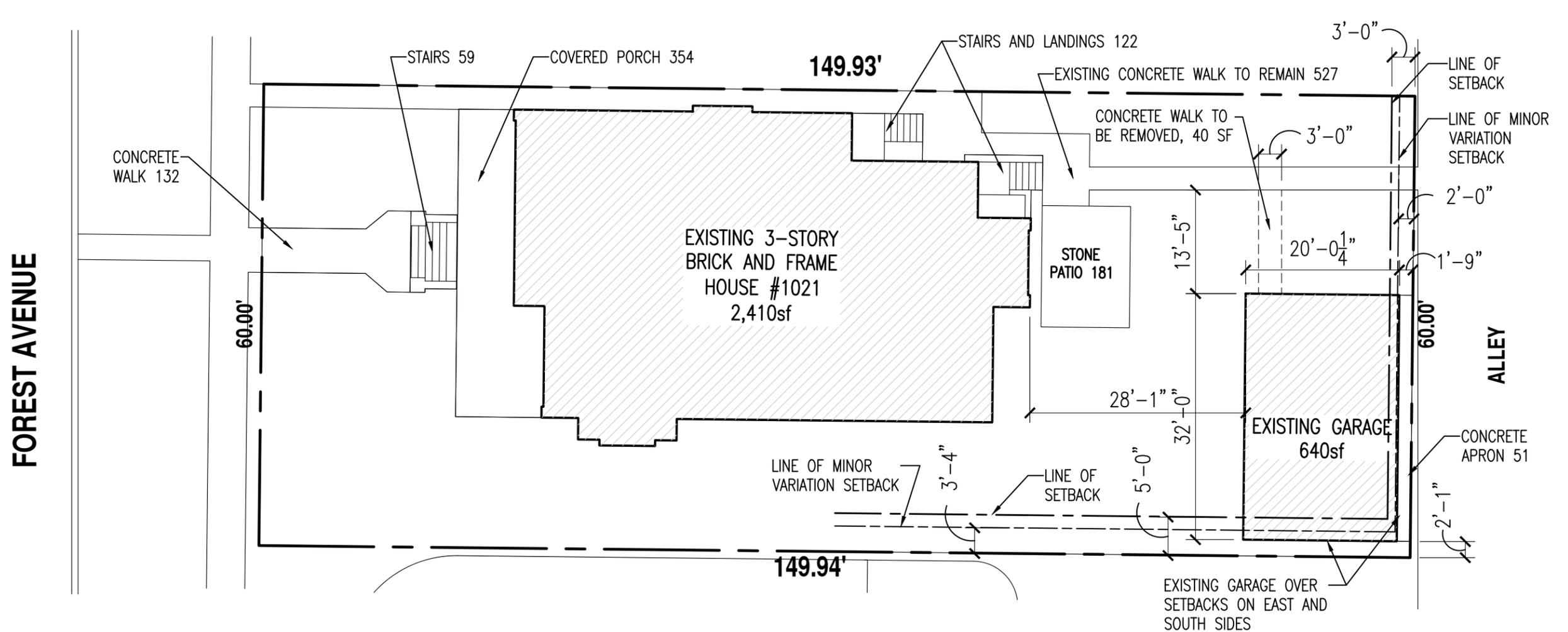
FIELDWORK DATE (CREW) 03/12/2019 (05/8V)  
DRAWN BY: RT REVISED: JOB NO. 19-03-0012

Existing Survey

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ASSOCIATES

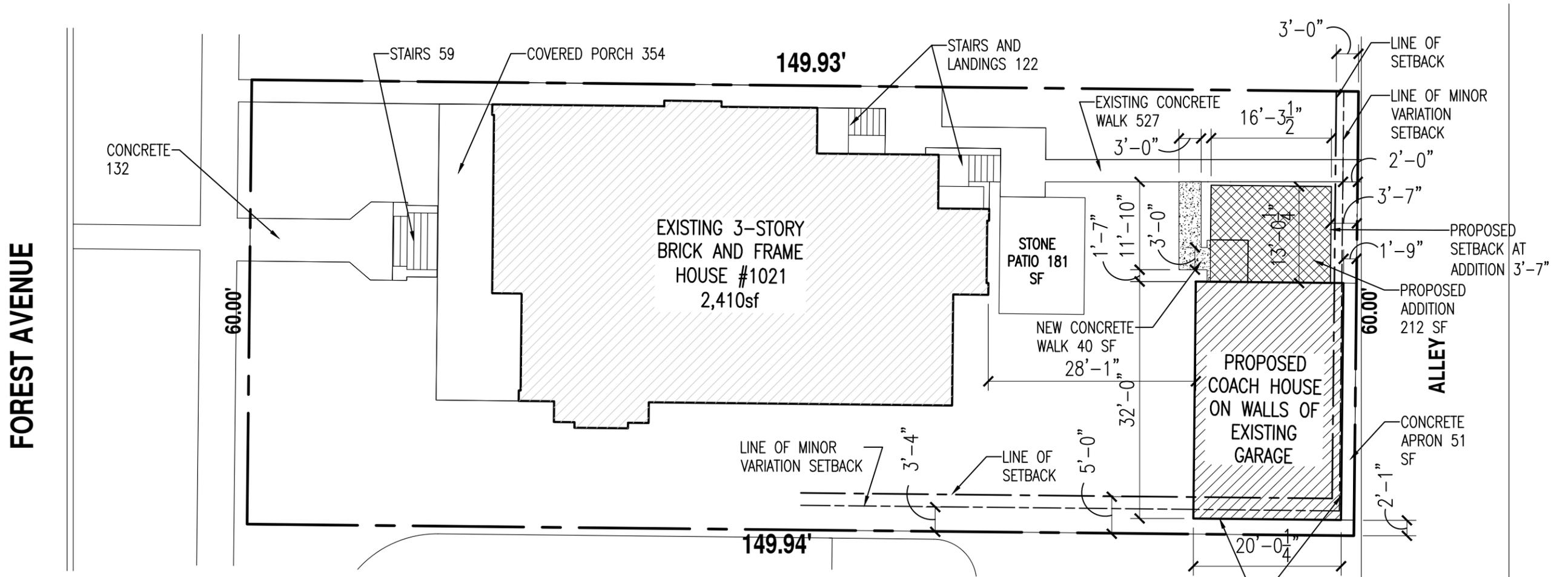
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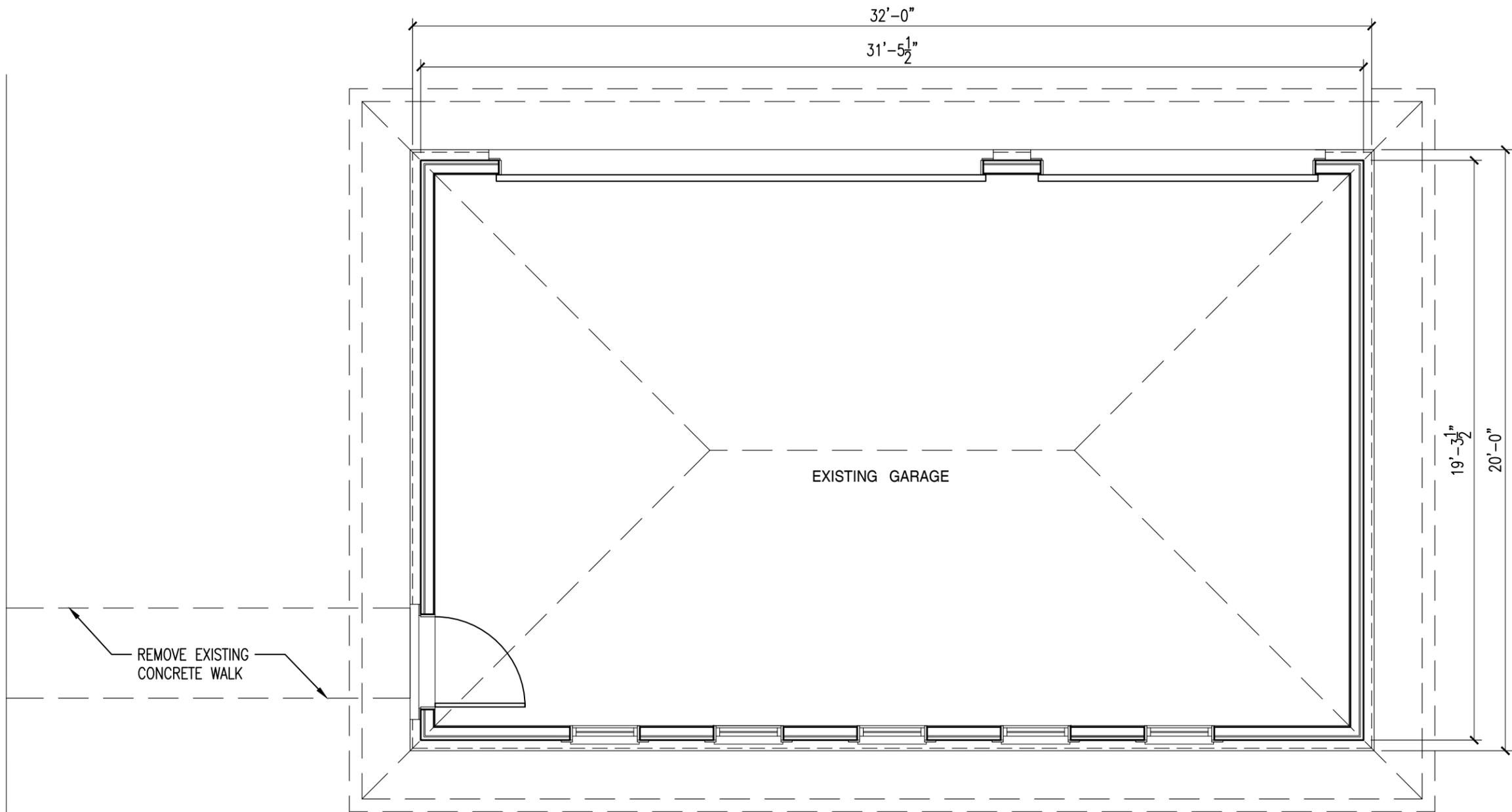
**1 Existing Site Plan**  
 SCALE: 1" = 15'-0"

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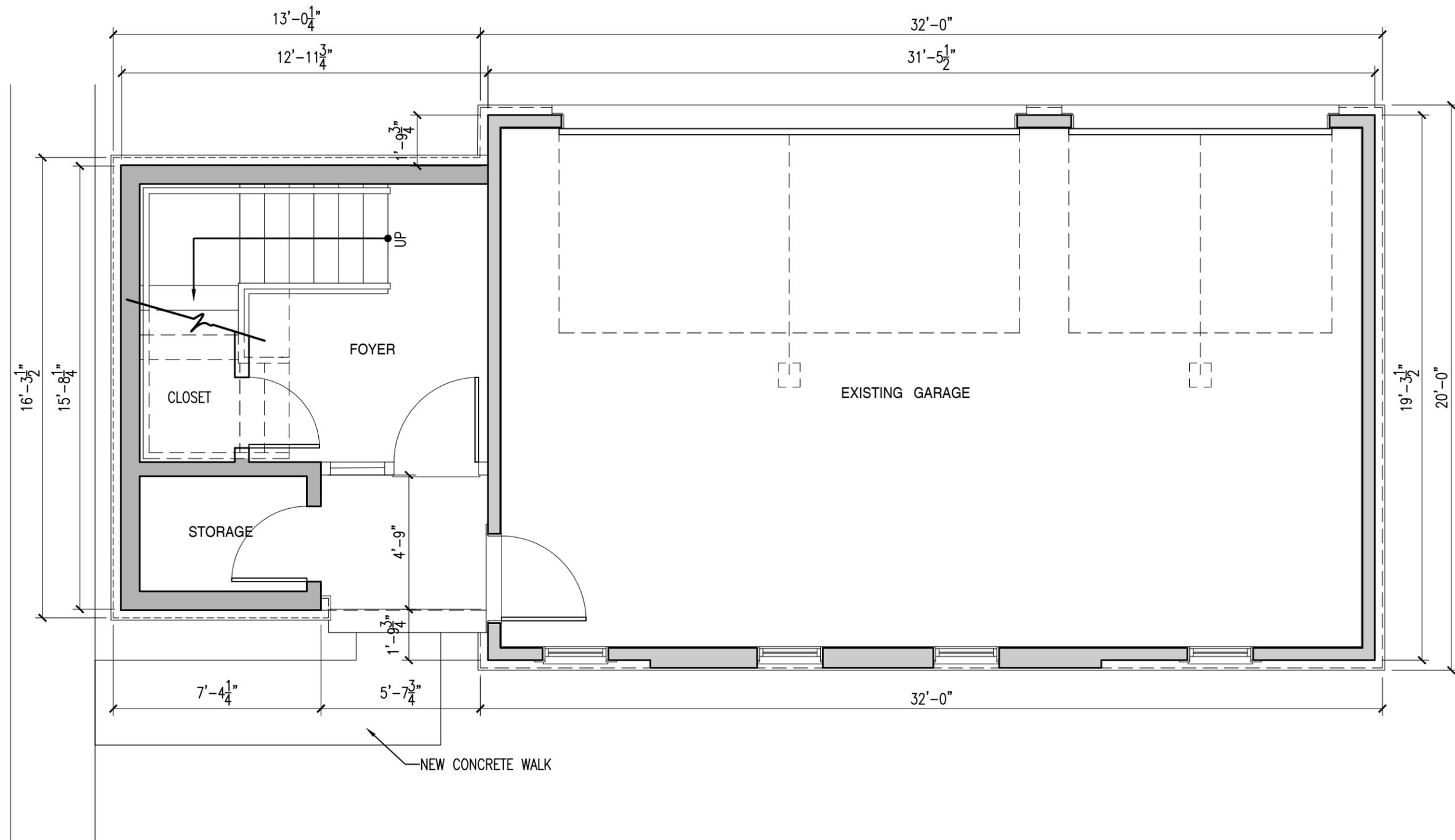
**1 Proposed Site Plan**  
 SCALE: 1" = 15'-0"

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**1 Existing First Floor Plan**  
 SCALE: 1/4" = 1'-0"

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# 1 Proposed First Floor Plan

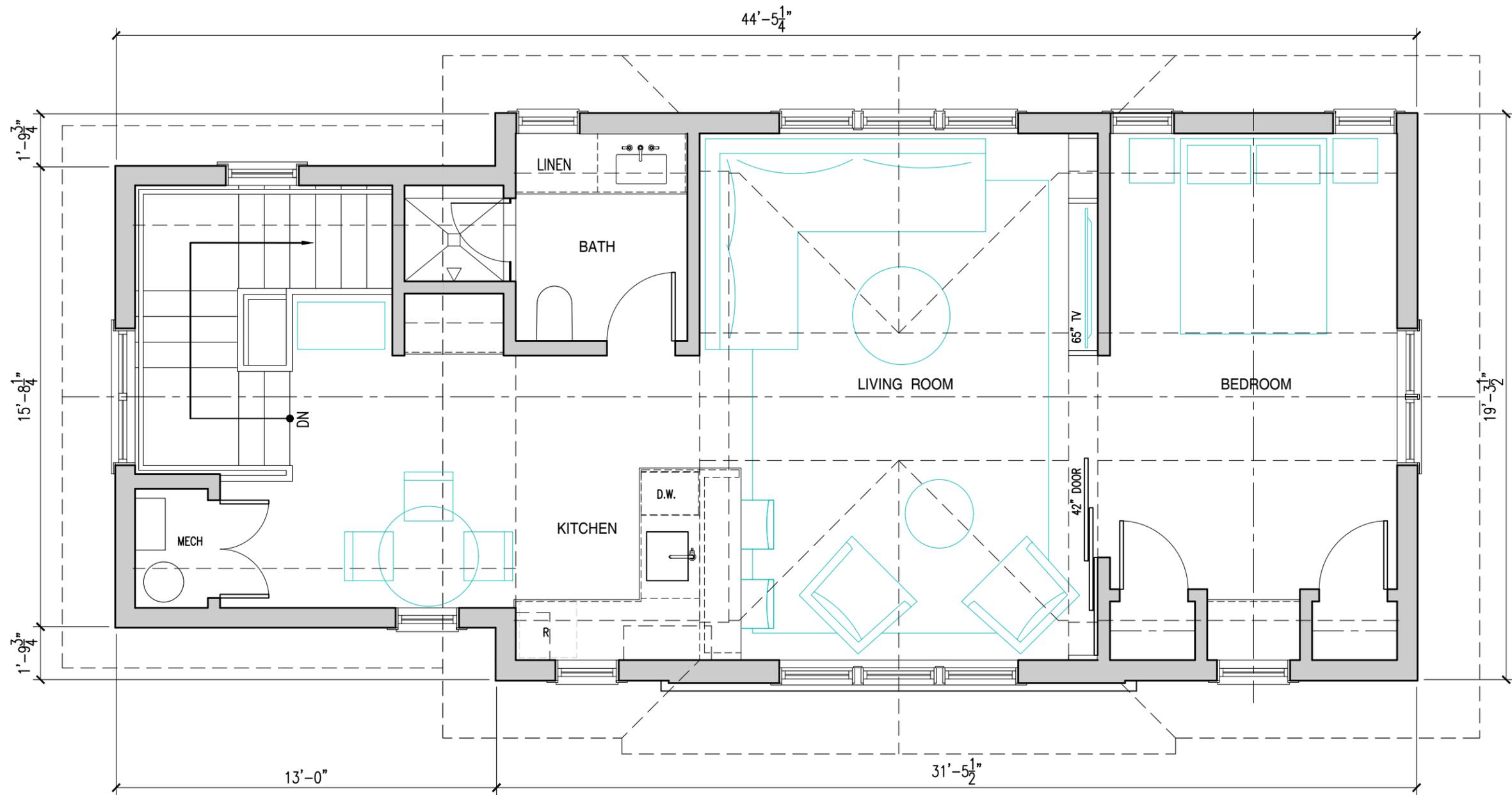
SCALE: 1/4" = 1'-0"

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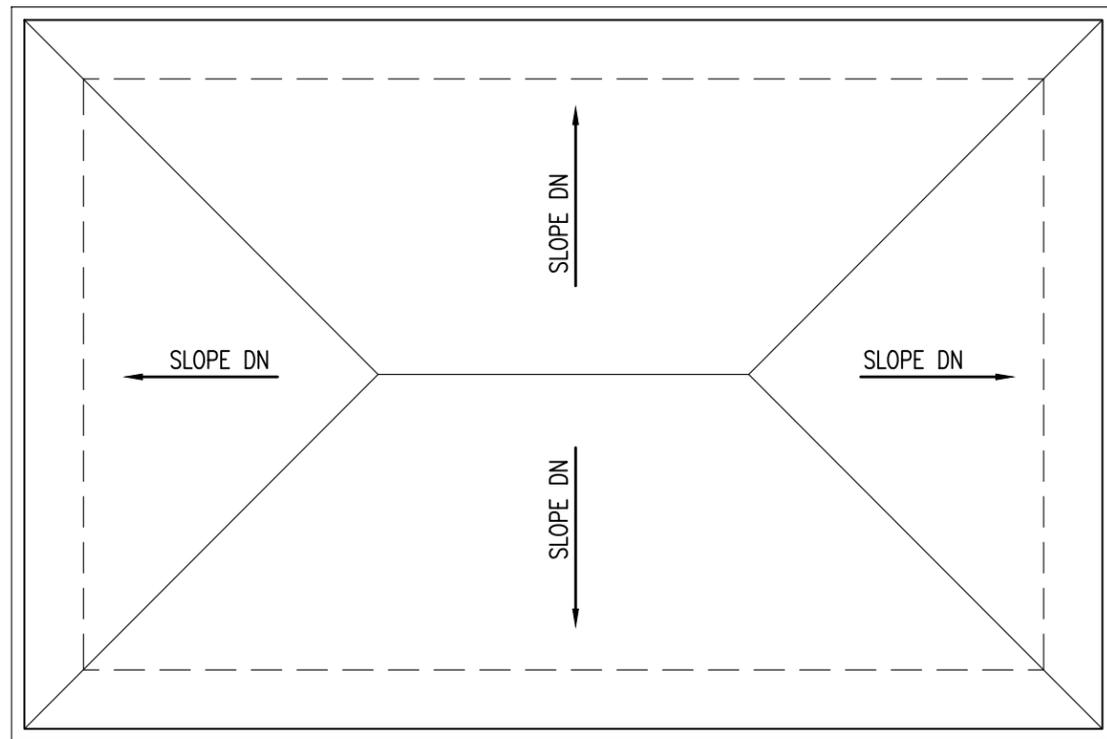
847.864.0595

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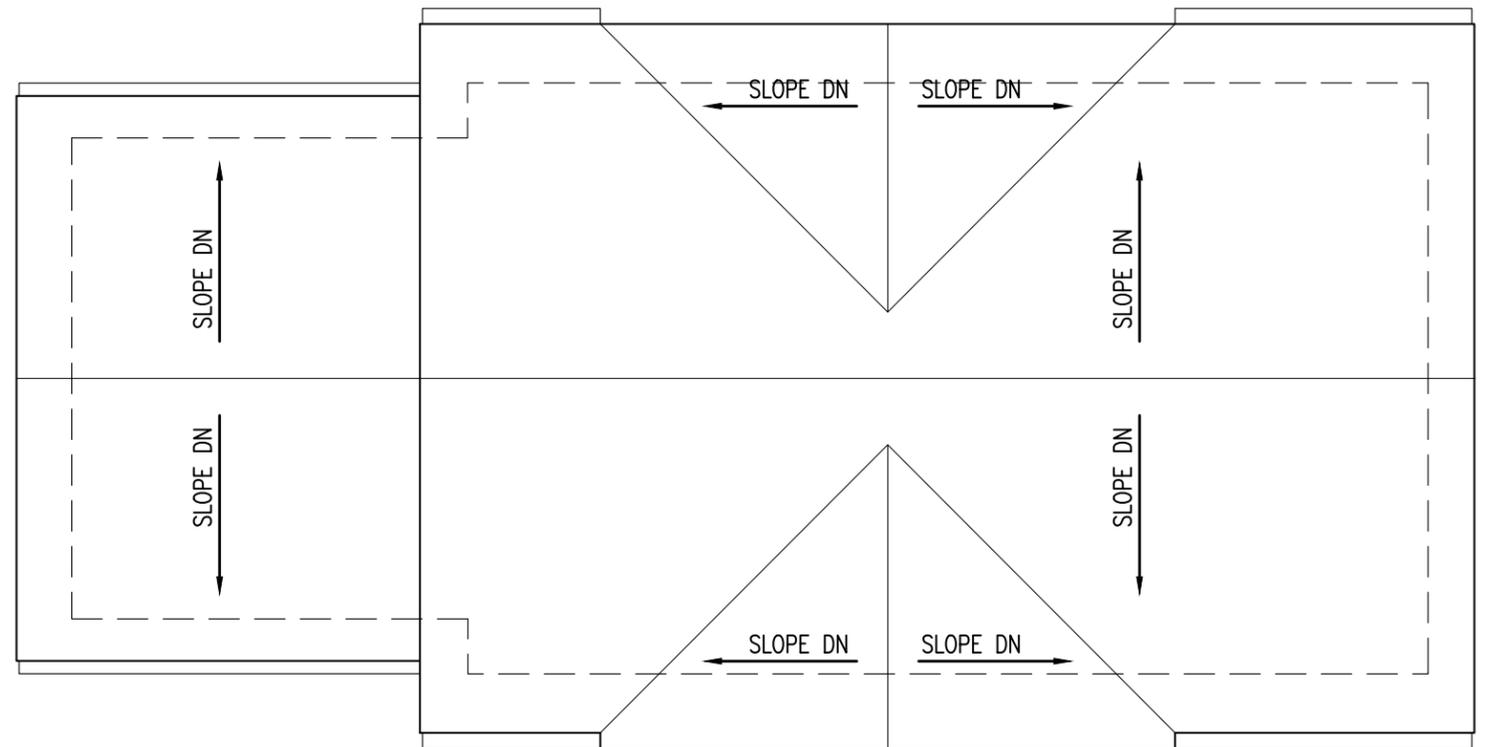


**1 Proposed Second Floor Plan**  
 SCALE: 1/4" = 1'-0"

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NORTH  **2** Existing Roof Plan  
SCALE: 3/16" = 1'-0"

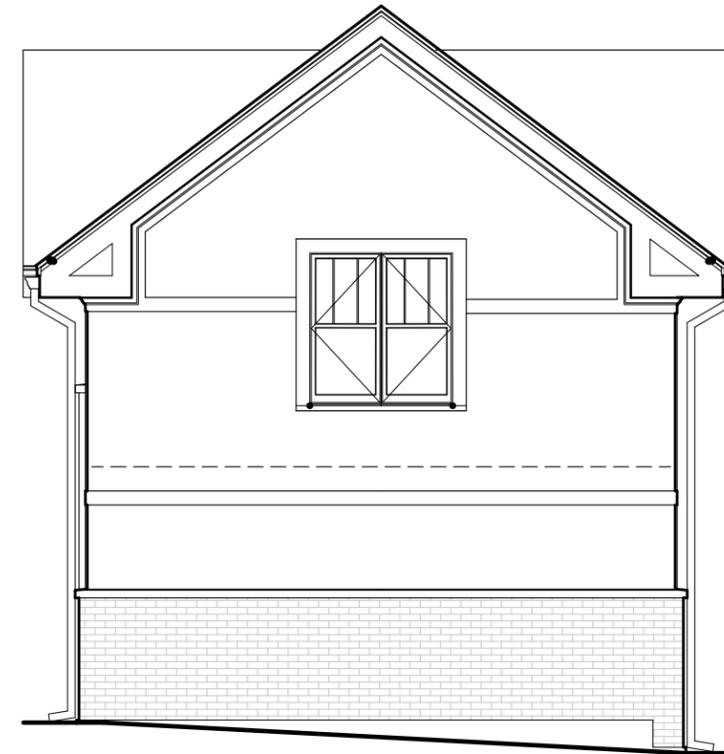


NORTH  **1** Proposed Roof Plan  
SCALE: 3/16" = 1'-0"

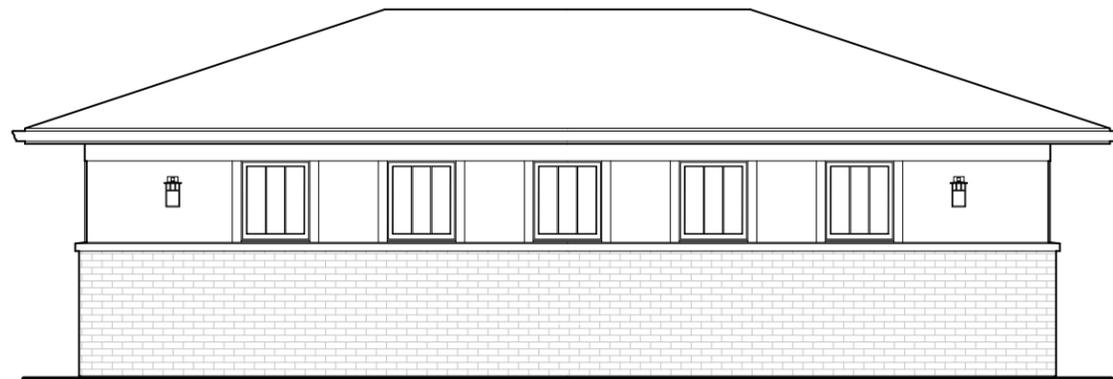
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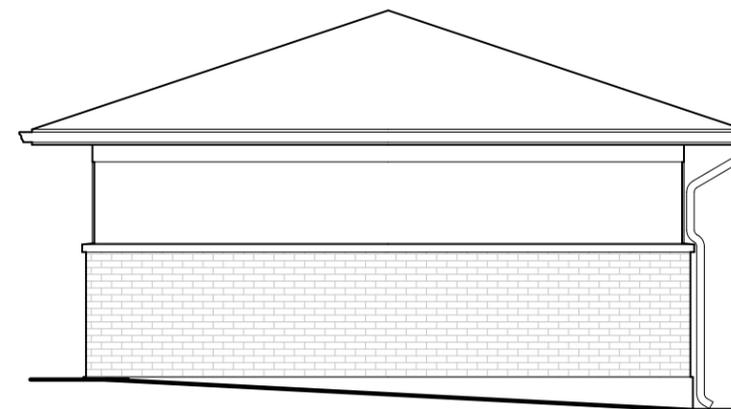
**4** Proposed West Elevation  
SCALE: 3/16" = 1'-0"



**2** Proposed South Elevation  
SCALE: 3/16" = 1'-0"



**3** Existing West Elevation  
SCALE: 3/16" = 1'-0"



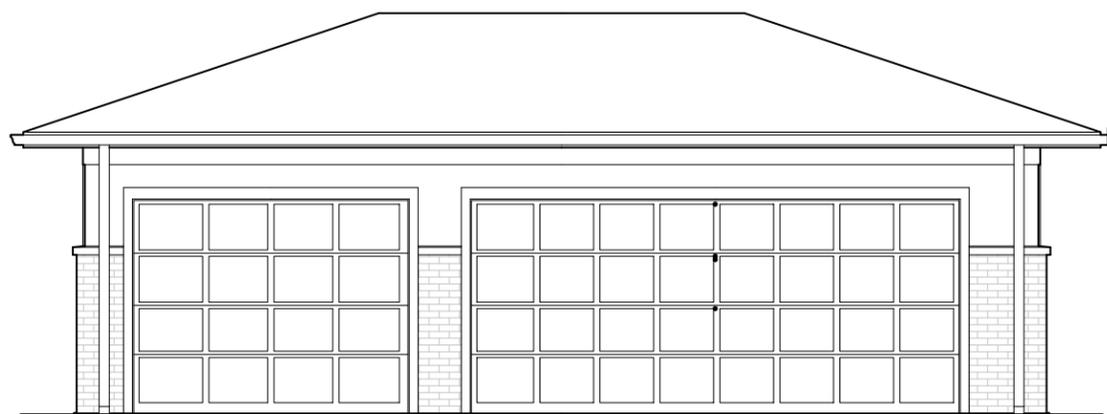
**1** Existing South Elevation  
SCALE: 3/16" = 1'-0"



**4** Proposed East Elevation  
SCALE: 3/16" = 1'-0"



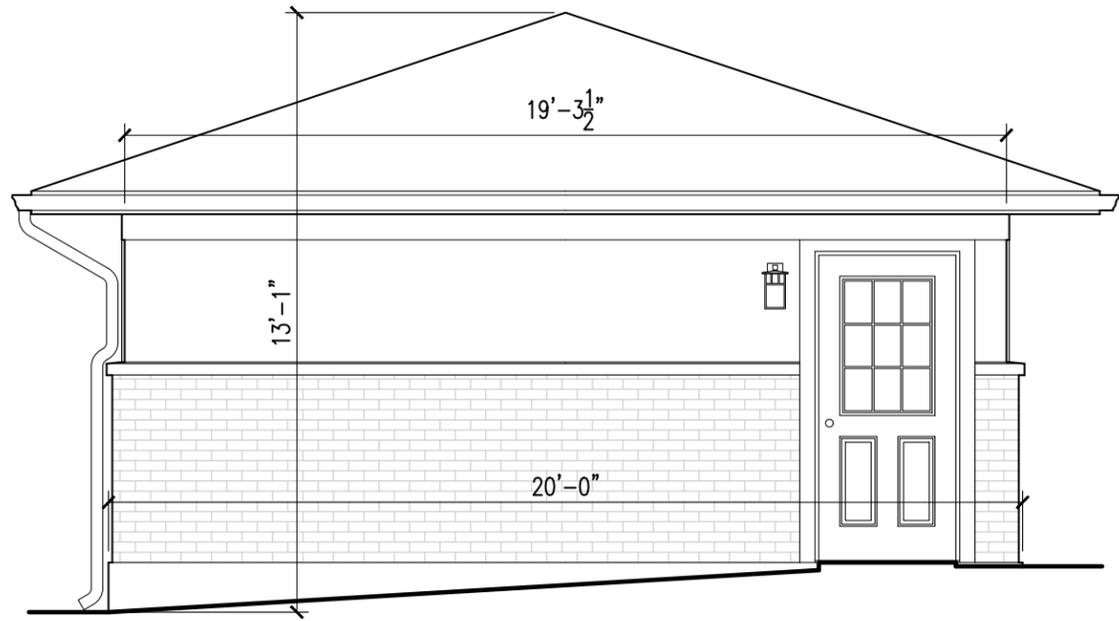
**2** Proposed North Elevation  
SCALE: 3/16" = 1'-0"



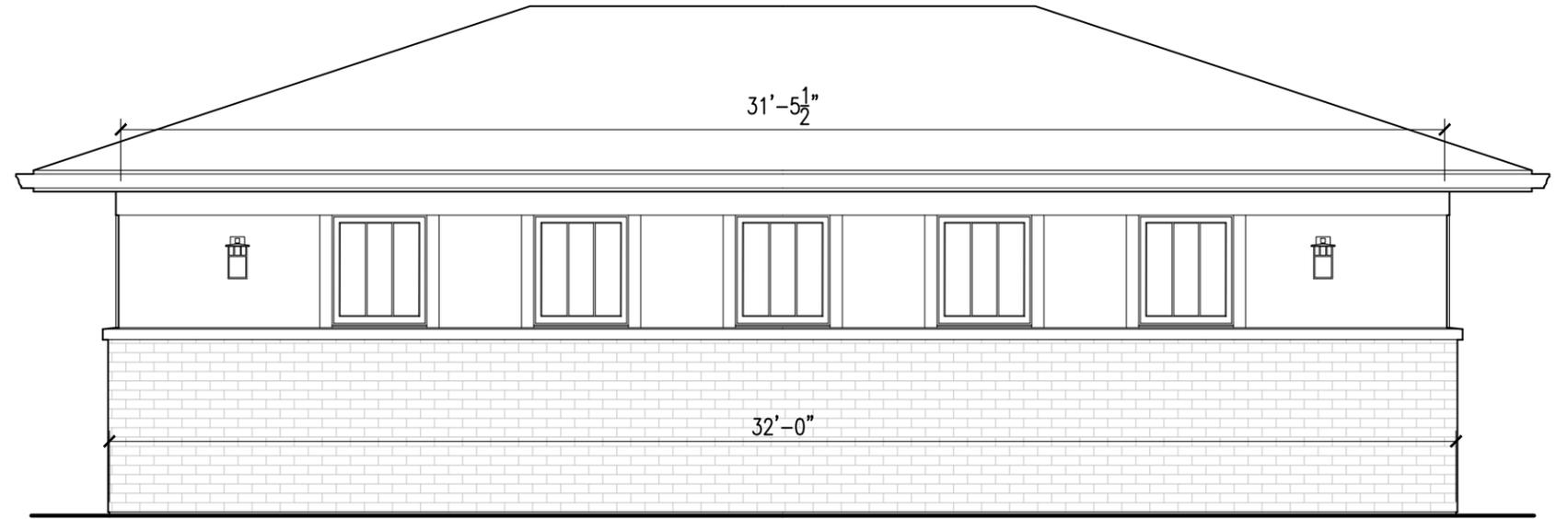
**3** Existing East Elevation  
SCALE: 3/16" = 1'-0"



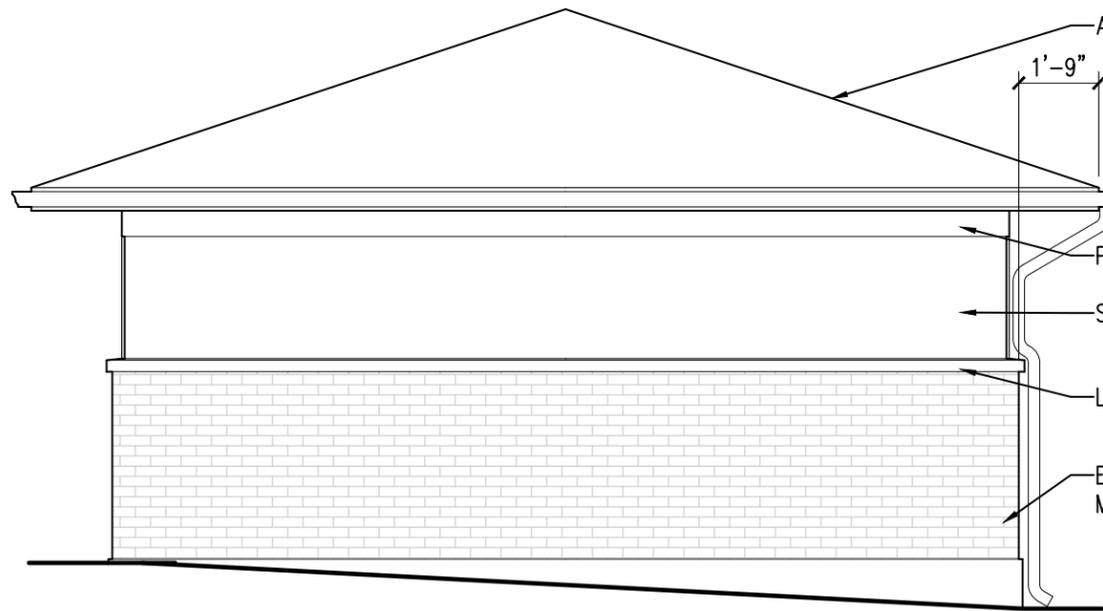
**1** Existing North Elevation  
SCALE: 3/16" = 1'-0"



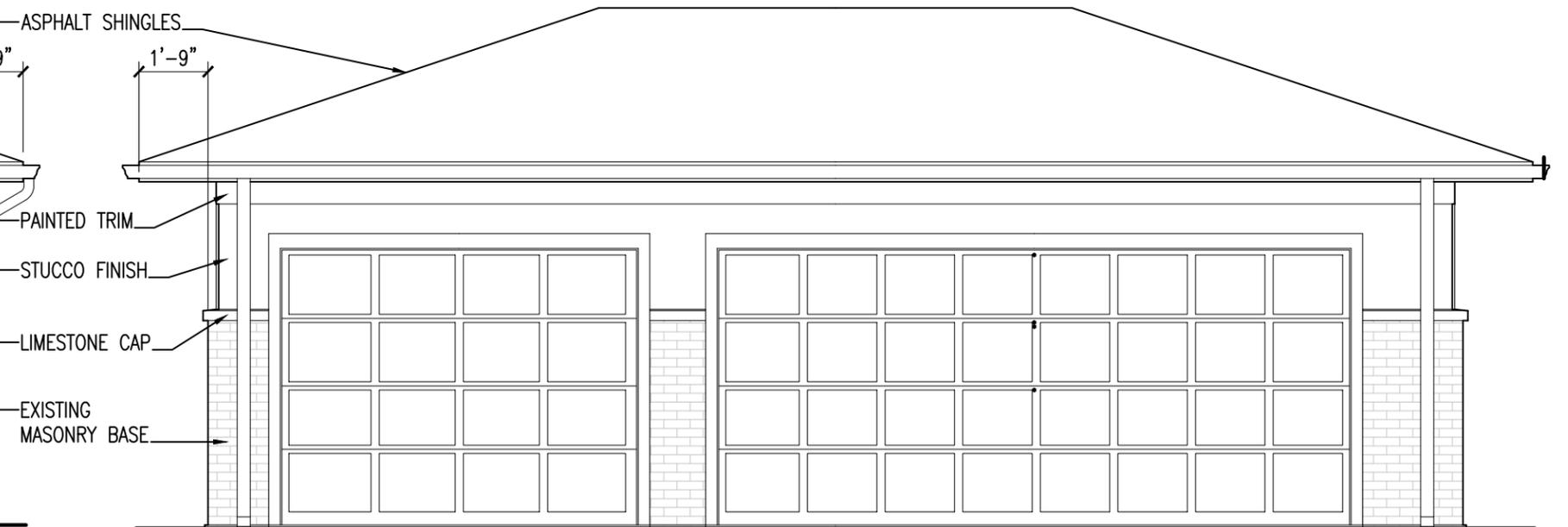
**4 Existing Garage - North Elevation**  
SCALE: 1/4" = 1'-0"



**2 Existing Garage - West Elevation**  
SCALE: 1/4" = 1'-0"

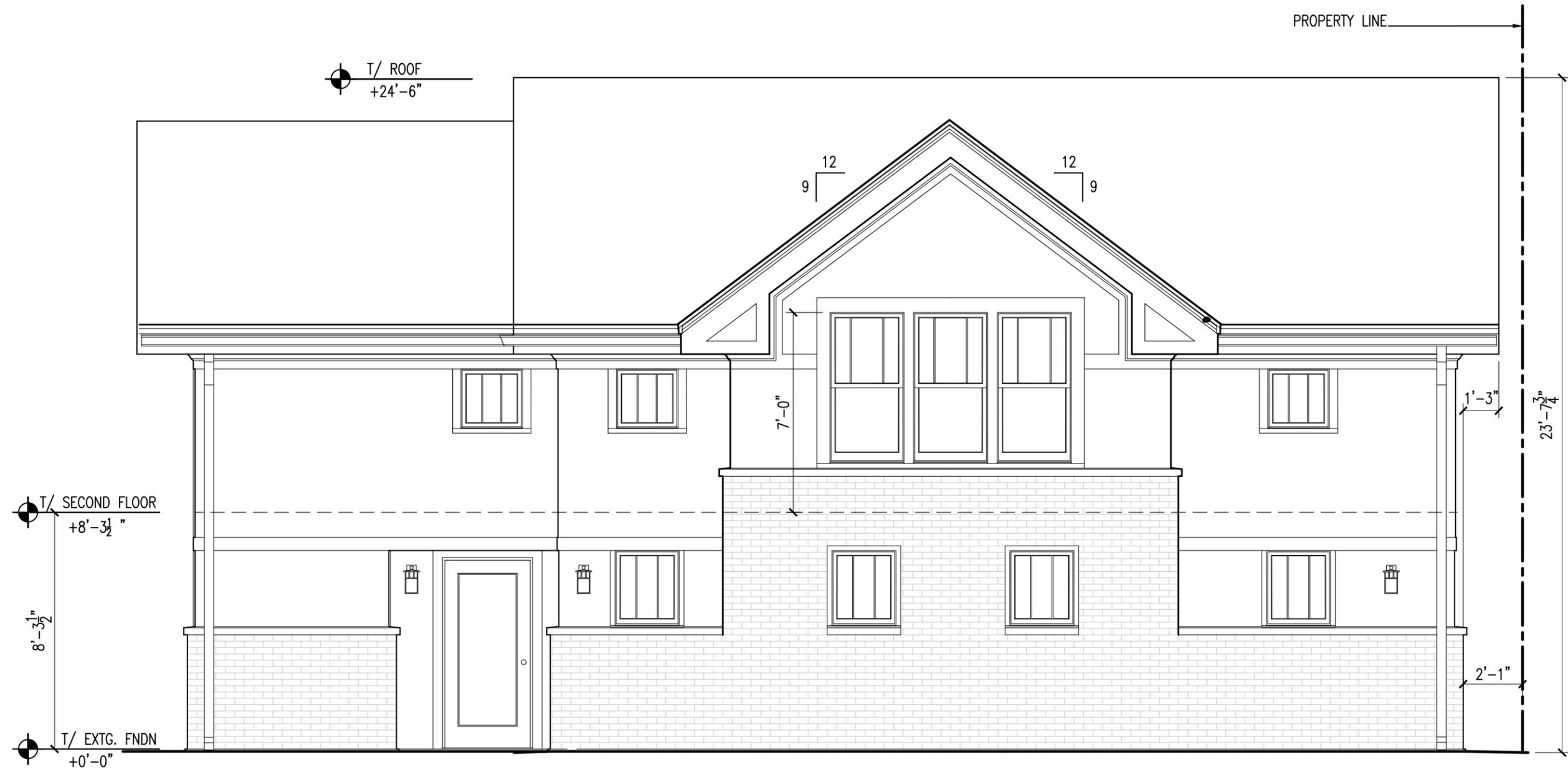


**3 Existing Garage - South Elevation**  
SCALE: 1/4" = 1'-0"



**1 Existing Garage - East Elevation**  
SCALE: 1/4" = 1'-0"

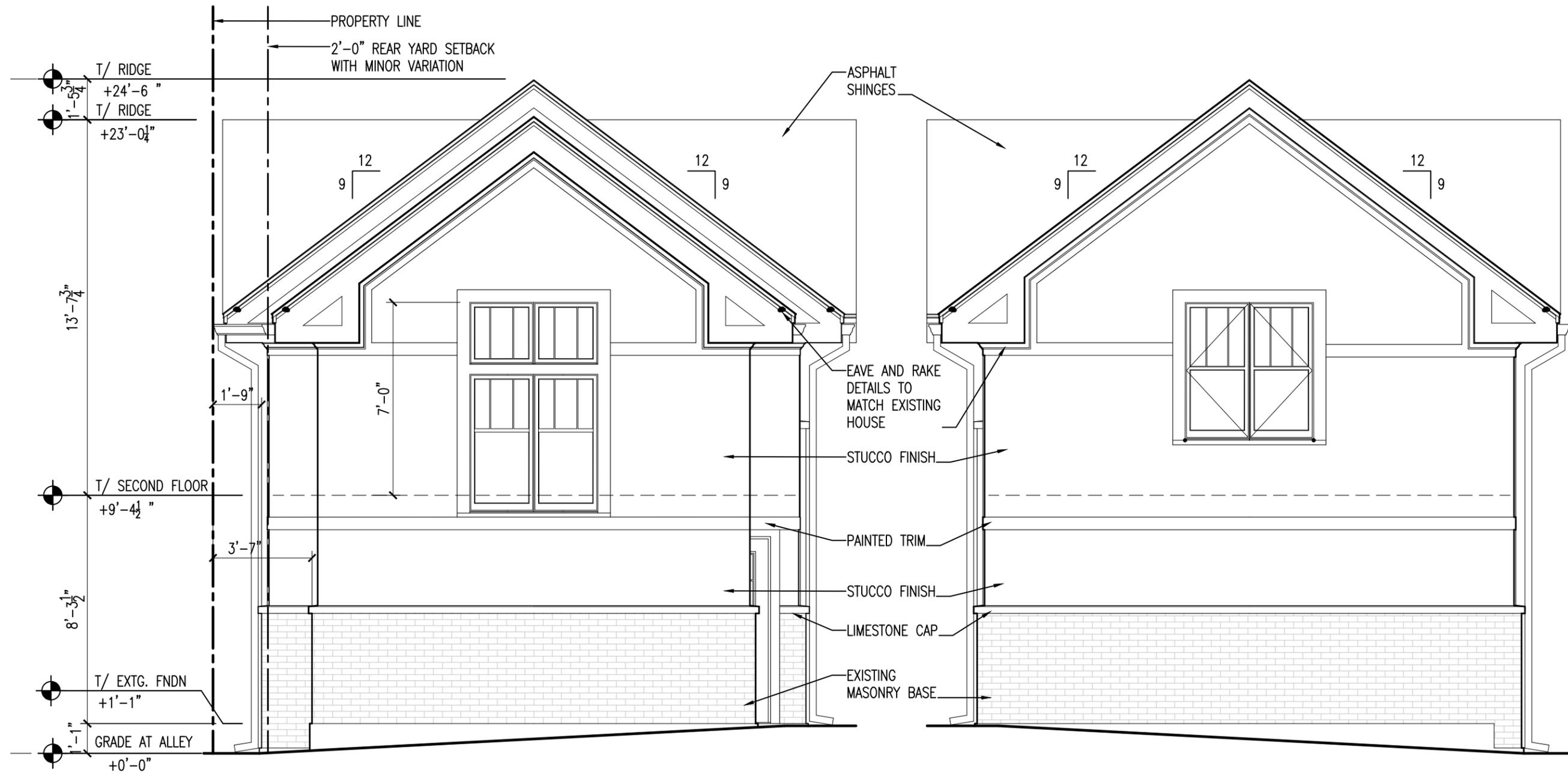
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**1 Proposed West Elevation**  
 SCALE: 1/4" = 1'-0"

NOTE:  
 ALL NEW FINISHES TO MATCH EXISTING  
 GARAGE AND MAIN RESIDENCE

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**2** Proposed North Elevation  
SCALE: 1/4" = 1'-0"

**1** Proposed South Elevation  
SCALE: 1/4" = 1'-0"

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**1** Proposed East Elevation  
SCALE: 1/4" = 1'-0"

EXISTING GARAGE  
DOORS TO REMAIN



Existing Garage Looking Southwest



Existing Garage Looking Northwest



Perspective Looking Northwest

Naidech Residence Coach House

1021 Forest Ave

November 7, 2023

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Perspective Looking Southwest

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Perspective Looking Southeast



Perspective Looking Northeast

ULTIMATE CASEMENT STYLES



FULL FRAME OR NARROW FRAME

The Ultimate Casement and Ultimate Casement Narrow Frame windows are the most versatile and innovative casement windows ever produced. Featuring concealed multi-point locks, a patented Wash Mode, and durable hardware that operates smoothly even at the largest sizes.



**ULTIMATE CASEMENT**  
A recessed sash for a traditional look, plus a full jamb offers design flexibility for new construction or full frame replacement.



**ULTIMATE CASEMENT NARROW FRAME**  
A flush sash to the exterior and narrow jamb depth make this window an easy choice for frame-in-frame replacement or more contemporary new construction applications.

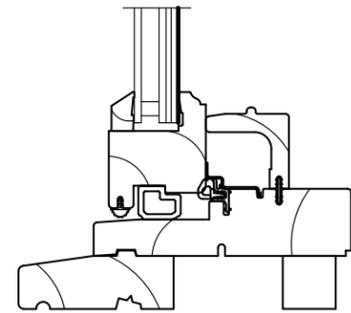
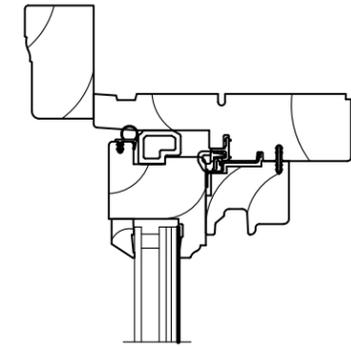


ULTIMATE CASEMENT EXTERIOR VIEW WITH 4 1/2" FULL JAMB

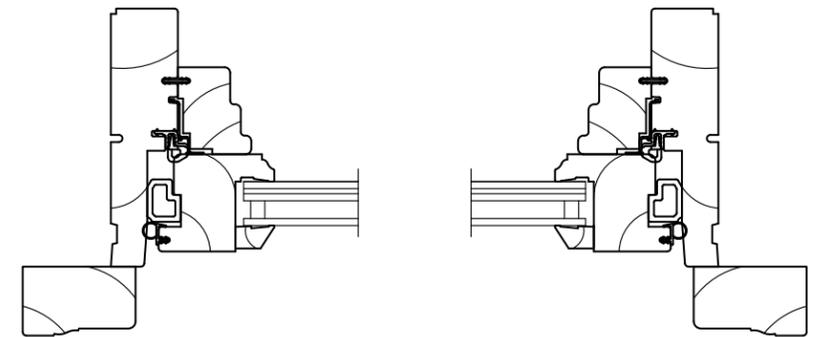


ULTIMATE CASEMENT NARROW FRAME EXTERIOR VIEW WITH 2 1/4" NARROW JAMB

**JAMBS + PROFILES**  
The Ultimate Casement has a recessed sash for a traditional or historic look. The Ultimate Casement Narrow Frame has a flush-to-frame sash for a contemporary look.



Head and Sill



Jambs

Proposed Window Details

SCALE : 1"=1'-0"

Proposed New Windows - Marvin Signature Ultimate



**Zoning Analysis  
Summary**

Review Date: 10/30/2023  
 By: Carlos D. Ruiz, Planner  
 Revised on 11/7/2023 by C. Sterling

<b>Case Number:</b> 23ZONA-0180 1021 Forest Avenue	<b>Case Status/Determination:</b> <b>NON-COMPLIANT</b>
---	---

**Applicant:** Garry Shumaker

**Plans prepared by:** Garry Shumaker

**Plans dated:** 10/12/2023

**Survey dated:** 3/12/2019

**District:** R1

**Proposal:**

Addition of a detached accessory dwelling unit on top of the existing garage with an addition that includes a stair and separate entry for the unit. The existing 3-car garage will remain. A minor variation will be required to allow the two second-story walls to be built that are currently over the setback. Also, the existing property is already over the lot coverage and impermeable surface area. Seeking minor variations separately. The new roof over the garage and addition will replicate the existing upper roof of the house. Also, all the exterior materials and trim details of the original house will be duplicated.

**Non-compliant:**

Code Section	Proposed and Required	Recommendation
6-8-2-7 BUILDING LOT COVERAGE	Building Lot Coverage:  Maximum allowed 30% or 2,700 sq. ft.  Existing: 3,227 sq. ft. (LEGAL NON-CONFORMING)  Proposed: 3,435.28 sq. ft.  Zoning variation calculation:  $2,700 + 35\% = 3,645$ or 40.5% (maximum for minor variation)  Proposed: $(3,435.28 \times 100) / 8,996 = 38.18\% < 40.5\%$ <b>Minor Variation</b>	The lot is 8,996 sq. ft. larger by 1,796 sq. ft. than the required 7,200 sq. ft.  Explore the possibility of designing the ADU within the footprint area of the existing garage. Even though it requires a minor variation, it may not be granted, for the reason stated above.  One of the three parking spaces would need to be used to gain access to the ADU above the garage. Still, the required number of parking spaces is two (2)

<p>6-8-2-10 IMPERVIOUS SURFACE</p>	<p>Impervious Surface Coverage:</p> <p>Maximum allowed: 45% or 4,050</p> <p>Existing: 4,339 sq. ft. or 48.25% (LEGAL NON-CONFORMING)</p> <p>Proposed: 4,560 sq. ft.</p> <p>Zoning variation calculation:</p> <p>4,050 + 35% = 5,467.5 = 60.75% (maximum for minor variation)</p> <p>Proposed: <math>(4,560 \times 100) / 8,996 = 50.68\% &lt; 60.75\%</math> <b>Minor Variation</b></p>	<p>Explore removing some existing impervious surface area to meet the existing legally non-conforming condition, or replacing some existing materials with permeable paving or brick to receive the 25% or 20% credits.</p>
<p>6-8-2-8 YARDS</p>	<p>East rear-yard setback of 1.75' where 3' is the minimum required and 1.75' is the existing legally non-conforming condition, and a south rear-yard setback of 2.083' where 3' is the minimum required and 2.083' is the existing legally non-conforming condition.</p> <p>Setback variations for additions in the vertical dimension are minor variations.</p>	<p>No recommendation. These are common requests for the scope of work – aligning a second story with the ground-floor footprint.</p>

**Additional Comments:**

The Zoning Administrator will review the minor variations and will make a decision based on the City Code, Title 6 Zoning, Section 6-3-8-12 STANDARDS FOR VARIATIONS

*In considering an application for a minor variation, fence variation, family necessity variation, sign variation, or a major variation, or a combination thereof, the Zoning Administrator, the Land Use Commission, or the City Council, as the case may be, may approve such variation only upon finding that the application complies with the separate standards for each type of variation set forth below:*

*(A) Minor Variations: Minor variations may be authorized by the Zoning Administrator upon making written findings that the proposed variation satisfies the following standards:*

- 1. The practical difficulty is not self-created.*
- 2. The requested variation will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties.*
- 3. The requested variation is in keeping with the comprehensive general plan and the zoning ordinance.*
- 4. The requested variation is consistent with the preservation policies set forth in the comprehensive general plan.*
- 5. The requested variation requires the least deviation from the applicable regulation among the feasible options identified before the Zoning Administrator issues his/her decision regarding said variation.*

<b>Principal Use and Structure:</b> Single family R1	
Zoning Code Section	Use: Compliant/Non-compliant/Legal non-conforming/No change; list Standard/Existing/Proposed details
6-8-2-6 LOT WIDTH	Lot width: 60.00 ft.
6-8-2-5 LOT SIZE	Lot size: 8,996 sq. ft.
	Dwelling units #: Existing 1; Proposed: 2
6-8-2-7 BUILDING LOT COVERAGE	<p>Building Lot Coverage:</p> <p>Maximum allowed 30% or 2,700 sq. ft.</p> <p>Existing: 3,227 sq. ft. (LEGAL NON-CONFORMING)</p> <p>Proposed: 3,435.28 sq. ft.</p> <p>Zoning variation calculation:</p> <p>2,700 + 35% = 3,645 or 40.5% (maximum for minor variation)</p> <p>Proposed: <math>(3,435.28 \times 100) / 8,996 = 38.18\% &lt; 40.5\%</math> <b>Minor Variation</b></p>
6-8-2-10 IMPERVIOUS SURFACE	<p>Impervious Surface Coverage:</p> <p>Maximum allowed: 45% or 4,050</p> <p>Existing: 4,339 sq. ft. or 48.25% (LEGAL NON-CONFORMING)</p> <p>Proposed: 4,560 sq. ft.</p> <p>Zoning variation calculation:</p> <p>4,050 + 35% = 5,467.5 = 60.75% (maximum for minor variation)</p> <p>Proposed: <math>(4,560 \times 100) / 8,996 = 50.68\% &lt; 60.75\%</math> <b>Minor Variation</b></p>
6-4-6-3 ALLOWABLE ACCESSORY USES AND STRUCTURES (A) 1.	<p>Accessory Structure Rear Yard Coverage: Detached garage</p> <p>Existing Rear Yard: 50 x 60 = 3,000 sq. ft.</p> <p>Maximum allowed 40% of the rear yard or 1,200 sq. ft.</p> <p>Existing: 640 sq. ft.</p> <p>Proposed Detached 3-car garage with ADU: <b>819 sq. ft. COMPLIANT</b></p>
	Building Height: No change (principal structure)

	<p>Yards (Setbacks): No change (principal structure)</p> <p>Front:</p> <p>Street Side:</p> <p>Interior Side:</p> <p>Interior Side:</p> <p>Rear:</p>
<b>Accessory Use and Structure 1: 3-car garage with ADU</b>	
	Location (Yard): Rear Yard
6-4-6-10 SPECIAL REGULATIONS APPLICABLE TO ACCESSORY DWELLING UNITS (ADUSs) (G) Maximum Height 2.	<p>Height:</p> <p>Existing detached 3-car garage height: 13' – 1"</p> <p>2. For a detached ADU without a flat or mansard roof the height shall not exceed twenty-eight (28) feet, measured from grade to the highest point of said structure, or two (2) stories, whichever is less.</p> <p>Proposed: 23'-7 ¾" <b>COMPLIANT</b></p>
6-4-6-2 GENERAL PROVISIONS FOR ACCESSORY USES AND STRUCTURES (C)	<p>Distance from Principal Building:</p> <p>Standard: 10 - 0" (minimum)</p> <p>Proposed: 28' – 1" <b>COMPLIANT</b></p>
6-8-2-8 YARD REQUIREMENTS	<p>Yards (Setbacks):</p> <p>Front:</p> <p>Garages only, required: 27' – 0"</p> <p>Existing:</p> <p>128' – 0" (No change)</p> <p>Street Side: N/A</p> <p>Side yard: required: 5' – 0"</p> <p>Interior Side: 2' – 1" (south) Existing. No change (LEGAL NON-CONFORMING)</p> <p>Interior Side: 13' – 0" (north) Proposed <b>COMPLIANT</b></p> <p>Rear: Existing detached garage: 1' – 9" (No Change); Proposed ADU attached addition setback: 3' – 7" (MAINTAINS LEGAL NON-CONFORMING STATUS)</p>
<b>Accessory Use and Structure 2: N/A</b>	
	Location (Yard):
	Height:

	Distance from Principal Building:
	Yards (Setbacks): Front: Street Side: Interior Side: Interior Side: Rear:
<b>Parking Requirement: R1 Single family and Detached ADU</b>	
6-16-3-4 (A) Table 16-B	Use 1: Existing: 3 Use 2: ADU not required Use 3: Total Required: 2 <b>COMPLIANT</b>
	Handicapped Spaces: <b>N/A</b>
	Access:
	Vertical Clearance:
	Surface:
	Location:
	Parking Angle 1: Parking Space Size: Drive Aisle Width: Module: Parking Angle 2:
<b>Loading Requirements: N/A</b>	
	Use 1: Use 2: Use 3: Total Number of Short/Long Loading Berths:
	Long Berth Size:

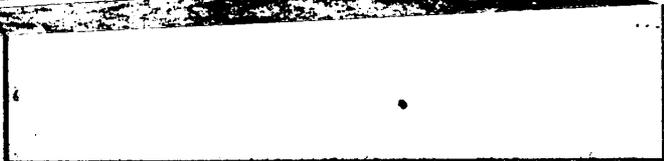
	Short Berth Size:
	Vertical Clearance:
	Location:
<b>Miscellaneous: Accessory Dwelling Unit</b>	
6-4-6-10 SPECIAL REGULATIONS APPLICABLE TO ACCESSORY DWELLING UNITS (ADUs)	<p><i>(D) Maximum ADU Size: All ADUs shall be smaller than the floor area of the largest primary dwelling unit. Any detached ADU, internal or attached ADU created through new construction, internal or attached ADU created through an addition to an existing structure, or detached ADU created through the conversion of an existing structure to an ADU while simultaneously constructing a new residential building on the site shall not exceed one thousand (1,000) square feet of floor area.</i></p> <p>Proposed: <b>960 sq. ft. COMPLIANT</b></p>
6-4-1-9 YARDS (B) Permitted Obstructions in Required Yards: 1.	<p><i>(B) Permitted Obstructions in Required:</i></p> <p><i>1. General Provisions: Yard obstructions attached to the principal or an accessory structure on a site shall include but are not limited to: overhanging eaves (specifically):</i></p> <p><i>A yard obstruction is any of these items extending outside of the allowable building envelope and into a required yard. A yard obstruction may extend into no more than ten percent (10%) of the depth of a required yard, except in cases of overhanging roof eaves and gutters for new additions to existing structures, and open front porches. In such cases eaves and gutters may be constructed so to match or more closely match the existing roof eave and gutter, <b>provided that such projection does not encroach upon an adjacent lot line.</b></i></p> <p>The existing setback of the garage east façade to the east lot line is 1' – 9" The proposed roof overhanging eave of the 2<sup>nd</sup>-story addition for the ADU is also 1' – 9", thus not encroaching upon the adjacent east lot line. <b>COMPLIANT</b></p>



### STATEMENT OF SIGNIFICANCE

City of Evanston

A broad range of elements has been assembled and arranged on a basic gabled-box armature by this important Chicago architectural partnership. These include urns, downspout catches, door surrounds, relief sculpture, and half timbering (now hidden by white paint). The result is representative of that group's work--bold and aggressive. The building has good integrity.



### EVANSTON LANDMARK

ADDRESS: 1021 Forest  
 COMMON NAME: Same  
 REAL ESTATE INDEX NUMBER:  
 DATE OF CONSTRUCTION: 1910  
 ARCHITECT OR BUILDER: Hill & Woltersdorf  
 ORIGINAL SITE:  MOVED   
 SIGNIFICANCE:  
 HISTORICAL  H1  H2  H3  
 ARCHITECTURAL  A4  A5  A6  
 A7  A8  A9

OTHER COMMENTS:

*Josephine N. Nelson*



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

PREVIOUSLY SURVEYED?

**GENERAL INFORMATION**

CATEGORY  CURRENT USE   
 CONDITION  HISTORIC USE   
 INTEGRITY  SECONDARY STRUCTURE   
 NRSECOND

**ARCHITECTURAL DESCRIPTION**

ARCHITECTURAL CLASSIFICATION	<input type="text" value="Craftsman"/>	ROOF TYPE	<input type="text" value="Multi-gable"/>
DETAILS	<input type="text" value="Colonial Revival"/>	ROOF MATERIAL	<input type="text" value="Asphalt - shingle"/>
CONSTRUCTION YEAR	<input type="text" value="1910"/>	FOUNDATION	<input type="text" value="Concrete"/>
OTHER YEAR	<input type="text" value="-"/>	PORCH	<input type="text" value="Full front"/>
DATESOURCE	<input type="text" value="Building permit"/>	WINDOW MATERIAL	<input type="text" value="Wood"/>
WALL MATERIAL (current)	<input type="text" value="Brick"/>	WINDOW MATERIAL 2	<input type="text" value="-"/>
WALL MATERIAL 2 (current)	<input type="text" value="Stucco"/>	WINDOW TYPE	<input type="text" value="Double hung"/>
PLAN	<input type="text" value="Rectangular"/>	WINDOW CONFIGURATION	<input type="text" value="3/1"/>
NO OF STORIES	<input type="text" value="2.5"/>		

**SIGNIFICANCE** This handsome brick residence features a wraparound front porch with both round classical columns and solid brick corner piers, prominent cornice returns decorated with foliate ornament, and simple decorative half timbering on gable walls.

**HISTORIC FEATURES** Side gable roof, with projecting front gable bay; cornice returns with floral sculptural ornament; blond brick exterior, with stucco cladding and decorative half timbering under gables; full front porch featuring shed roof--SEE CONTINUATION SHEET

ADDRESS

1021 - FOREST AVENUE

ALTERATIONS

One story rear addition (2005--see COA information on continuation sheet)

HISTORIC INFORMATION

OLD ADDRESS  
(city dir.year)

-

ORIGINAL  
OWNER

Bradshaw, John H

ORIGINAL  
ARCHITECT

Hill & Woltersdorf

BUILDING MOVED?

No

ARCHITECT  
SOURCE

BP4149

MOVED FROM

-

BUILDER

Rodatz, J A

ADDITIONAL PHOTOGRAPHS



PHOTO ID2 \images\11-19-217-007-0000-2.jpg

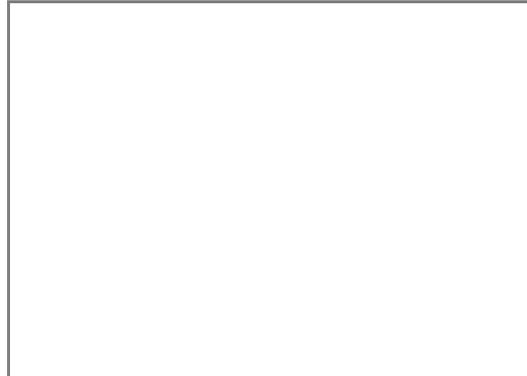


PHOTO ID3 -

SURVEYOR

Lara Ramsey

SURVEYOR  
ORGANIZATION

GRANACKI HISTORIC CONSULTANTS

SURVEY DATE

3/25/2011

Historic Info  
Compiler

aoe

**PERMIT/HISTORIC INFORMATION**

**CURRENT ADDRESS**

1021 — - FOREST AVENUE

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

-

**DATE OF CONSTRUCTION** 1910

**MOVING INFORMATION**

**BUILDING MOVED?** No

**MOVING PERMIT #** - **DATE** -

**MOVED FROM** -

**ORIGINAL PERMIT INFORMATION**

**BLDG PERMIT #** 4149 **DATE** 1910.10.05

**BUILDING PERMIT DESCRIPTION** 2-story brick res 40x50x42

**COST** \$15,000

**ORIGINAL OWNER** Bradshaw, John H

**ORIGINAL OWNER OCCUPIED?** Yes

**ORIGINAL ARCHITECT** Hill & Woltersdorf

**ARCHITECT SOURC** BP4149

**BUILDER** Rodatz, J A

**EXTERIOR ALTERATION PERMITS**

-

**OTHER PERMIT INFO**

BP 1923.12.06 1-story brick garage 20x20x12 \$1000 owner/archt Gust Erlandson

**COA INFO**

Remove entry pantry and enclosed porch at rear of house. Build one-story frame brick and stucco addition. SEE CONTINUATION SHEET.

**HISTORIC INFO**

-

**OTHER SOURCES**

IHSS #88. Evanston Landmark (1978). ELHD #34. EPC (landmark) photo c1978.

**HISTORIC INFO COMPILER** aoe

**PRIMARY KEY** 11-19-217-007-0000

**City of EVANSTON**  
LAKESHORE HISTORIC DISTRICT RE-SURVEY  
CONTINUATION SHEET

STREET # 1021

STREET FOREST AVENUE

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**ADDITIONAL PHOTOS OR INFORMATION**

*Historic Features*

Side gable roof, with projecting front gable bay; cornice returns with floral sculptural ornament; blond brick exterior, with stucco cladding and decorative half timbering under gables; full front porch featuring shed roof, north and south end square brick piers with attached wood piers and parapet walls; rounded columns flanking entry to porch; substantial porch railing, with squat balusters contrasting with relatively delicate, stylized flower design on square piers; oversized urns atop knee walls at front steps; historic front entry door, transom, and sidelights; 3/1 wood windows; south side end chimney with corbelled detail

*COA Information*

- Remove entry pantry and enclosed porch at rear of house. Build one-story frame brick and stucco addition. Build 15"x20" addition to existing two-car garage. Zoning variance for 39.2% lot coverage recommended where 30% is allowed. Approved on 4/19/05. Closed on 10/3/05.
- Replace fence along alley with a wood (6" high x 28" long) wood fence. Install brick patio and walkway at rear of house. (2006)



# STAFF REPORT

To: Members of the Preservation Commission  
From: Cade W. Sterling, Planner  
Subject: 927 Ridge Avenue - Ridge Historic District - 23PRES-0193  
Date: November 6, 2023

## Public Notice

Tom Lemberis, contractor and applicant on behalf of the homeowner, requests a Certificate of Appropriateness to alter the structures roofing material, replacing original slate tiles with asphalt shingles.

The Preservation Commission is the determining body per Code Section 2-8-8.

**Applicable Standards:** Alteration [1-10]

Construction Period:  
Circa 1920s

Style:  
Brick bungalow

Architect of Record:  
Unknown

Condition:  
Good

Integrity:  
Good

Status:  
Non-Contributing

Setting:

927 Ridge Avenue is located in the far southern portion of the Ridge Historic District on the east side of Ridge Avenue mid-block between Main Street to the south and Lee Street to the north. The block retains poor integrity of setting with significant later built interventions primarily constructed between the late 1940s and early 1970s. The block contains one Landmark property at 930 Ridge Avenue and three additional contributing structures, 921 Ridge, 948 Ridge, and 906 Ridge. The remaining 12 structures including 927 Ridge Avenue are listed as non-contributing.

Unlike other areas of the Ridge Historic District, which saw significant development in the 1950s and 1960s when larger estate parcels were subdivided for new moderate income development, the parcels between 921 Ridge Avenue to the south and Lee Street to the north were platted and subdivided prior to 1899 but not developed until much later.

Significance:

The property is non-contributing, but is sympathetic to surrounding character in its form and materiality, including its slate tile roof. The home appears to have good integrity, and is a good example of a brick bungalow constructed at the height of their popularity, which occurred largely between 1910 and 1930.

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.



**Certificate of Appropriateness Application (COA)  
Administrative Approval for *MINOR WORK* Only**

**Application Number (staff only)**

**IMPORTANT NOTE:** Minor work involves **no or minimal alteration** to the integrity of a structure in terms of design and/or materials (i.e. restoration, re-roofing in kind, fences, adding a new window to match existing, or replacement in kind of certain features when restoration is not feasible). Administrative approval is **not allowed** for special uses, zoning or fence variances, demolition, new construction or additions. For major work, one must apply for a certificate of appropriateness for review with the Preservation Commission. Ask staff for the **major** work application form if needed.

1) **ADDRESS: No. & Street Name of property:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Seeking for zoning or fence variance or special use? Check  Yes \_\_\_\_\_; No \_\_\_\_\_ If **Yes**, stop here and read **IMPORTANT NOTE** above!

2) Is the property an Evanston Landmark? Check  Yes \_\_\_\_\_; No \_\_\_\_\_

3) Is the Property located within a historic district? Check  Yes \_\_\_\_\_; No \_\_\_\_\_ If yes: Lakeshore H.D. \_\_\_\_\_; Ridge H.D. \_\_\_\_\_  
 Northeast Evanston H.D. \_\_\_\_\_; Suburban Apartment Thematic Resources \_\_\_\_\_

4) Owner's name: **Todd Durston** No. & Street: **Same** City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

5) Applicant/business name: \_\_\_\_\_ No. & Street: \_\_\_\_\_ City: \_\_\_\_\_  
 (If different from owner)  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

6) Architect's name: \_\_\_\_\_ No. & Street: \_\_\_\_\_ City: \_\_\_\_\_  
 (If different from applicant)  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

7) Contractor's name: \_\_\_\_\_ No. & Street: \_\_\_\_\_ City: \_\_\_\_\_  
 (If different from applicant)  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

8) Activity (for minor work only): Check  in the matrix below the proposed activity and **write** the requested information in box 9) below:

Activity (circle activity as needed)	Location			Proposed Work			Existing and Proposed		Dimensions		Visible from the public way	
	Front	Side	Rear	Restoration	Replacing in kind/ Restoration is not feasible	New installation	Material(s) <b>Write in Slate</b>	Style/type <b>Write in Malarkey</b>	Height <b>Write in</b>	Length Width <b>Write in</b>	Yes	No
Altering minimally main house or other structure								<b>Vista Shingle</b>				
Restoring main house or other structure												
Roof on house/garage/other												
Fence/gate/masonry wall												
Doors/storm doors												
Windows/storm windows												
Stairs/railing/landings/decks												
Land altering activity, i.e. walks, patios berming, excavating												
Sign/Awning												
Air conditioning unit(s)												

9) **DESCRIBE** briefly below the activity as checked in the matrix and **submit** as applicable: photos of existing conditions, site plan or plat of survey showing the location of the activity (i.e. stairs, fences/gates/masonry walls, signs, air conditioning units, land altering activity). Also, submit proposed plans, existing and proposed exterior elevations showing the design and materials of proposed fences/gates/masonry walls, windows or doors (when appropriate), all with dimensions and materials. Documentation should not exceed 11"x17" paper size.

**Remove slate roof then install Malarkey Vista shingle.**

Applicant's name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

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

Submit application to: Preservation Coordinator, City of Evanston, Community & Economic Development Department, Planning & Zoning Division, room 3900, Civic Center, 2100 Ridge Avenue, Evanston, Illinois 60201, Phone: 847-448-8687; Fax: 847-448-8120; email: [cruiz@cityofevanston.org](mailto:cruiz@cityofevanston.org).

Our first notion was to see if the roof could be repaired but, simply due to existing age of existing roofing system (100 yrs) and the current existing condition of the roof system along with the roof assembly including Facia/Soffit, gutters, the condition goes well beyond any feasible repair.

In fact, the roof replacement will extend beyond the roof itself due to so much wood rot.

Another factor for replacement over repair is the fact that all gutters and downspouts need replacement and to do that the first 6 to 7 rows of shingle would need to come off and in that case best practices and code would require water and freeze guard would be needed to be laid down.

Overall, best practices would be to repair the pre-existing damage and replace roof with a new reliable roof that will provide protection much better than the 100 year old roof.

### **State Farm Arbitration Timeline**

May 2020 - Hailstorm/File claim

June 1, 2020 - State Farm sent a check for 2984.06 (-\$5000 deductible)

Greenlight informs me that the work State Farm agreed to pay for will cost \$120,000+.

State Farm declines to pay or re-estimate. We decide to litigate.

February 25, 2022 - State Farm sends a check for \$2139.29. (acv updated pricing)

January 31, 2023 - State Farm sends a \$8352.13 check to Scott Green (lawyer) citing Coverage A- Supplement per Engineer Report

Summer of 2023 - Arbitration - We are awarded \$71,752 of the \$120,000 it would cost to replace slate roof.

Roughly \$30,000 of award goes to Scott Green.

This leaves \$42,000 (roughly) to do the work State Farm agreed to pay for.

MATH:

\$2984.06

\$2139.29

\$8352.13

\$30675.34

\$22601.76

\$5000.00 deductible

71752.58

- \$30000 lawyer's fees

\$41,754.00

Greenlight's proposal with CertainTeed Belmont adds \$6,800 to the original estimate and I can't afford any additional costs.









EXISTING





**MEETING MINUTES**

**PRESERVATION COMMISSION**

Tuesday, October 10, 2023  
7:00 P.M.

Members Present: Aleca Sullivan, Carl Klein, Sarah M. Dreller, Stuart Cohen, Beth Bodan  
Amanda Ziehm, John Jacobs, Joshua Bowes-Carlson, Charles Smith,  
Thomas Ahleman

Members Absent: Samantha Steele

Staff Present: Cade W. Sterling

Presiding Member: Sarah M. Dreller, Chair

Minutes Taken by: Cade W. Sterling

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**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.

- No public comment was given.

**PRESENTATIONS**

**Landmarks Illinois - Relevancy Project**

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

- Bonnie McDonald gave a presentation on Landmarks Illinois' Relevancy Project, followed by a question and answer period between Bonnie and members of the Commission.

## **APPROVAL OF MEETING MINUTES**

### **Minutes of September 12, 2023**

- The minutes were approved as presented without amendment.

## **DISCUSSION**

### **Larimer Park Concept Plan**

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.

- Lara Biggs, City Engineer provided a Commission with an overview of the proposed improvements at Larimer Park.
- Ms. Biggs described the proposed work as similar in layout to existing, with some minor modification intended to improve circulation and safety, while maintaining the general programmatic spaces and features that exist currently including a basketball ball court, play area, and covered shelter.
- Ms. Biggs described the proposed material pallet and aesthetic as natural, and nature play themed, a common vocabulary in park design that is preferred by Evanstonians.
- Commissioners asked how the location of the park, and it being within a historic district, informed the design decisions.
- Ms. Biggs acknowledged that it wasn't a primary consideration, largely because the desired aesthetic and material selections by the neighboring residents, complimented that which they would have proposed in a historic context.
- Commissioners noted that the location was significant, and that its history should be considered and represented in unique ways. This could include reference to the former Larimer School, the locations proximity to Ridge Avenue, a well traveled indigenous thoroughfare, the locations geological significance as the historic edge of Lake Michigan, or more broadly the stories of the people who have used this space as a park for decades and representation of their attachments to this place and its individual meanings to them.
- The Commission identified possible mediums including interpretive panels, plaques,

narratives on paving materials, etc.

- Ms. Biggs stated that there are some examples of this type of interpretation in other parks and that could be used as precedent.
- Ms. Biggs stated that they would take these recommendations under consideration and as the project was in the design development phase, they would try to incorporate them during the Construction Documentation portion, and submit something for review to the Commission.

#### **October Newsletter**

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

- Staff provided an update on the newsletters development, noting that it was in a good position for release the following Friday.
- Commissioner Smith offered to assist in writing an ongoing column on the histories and stories of Evanston's park system.

#### **ADJOURNMENT**



# MEMORANDUM

To: Members of the Preservation Commission  
From: Cade W. Sterling, Planner  
Subject: October Newsletter Analytics  
Date: November 8, 2023

## Summary

The October newsletter was sent on October 19, 2023. The newsletter was successfully sent to 2,321 recipients, and was opened by 900 of the total recipients, or 39%. This represents a significant audience, and a high percentage of unique opens or the total number of people who opened the newsletter. Additionally, there were 1,521 total opens, meaning a significant number of recipients read the newsletter more than once, or shared it with additional individuals.

The newsletter contained the following columns.

- Letter from the Chair (recurring)
- Speaker Series (recurring)
- Partner spotlight (recurring)
- Researching Evanston's History (first but possible recurring column)
- Update on Harley Clarke REI (non-recurring)
- Volunteer Opportunities (recurring)

The newsletter contained eight unique links to allow recipients to access additional information beyond the newsletter. Of these, the following were the most popular.

1. Statewide aerial survey imagery (27 unique clicks and 33 total clicks)
2. Sanborn Fire Insurance Maps of Evanston (23 unique clicks and 30 total clicks)
3. The Preserve 2040 Plan (19 unique clicks and 23 total clicks)
4. Presentation by Bonnie McDonald on youtube (2 unique and total clicks)

The newsletter represents a meaningful medium and platform for the Commission to continue to disseminate information, and ongoing education/outreach efforts.

## Comparison to July Newsletter

The October Newsletter had 73 additional subscribers compared to the July Newsletter as well as higher total and unique opens. This shows additional interest in the Commissions activities and new outreach efforts. If trends continue, the Commission may consider releasing additional newsletters.

Unique and total clicks were similar between the two newsletters, with accessing youtube videos of the Commissions speaker series being by far the lowest for both. As the content within the speaker series is significant, it may be to the Commissions benefit to not only post the youtube video, but provide a link to a shorter one-page synopsis of key points, questions, and answers. This may be more digestible for the community.

#### Newsletter Schedule

A schedule of anticipated newsletter release dates is as follows:

1. July 14, 2023 (complete)
2. October 20, 2023 (complete)
3. January 19, 2024
4. April 19, 2024

Final content for the newsletter must be finalized and received one week prior to the scheduled release date with draft content received the week prior to that.

1. January 5 (Draft); January 12 (Final)
2. April 5 (Draft); April 12 (Final).

Subject: October Historic Preservation Newsletter  
 Sent: 10/19/2023 01:03 PM CDT  
 Sent By: csterling@cityofevanston.org  
 Sent To: Subscribers of Preservation Commission

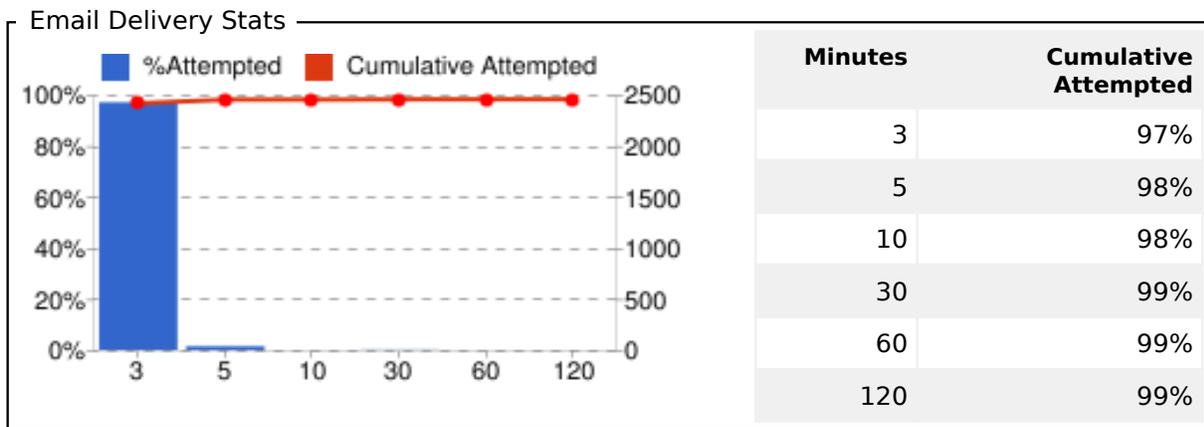
**2,501**  
 Recipients

-  Email
-  SMS
-  Facebook
-  Twitter
-  RSS

**93%**  
 Delivered



- 0% Pending
- 7% Bounced
- 39% Open Rate
- 4% Click Rate



Delivery Metrics - Details

<b>2,501</b>	Total Sent
<b>2,321 (93%)</b>	Delivered
<b>0 (0%)</b>	Pending
<b>180 (7%)</b>	Bounced
<b>0 (0%)</b>	Unsubscribed

Bulletin Analytics

<b>1,521</b>	Total Opens
<b>900 (39%)</b>	Unique Opens
<b>109</b>	Total Clicks
<b>92 (4%)</b>	Unique Clicks
<b>19</b>	# of Links

Delivery and performance

*These figures represent all data since the bulletin was first sent to present time.*

	Progress	% Delivered	Recipients	# Delivered	Opened Unique	Bounced/Failed	Unsubscribes
<b>Email Bulletin</b>	Delivered	92.8%	2,501	2,321	900 / 38.8%	180	0
<b>Digest</b>	n/a	n/a	0	0	0 / 0.0%	0	0
<b>SMS Message</b>	Delivered	0.0%	0	0	n/a	0	n/a

Link URL	Unique Clicks	Total Clicks
<a href="https://prairie-research.maps.arcgis.com/apps/webappviewer...">https://prairie-research.maps.arcgis.com/apps/webappviewer...</a>	27	33
<a href="https://www.loc.gov/search/?in=&amp;q=Sanborn+Fire+Insuranc...">https://www.loc.gov/search/?in=&amp;q=Sanborn+Fire+Insuranc...</a>	23	30
<a href="https://www.cityofevanston.org/home/showpublisheddocume...">https://www.cityofevanston.org/home/showpublisheddocume...</a>	15	19
<a href="https://www.cityofevanston.org/home/showpublisheddocume...">https://www.cityofevanston.org/home/showpublisheddocume...</a>	4	4
<a href="https://content.govdelivery.com/accounts/ILEVANSTON/bullet...">https://content.govdelivery.com/accounts/ILEVANSTON/bullet...</a>	3	3
<a href="https://twitter.com/cityofevanston">https://twitter.com/cityofevanston</a>	3	3
<a href="https://www.landmarks.org/">https://www.landmarks.org/</a>	2	2
<a href="https://www.youtube.com/watch?v=Yh3G7AshV7I">https://www.youtube.com/watch?v=Yh3G7AshV7I</a>	2	2
<a href="http://www.cityofevanston.org">http://www.cityofevanston.org</a>	2	2
<a href="https://subscriberhelp.govdelivery.com/">https://subscriberhelp.govdelivery.com/</a>	2	2
<a href="https://www.instagram.com/cityofevanston/">https://www.instagram.com/cityofevanston/</a>	2	2
<a href="https://www.facebook.com/cityofevanston">https://www.facebook.com/cityofevanston</a>	1	1
<a href="http://blogs.mo.gov">http://blogs.mo.gov</a>	1	1
<a href="http://public.govdelivery.com/accounts/ILEVANSTON/subscrib...">http://public.govdelivery.com/accounts/ILEVANSTON/subscrib...</a>	1	1
<a href="http://public.govdelivery.com/accounts/ILEVANSTON/subscrib...">http://public.govdelivery.com/accounts/ILEVANSTON/subscrib...</a>	1	1
<a href="http://www.youtube.com/CityofEvanstonIL#p/a">http://www.youtube.com/CityofEvanstonIL#p/a</a>	1	1
<a href="https://shorefrontlegacy.org/">https://shorefrontlegacy.org/</a>	1	1
<a href="https://subscriberhelp.granicus.com/">https://subscriberhelp.granicus.com/</a>	1	1



# MEMORANDUM

To: Members of the Preservation Commission  
From: Cade W. Sterling, Planner  
Subject: Nomination of 2024 Officers and upcoming annual tasks  
Date: November 8, 2023

## Summary

The nomination period for 2024 officers, including Chair, Vice-Chair, and Secretary is now open. Nominations will be accepted up to the December meeting at which time the officers or slate of officers will be introduced with a vote taken at the January meeting in accordance with Ordinance 29-O-18.

## Procedure

Nominations should be sent to the staff liaison who will subsequently reach out to each Commissioner and ask if they accept the nomination. You may nominate yourself for a position, and other than the staff liaison, nominations are anonymous. Nominations must be accepted by the Commissioner being nominated for an officer position. You may nominate a single individual to more than one position if desired. Current officers may be nominated for the same role, and there are no term limits for officer positions.

If more than one individual has been nominated for the same position, and both accept said nomination, an anonymous vote would be taken for the individual position but not on the individual nominees. For example, Commissioner A and Commissioner B are both nominated for the position of Chair. The staff liaison would inform the Commission that a vote on Chair will be taken, that there are two candidates, and subsequently ask members to write the name of their preferred candidate on an anonymous ballot. Ballots would be collected by staff, tallied, and the prevailing individual announced as Chair for 2024.

However, it has been more common in past elections for a single slate of nominees, with one Commissioner per position, be voted on collectively.

## Additional Upcoming Annual Housekeeping Items

- 2024 Annual Work Plan
- 2024 Meeting Dates
- 2024 Annual Report to City Council
- 2024 Annual Report to IHPA