



AGENDA
Preservation Commission
Tuesday, January 30, 2024
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. 24PRES-0001 - 1117 Sheridan Road - Landmark - LHD 4 - 28

Jeanie Petrick, architect and applicant on behalf of the homeowner, requests a Certificate of Appropriateness to construct a wooden deck at the homes rear volume and alter the homes north and east elevations fenestration -- removing non-original windows and installing new windows and doors in new openings.

Applicable Standards: Alteration [1-10]; and Construction [3, 4, 5, 6, 7, and 12].

[Staff Report](#)

[Certificate of Appropriateness Application](#)

B. Election of 2024 Officers 29

The Commission shall vote on the slate of electors for 2024 officer positions.

[Staff Memorandum](#)

C. **2024 Annual Work Plan** 30 - 33

Staff recommends review and adoption of the proposed 2024 annual work plan with the following priority initiatives within Preserve 2040 identified for implementation: Initiative 2.10; Initiative 3.6; Initiative 4.4; and, Initiative 4.12.

[Staff Memorandum](#)

4. APPROVAL OF MEETING MINUTES

A. **Minutes of December 12, 2023** 34 - 40
[Draft December 12 Minutes](#)

5. DISCUSSION (NO VOTE WILL BE TAKEN)

A. **1813-1815 Church Street - Mt. Pisgah Apartments - Review of Construction Management Plan** 41 - 77

As part of the approved planned development, a condition was added to require the applicant, The Housing Opportunity Development Corporation, to work with the Preservation Commission before demolition to review the construction management plan, photo documentation of existing conditions, and a report issued by a certified structural engineer that documents measures taken to ensure the demolition and proposed construction of a multi-story affordable housing development, will not have an adverse structural impact on the adjacent Landmark property located at 1817 Church Street.

The Commission shall review and offer input to the applicant on further measures that could be considered for incorporation to ensure demolition and subsequent construction does not adversely impact the structural integrity of 1817 Church Street.

[Presentation](#)

[Engineering Statement](#)

[Construction Site Management Plan](#)

[Existing Condition Photos](#)

B. **Amending the Statement of Significance for 2603 Sheridan Road commonly known as the Harley Clarke Mansion.**

Commissioner Smith will discuss amending the existing Statement of Significance or creating a separate Statement of Significances in order to adequately capture the property's varied character defining features which should be treated with sensitivity -- including the property's significant landscape composition and integrity of setting, and its cultural significance. Code Section 2-8-3 (G) 14.

C. **2024 Rules and Procedures**

78 - 89

The Commission shall review and discuss potential changes to the Rules and Procedures, including the Commissions Rules of Circumstance regarding review of Certificates of Appropriateness applications. Staff recommends forming a working group of 2-3 Commissioners to analyze the Rules and Procedures and bring recommendations back to the full Commission for further discussion and future action.

[Staff Memorandum](#)
[2023 Adopted Rules & Procedures](#)

6. ADJOURNMENT

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

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



STAFF REPORT

To: Members of the Preservation Commission
From: Cade W. Sterling, Planner
Subject: 24PRES-0001 – 1117 Sheridan Road – Landmark - LHD
Date: January 10, 2024

Public Notice

Jeanie Petrick, architect and applicant on behalf of the homeowner, requests a Certificate of Appropriateness to construct a wooden deck at the homes rear volume and alter the homes north and east elevations fenestration -- removing non-original windows and installing new windows and doors in new openings.

Applicable Standards: Alteration [1-10]; and Construction [3, 4, 5, 6, 7, and 12].

Construction Period:
1912

Style:
Tudor Revival

Architect of Record:
Ernest A. Mayo

Condition:
Good

Integrity:
Good

Status:
Landmark designated in 1978 under Criterion A4 (exemplification of architectural style) and A5 (significance of architect).

Setting:

1117 Sheridan Road is located in the east central portion of the Lakeshore Historic District on the east side of Sheridan Road, midblock between Greenleaf Street to the south and Hamilton Street to the north. The block was predominately developed in the 1910s in a mix of early revival styles and arts and crafts typologies including the Prairie and Craftsman. A large contemporary designed home (1995) sits across the street, designed by Thomas Hickey, a one-time partner of Ben (younger brother of Harry Weese) and Cindy Weese under the firm name Weese, Seegers, Hickey, and Weese, the predecessor to Weese Langley Weese.. The block retains excellent integrity of setting with four additional Landmark homes and no non-contributing resources.

Significance:

1117 Sheridan Road is a well-designed, large Tudor house by an important Evanston architect Ernest A. Mayo. The home turns its narrow end to the street with a ground floor composed of brick. The stories above project slightly beyond its plane. In the front a screened porch, now enclosed, projects beyond the buildings primary mass; above, the front is crowned by double gables. The entrance on the south façade has a classical columnar portico; a balancing feature on the north side is a tall chimney. Additional character defining features include decorative purlins, exposed rafter tails, and decorative half timbering. The structure retains good integrity with minor and sensitive alterations.

Ernest A. Mayo (1865-1946)

Ernest Alfred Mayo was born and educated in Birmingham, England. Before immigrating to the United States, Mayo practiced architecture in South Africa. In the 1890s, Mayo settled in Evanston and set up practice in Chicago, where he specialized in designing large residential homes and estates. His imposing structures, primarily in the Tudor Revival style, appealed to the prosperous businessmen of the North Shore. In addition to designing 32 houses throughout Evanston, Mayo also designed the Woman's Club of Evanston (1912). Many more Evanston residents called on Mayo to remodel their homes to the more popular Tudor Revival style.

Ernest's' son Peter B. Mayo (1895-1976) joined the firm in the late teens, and another son, Vivian, joined the firm in the late 1920s. Known as Mayo & Mayo, the firm continued to design substantial residences up the North Shore including Commissions in Willmette, Kenilworth, Winnetka, Glencoe, Highland Park, Highwood, and Lake Forest. In 1927 and 1929, Mayo & Mayo published portfolios of their work, in which they described their architectural philosophy: "In every home we build, we endeavor to truly represent the owners' ideas and tastes, make them practical and as beautiful as we may, in whatever style they prefer."

Tudor Revival Style

The Tudor Revival style was popular in American between the mid 1890s and 1940, although the great surge in popularity, including in Evanston, occurred in the late 1910s and 1920s. The style is based loosely on English Medieval prototypes, with small cottages as well as large country homes and high-style residences categorized as Tudor Revival. Small cottages attracted homebuyers because they evoked the image of a sweeter, simpler way of life. The quaint, picturesque, and informal massing had great appeal. At the other end of the economic spectrum, a large English manor was equally attractive, expressing symbolically a homeowner's elevated economic status and implied respectability. Somewhere between the quaint cottage and the sprawling country manor

stands the handsome suburban Tudor Revival home that was so commonly built in Evanston and throughout the North Shore. Although builders constructed some of the smaller houses from available plans, most were architect designed, high-style commissions.

Features of the Tudor Revival style include picturesque, irregular massing, asymmetrical plans, steeply-pitched, front-facing gable roofs, tall narrow windows, usually casements in multiple groups with multipane or diamond glazing, prominent brick chimneys frequently crowned by chimney pots, decorative, not structural, half-timbering, and doorways topped with Tudor arches or shouldered, flat arches. Some entrances have a projecting vestibule or portico covered with a steeply pitched asymmetrical catslide gable roof. Unlike the wood clapboard or shingle Queen Anne or Stick Style homes, which also drew on English precedents, Tudor Revival homes have walls of stucco, brick, brick veneer, or some combination of these materials.

The Lakeshore Historic District contains 50 Tudor Revival styled homes, many of which were designed by prominent architects including Mayo and Mayo, William Chase, Baumann and Cady, Spencer and Powers, Myron Hunt, Beers, Clay, and Dutton, Tallmadge and Watson, and Spencer and Kendall. By far the most prolific practitioner of the style was Ernest A. Mayo, designing thirteen (13) Tudor Revival homes in addition to 1117 Sheridan Road. All of his Commissions within the District are designated Landmarks. These include: 900 Edgemere Court; 1010 Michigan Avenue; 1122 Judson Avenue; 1217 Forest Avenue; 1120 Forest Avenue; 1210 Forest Avenue; 1203 Forest Avenue; 1318 Forest Avenue; 1418 Forest Avenue; 210 Davis Street; 144 Greenwood Street; 1225 Sheridan Road; and, 1218 Sheridan Road.

Public Comment

None.

Applicable Standards

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

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

Alteration

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

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

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

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

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

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

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

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

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

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

Construction

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

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

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.

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.

Application for Preservation Review of Certificate of Appropriateness (COA)



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

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

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

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

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

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

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

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

1) Property Address: 1117 Sheridan Road	FOR STAFF USE ONLY Application Number:
2) Owner's Name: Jim & Kathleen Corydon	Address: 1117 Sheridan Road
City: Evanston State: IL Zip: 60202	Phone: 847-877-7273 Email/Fax:
3) Architect's Name: Jeanie Petrick	Address: 1326 Asbury Avenue
City: Evanston State: IL Zip: 60201	Phone: 847-721-5975 Email/Fax:
4) Contractor's Name: Greg Maziarka A-1 PAM	Address:
City: State: Zip:	Phone: 773-886-0600 Email/Fax: gmaziarka@a-1pam.com
5) Landmark: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No * Refer to the Supplemental Information for guidance on page (i) (fifth page below).	
6) Within Local Historic District: <input 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	
7) Refer to the completed Zoning Analysis and check as applicable if project requires: <input type="checkbox"/> Major Zoning Variance; <input type="checkbox"/> Minor Zoning Variance; <input type="checkbox"/> Fence Variance → If one or more is checked, then fill out Sections B and C (next 2 pages). If project does not require any Zoning Variance or Fence Variance or Special Use → Complete section B only. Check if your project requires: <input type="checkbox"/> Special Use <input type="checkbox"/> Planned Development → Refer to Supplemental Information on page (i) below.	

Section B: Application for Certificate of Appropriateness

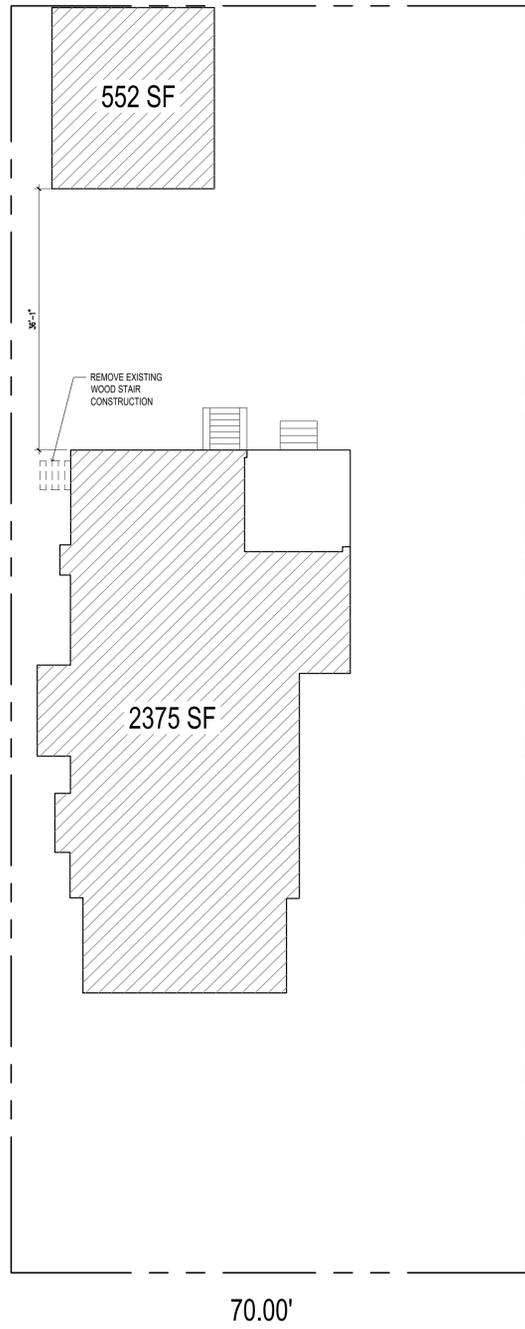
1) In addition to the required site plans, drawings, and photos, briefly describe the proposed activity and reason for obtaining a Certificate of Appropriateness. Attach a separate sheet if necessary, and refer to the Supplemental Information for guidance.

We are remodeling the kitchen and replacing the existing windows from a previous 1980's remodel. We are also proposing a new wood deck to access the rear yard directly from the kitchen and create a strong visual connection.

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

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

3) Checklist for Exterior Materials—Check all that apply.								
Existing	Proposed		Existing	Proposed		Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Façades/Front Porch & Rear Porch Material Wood Frame Stone Brick Stucco Synthetic Stucco Wood Siding Aluminum Siding Vinyl Siding Shingle, Material: _____ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Flashing Material Copper Sheet Metal Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	Fascias, Soffits, Rakeboards, Trim Wood Metal Synthetic Material, Type: _____ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Roofing Material Wood Shingles Wood Shakes Slate Clay Tile Asphalt Shingles Metal Sheet Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Door Material Wood Metal Clad Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	Window Type Double Hung Casement Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Chimney Material Brick Stone Stucco Other: _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Window Material Wood Aluminum Steel Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Gutters/Downspouts Copper Aluminum Galvanized Sheet Other: _____	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Muntins Not existing True divided lights Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4) Applicant's Signature: <u>Jeanne Petrusch</u>						Date: 07 dec 2023		
Print Name:								
Proceed to Section C if you are requesting a zoning or fence variation and/or s special use . Refer to the Supplemental Information for guidance [page (i) below]. For Planned Development refer to Supplemental Information [page (i) below].								



2 PROPOSED SITE PLAN
SCALE: 1/8" = 1'-0"

ZONING INFORMATION

SITE SQUARE FOOTAGE = 12,250 SF

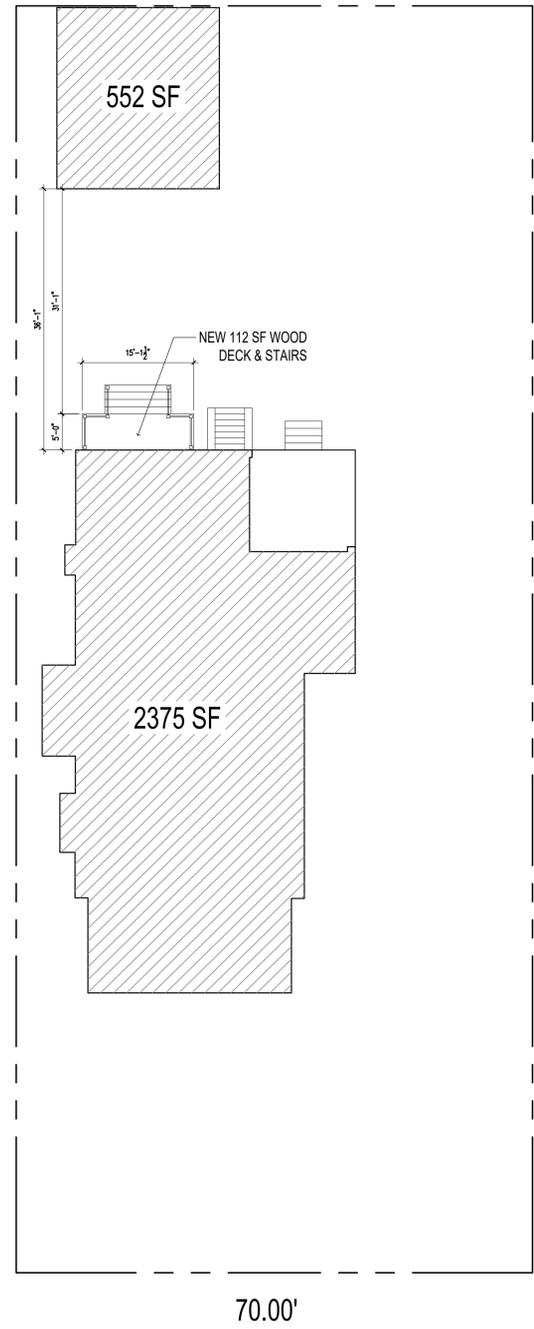
MAXIMUM BUILDING FOOTPRINT (30%) - 3,675 SF

EXISTING RESIDENCE FOOTPRINT = 2,375 SF

EXISTING GARAGE = 552 SF

TOTAL EXISTING FOOTPRINT = 2,927 SF (24%)

MAXIMUM IMPERVIOUS SURFACE LOT COVERAGE IS 45% = 5,512.5 SF



1 EXISTING SITE PLAN
SCALE: 1/8" = 1'-0"



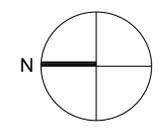
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1326 ASBURY AVE EVANSTON, IL
PH 847.721.5975
JP@PETRICKARCHITECTURE.COM

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FIELD VERIFICATION: CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL FIGURED DIMENSIONS AND CONDITIONS AT THE JOBSITE AND NOTIFY THE ARCHITECT OF ANY DIMENSIONAL ERRORS, OMISSIONS OR DISCREPANCIES BEFORE BEGINNING OR FABRICATING ANY WORK. DO NOT SCALE THESE DRAWINGS.

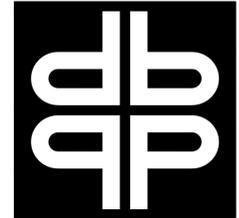
INTERIORS REMODEL FOR:
CORYDON RESIDENCE
1117 SHERIDAN ROAD, EVANSTON

<input type="checkbox"/> SCHEMATIC DESIGN	04 APR 22
<input type="checkbox"/> DESIGN DEVELOPMENT	19 AUG 2022
<input type="checkbox"/> DESIGN DEVELOPMENT - REVISED	19 SEPT 2022
<input type="checkbox"/> DESIGN DEVELOPMENT - REVISED	18 SEPT 2023
<input checked="" type="checkbox"/> ISSUE FOR PERMIT	06 DEC 2023
<input type="checkbox"/>	
<input type="checkbox"/>	



SCALE:
AS NOTED
DATE:
06 DEC 2023

A0



PETRICK ARCHITECTURE

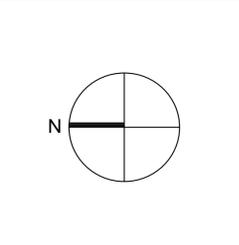
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<input type="checkbox"/> DESIGN DEVELOPMENT - REVISED	18 SEPT 2023
<input checked="" type="checkbox"/> ISSUE FOR PERMIT	06 DEC 2023



SCALE:
AS NOTED
DATE:
06 DEC 2023

A1

CODE REQUIREMENTS:

2021 INTERNATIONAL RESIDENTIAL CODE
2020 NATIONAL ELECTRICAL CODE AS AMENDED
STATE OF ILLINOIS PLUMBING CODE
STATE OF ILLINOIS ENERGY CODE (2018 IECC AS AMENDED)

SCOPE OF WORK:

KITCHEN REMODEL WITH NEW EXTERIOR WINDOWS & DOORS PLUS A NEW DECK & STAIRS

GENERAL NOTES:

- ALL MECHANICAL EXHAUSTS SHALL DISCHARGE TO THE OUTDOORS
- NEW & REPLACEMENT PLUMBING FIXTURES TO BE WATERSENSE WHEN AVAILABLE
- COPPER WATER LINES SHALL NOT BE INSTALLED IN DIRECT CONTACT WITH METAL ELECTRICAL CONDUITS
- NO PLASTIC PIPE, TUBING OR FITTINGS ALLOWED FOR POTABLE WATER. TYPE 1 COPPER MINIMUM
- BATH SHOWER CONTROLS SHALL HAVE A TEMPERATURE MIXING VALVE SET TO MAX. 115 DEGREE F
- EXTENSION RINGS ON ELECTRIC DEVISE BOXES ARE REQD TO BE MTD. FLUSH WITH SURROUND'G FINISHED WALL SURFACES
- RECESSED LIGHTING FIXTURES IN CONTACT WITH INSULATION MUST BE IC-RATED
- NM CABLE WIRE (ROMEX) WIRE ARE NOT ALLOWED
- LUMINAIRES LOCATED WITHIN THE ACTUAL OUTSIDE OF DIMENSION OF THE SHOWER OR TUB SHALL BE MARKED SUITABLE FOR WET LOCATIONS
- NEW CIRCUITS SHALL BE ADDED TO A CIRCUIT DIRECTORY IN THE MAIN ELECTRIC PANEL
- OPENINGS IN WALLS OR FLOORS AROUND THE DRAIN AND/OR WATER LINES MUST BE SEALED IFC R302.12
- HOT WATER PIPE 3/4" AND LARGER IN DIAMETER INSULATE TO R3 MIN. IECC R403.5.3
- 90% OF LUMINAIRES SHALL BE HIGH EFFICACY. IECC R404.1
- KITCHEN RANGE HOOD CAPABLE OF EXHAUSTING IN EXCESS OF 400 CFM IS REQUIRED TO BE PROVIDED WITH MAKEUP AIR AT A RATE APPROX. EQUAL TO THE EXHAUST AIR RATE. IFC M1503.4
- DISHWASHER DRAIN LINE SHALL BE SECURED OR LOOPED TO THE UPPERMOST PART OF THE UNDERSIDE OF THE COUNTERTOP AND SHALL NOT CONNECT TO THE GARBAGE DISPOSAL IF PRESENT. IFC 860.770(A)
- COPPER WATER LINES SHALL NOT BE INSTALLED IN DIRECT CONTACT WITH METAL ELECTRICAL CONDUITS. IFC 860.308(B)
- FAMILY ROOM AND BREAKFAST ROOM RECEPTACLE OUTLETS SHALL BE SPACED NO MORE THAN EVERY 12 FEET (8 FT FROM A MIDPOINT ALONG THE WALL) NEC 210.52
- RECEPTACLES SERVING KITCHEN COUNTERTOPS SHALL BE GFI PROTECTED AND SHALL BE LOCATED SO THAT NO POINT ALONG A COUNTERTOP WALL LINE IS MORE THAN 24 INCHES MAX. FROM A RECEPTACLE. NEC 210.5 & 210.52(C)
- ALL NEW RECEPTACLES SHALL BE TAMPER RESISTANT. NEC 406.12 / A DISCONNECTING MEANS SHALL BE LOCATED WITHIN SIGHT OF THE DISHWASHER OR A LOOKOUT BREAKER IN THE OPEN POSITION IS PROVIDED FOR THE CIRCUIT. NEC 422.30
- KITCHEN COUNTERTOP ELECTRIC RECEPTACLE OUTLETS SHALL BE SERVED BY A MIN. OF 2 20AMP SMALL APPLIANCE CIRCUITS. NEC 210.52
- AN ELECTRIC SERVICE OUTLET MUST BE INSTALLED AT AN ISLAND COUNTERTOP NEC 210.52(C)(3) IF UNDER OVERHANGS IT MUST BE LESS THAN 6" FROM OUTSIDE EDGE
- NEW CIRCUITS SHALL BE ADDED TO A CIRCUIT DIRECTORY IN MAIN ELECTRIC PANEL. NEC 408.4
- ALL NEW EXTERIOR LIGHTING SHALL BE DESIGNED, SHIELDED AND DIRECTED SO THAT DIRECT LIGHT FROM THE LAMP DOES NOT CAUSE LIGHT TRESPASS AND PROTECTS ADJACENT PROPERTIES AND PUBLIC WAYS FROM GLARE AND EXCESSIVE LIGHTING. LIGHT LEVEL AT ANY PROPERTY LINE IS LIMITED TO ONE-HALF (1/2) FOOT-CANDLE UNLESS OTHERWISE REGULATED BY CITY CODE. NEC ARTICLE 210.70(A)(4)(EVANSTON AMENDMENT)

GENERAL NOTES:

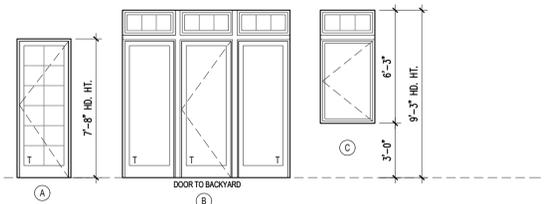
- MECH'L CONTRACTOR TO VERIFY LOADS REQUIRED. SEE DWG S FOR LOCATION
- PROVIDE ELECTRICAL OUTLETS PER N.E.C. ARTICLE 210-52 REQUIREMENTS. I.E. SIZE, LOCATION, ETC.
- ALL STRUCTURAL HEADERS OVER OPENINGS LESS THAN 5'-0" WIDE ARE TO BE 2 - 2X12 UNLESS OTHERWISE NOTED
- ALL ELEC. L. FIXTURES TO BE CENTERED IN ROOM UNLESS OTHERWISE NOTED
- PROVIDE SMOKE DETECTORS IN EVERY BEDROOM AND SMOKE/CO ON FIRST FLOOR AND SECOND FLOOR
- ALL RECEPTACLE OUTLETS TO BE TAMPER RESISTANT
- ALL SMOKE AND CARBON MONOXIDE DETECTORS TO BE WITHING 15'-0" OF ALL BEDROOMS AND ONE ON FIRST FLOOR
- ALL NON-COMPLIANT ELECTRICAL AND PLUMBING EXPOSED DURING THIS REMODEL WILL REQUIRE THESE SYSTEMS TO BE PGRADED IN ACCORDANCE WITH THE CURRENTLY ADOPTED CODES.

NOTE: ALL EXTERIOR WALLS OPENED DURING CONSTRUCTION WITH EXPOSED CAVITIES SHALL BE FILLED WITH INSULATION TO MEET EXISTING R VALUE REQUIREMENTS

NOTE: PROVIDE SMOKE ALARMS ON EACH LEVEL OF THE HOUSE AND IN EVERY BEDROOM. PROVIDE HARDWARE WHERE ACCESSIBLE WITHOUT DRYWALL DEMOLITION. CARBON MONOXIDE DETECTOR PROVIDED ON EACH FLOOR

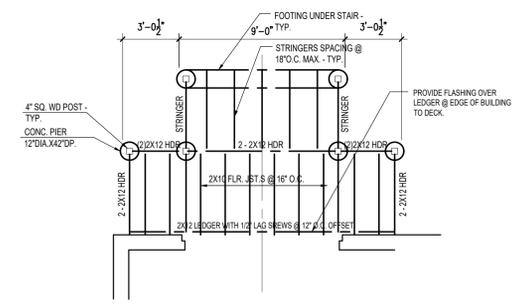
TYPE	UNIT SIZE	REMARKS
A	WOOD FRENCH DOOR 2'-8"W. X 7'-8"H.	
B	WOOD DOORS + TRANSOMS 9'-1"W. X 9'-3"H.	
C	WOOD WINDOW + TRANSOM 3'-0"W. X 6'-3"H.	PUSH OUT CASEMENT

NOTE: WINDOW & DOOR GLAZING U-VALUES NOT TO EXCEED 0.32
DOOR ORDER TO BE REVIEWED WITH ARCHITECT & OWNER BEFORE PURCHASE!!!!!! VERIFY ALL DIMENSIONS IN FIELD
T = TEMPERED GLAZING @ HAZARDOUS LOCATIONS PER IRC SECTION 308

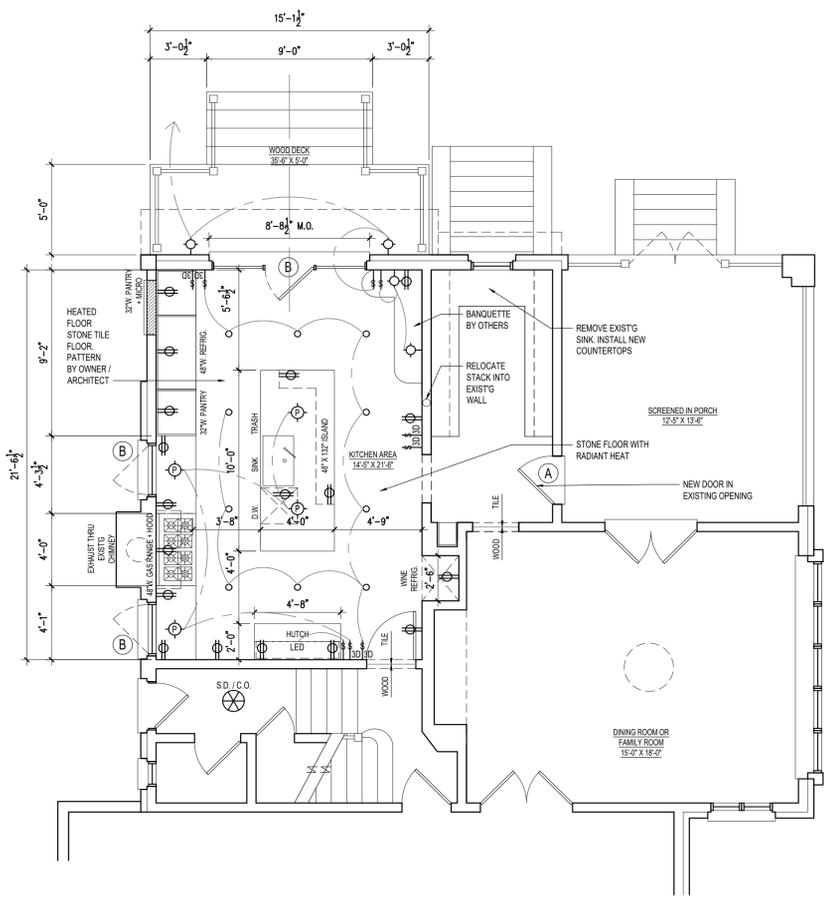


LEGEND

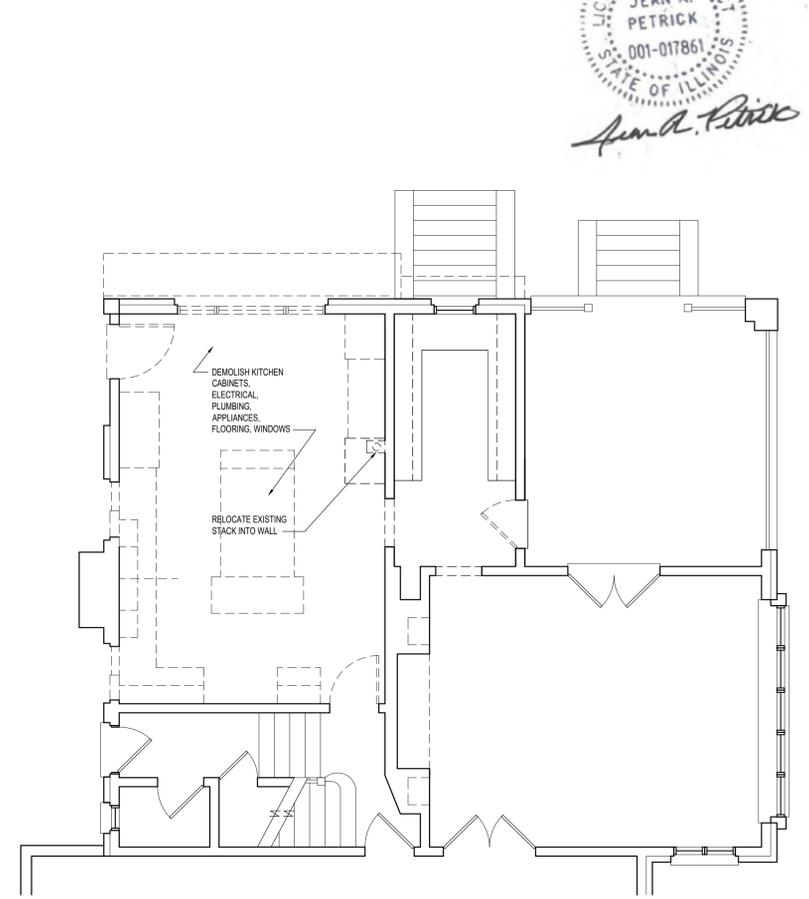
- SMOKE DETECTOR
-
-
- PENDANT LED LIGHT FIXTURE
- WALL SCONCE DOWNLIGHT, SEE ELEV.S FOR HEIGHT
- SINGLE OUTLET
- DUPLEX OUTLET
- CABLE
- TELEPHONE
- HVAC SUPPLY
- HVAC RETURN
- CEILING MOUNTED EXHAUST FAN / LIGHT
- CEILING FAN / LIGHT
-



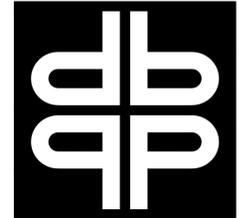
3 WOOD DECK FRAMING
SCALE: 1/4" = 1'-0"



2 PROPOSED PARTIAL FLOOR PLAN
SCALE: 1/4" = 1'-0"



1 DEMOLITION PARTIAL FLOOR PLAN
SCALE: 1/4" = 1'-0"



PETRICK ARCHITECTURE

ARCHITECTURE + INTERIORS
1326 ASBURY AVE EVANSTON, IL
PH 847.721.5975
JP@PETRICKARCHITECTURE.COM

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FIELD VERIFICATION: CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL FIGURED DIMENSIONS AND CONDITIONS AT THE JOBSITE AND NOTIFY THE ARCHITECT OF ANY DIMENSIONAL ERRORS, OMISSIONS OR DISCREPANCIES BEFORE BEGINNING OR FABRICATING ANY WORK. DO NOT SCALE THESE DRAWINGS.

INTERIORS REMODEL FOR:

CORYDON RESIDENCE

1117 SHERIDAN ROAD, EVANSTON

04 APR 22	19 AUG 2022	19 SEPT 2022	18 SEPT 2023	06 DEC 2023		
<input type="checkbox"/> SCHEMATIC DESIGN	<input type="checkbox"/> DESIGN DEVELOPMENT	<input type="checkbox"/> DESIGN DEVELOPMENT - REVISED	<input type="checkbox"/> DESIGN DEVELOPMENT - REVISED	<input checked="" type="checkbox"/> ISSUE FOR PERMIT	<input type="checkbox"/>	<input type="checkbox"/>

SCALE:
AS NOTED

DATE:
06 DEC 2023

A2



2 EXISTING PARTIAL SIDE / NORTH ELEVATION
SCALE: 1/4" = 1'-0"



1 EXISTING REAR / EAST ELEVATION
SCALE: 1/4" = 1'-0"

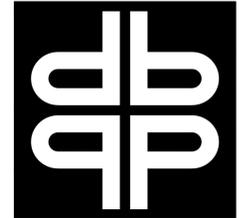


2 PROPOSED PARTIAL SIDE / NORTH ELEVATION
SCALE: 1/4" = 1'-0"



1 PROPOSED REAR / EAST ELEVATION
SCALE: 1/4" = 1'-0"





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INTERIORS REMODEL FOR:

CORYDON RESIDENCE

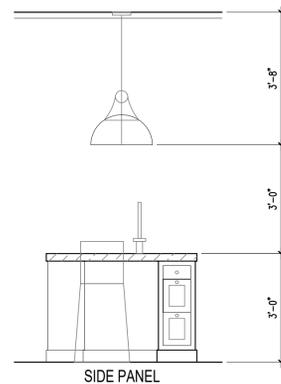
1117 SHERIDAN ROAD, EVANSTON

04 APR 22	19 AUG 2022	19 SEPT 2022	18 SEPT 2023	06 DEC 2023		
<input type="checkbox"/> SCHEMATIC DESIGN	<input type="checkbox"/> DESIGN DEVELOPMENT	<input type="checkbox"/> DESIGN DEVELOPMENT - REVISED	<input type="checkbox"/> DESIGN DEVELOPMENT - REVISED	<input checked="" type="checkbox"/> ISSUE FOR PERMIT	<input type="checkbox"/>	<input type="checkbox"/>

SCALE:
AS NOTED

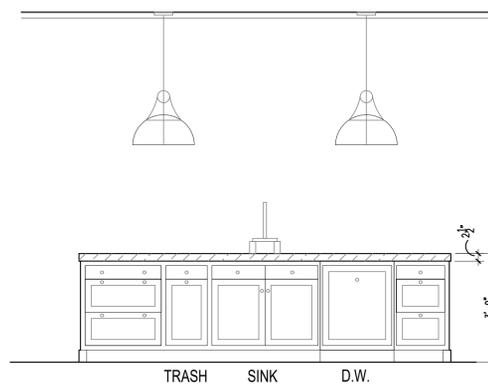
DATE:
06 DEC 2023

A3



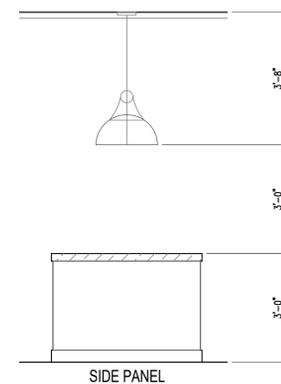
7 KITCHEN ISLAND EAST SIDE

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



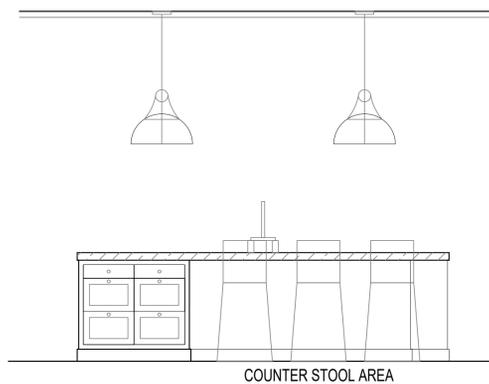
6 KITCHEN ISLAND - NORTH SIDE

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



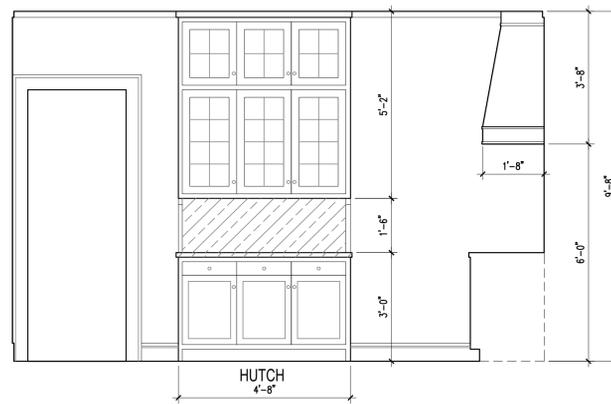
5 KITCHEN ISLAND WEST SIDE

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



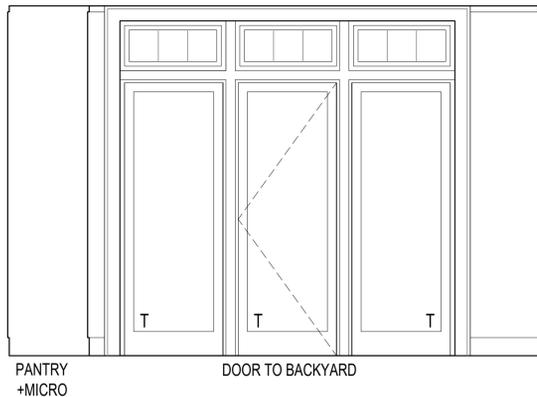
4 KITCHEN ISLAND - SOUTH SIDE

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



3 KITCHEN ELEVATION - WEST WALL

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



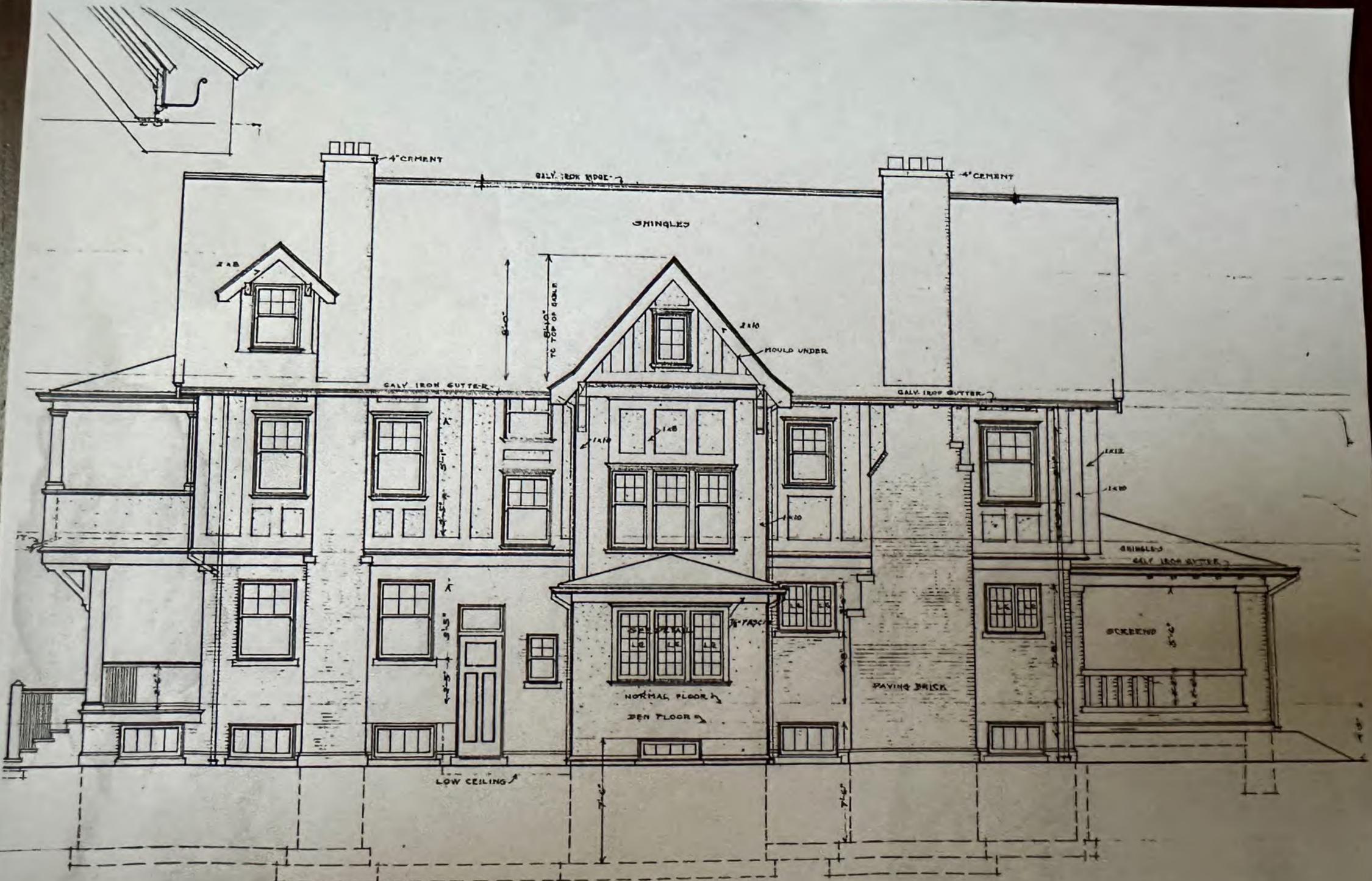
2 KITCHEN ELEVATION - NORTH WALL

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



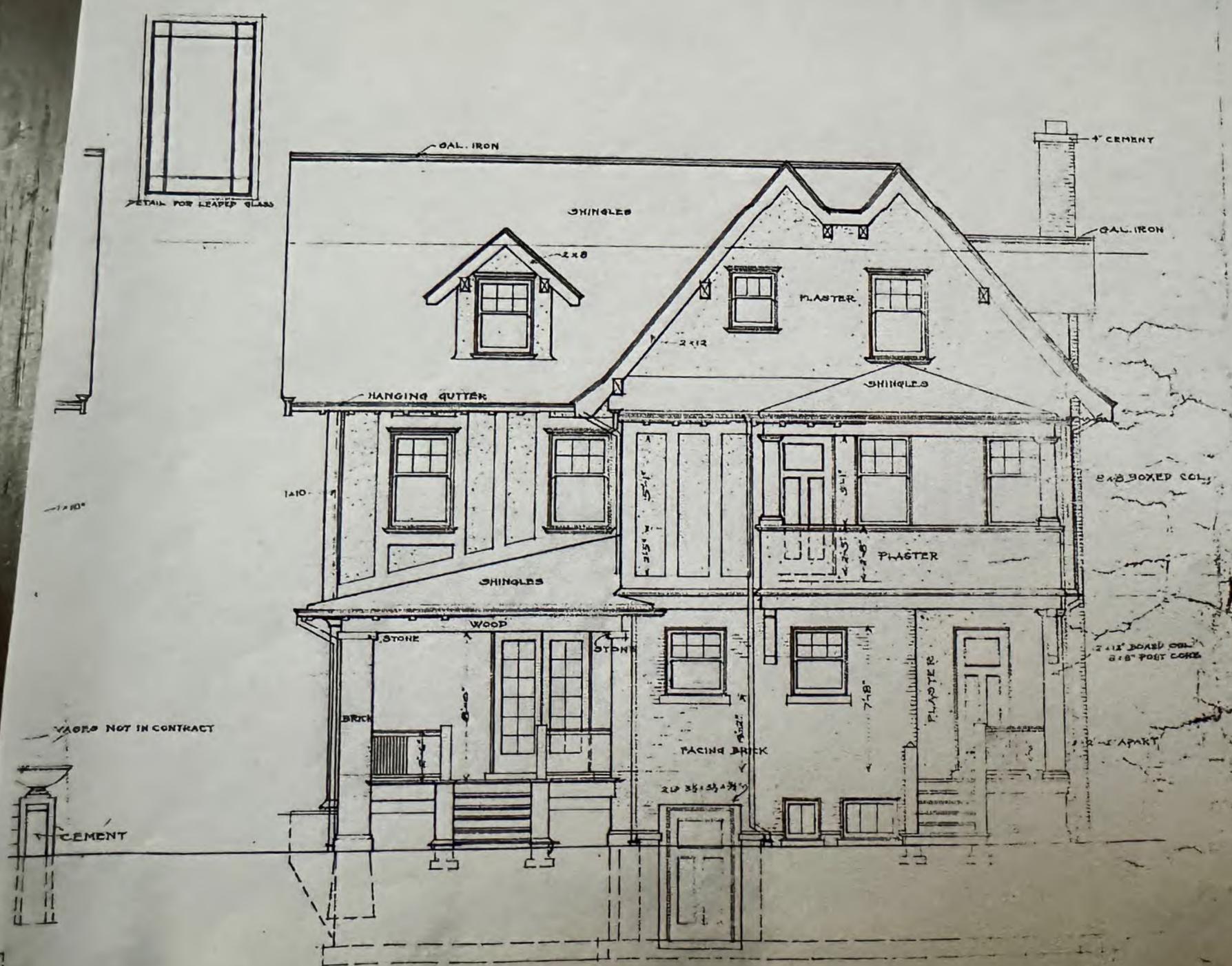
1 KITCHEN ELEVATION - SOUTH WALL

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



NORTH ELEVATION

382
 RES. FOR F. PARKER
 SHERIDAN ROAD EVAN
 EA MAYO ARCHITECT



• EAST ELEVATION •

382	RES. FOR F. PARKER DAVIS	1
	SHERIDAN RD. EVANSTON ILL.	6/13/12
	E. A. MAYO ARCHT.	













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:

NATIONAL REGISTER

WITHIN NR DISTRICT?

NR DISTRICT CONTRIB/NON-CONTRIB?

NR LANDMARK? YEAR

NR ELIGIBLE? CRITERIA

PHOTO ID

ALTERNATE ADDRESS?

GENERAL INFORMATION

CATEGORY CURRENT USE

CONDITION HISTORIC USE

INTEGRITY SECONDARY STRUCTURE

NRSECOND

ARCHITECTURAL DESCRIPTION

ARCHITECTURAL CLASSIFICATION	<input type="text" value="Tudor Revival"/>	ROOF TYPE	<input type="text" value="Multi-gable"/>
DETAILS	<input type="text"/>	ROOF MATERIAL	<input type="text" value="Asphalt - shingle"/>
CONSTRUCTION YEAR	<input type="text" value="1912"/>	FOUNDATION	<input type="text" value="Not visible"/>
OTHER YEAR	<input type="text"/>	PORCH	<input type="text" value="Front entry"/>
DATESOURCE	<input type="text" value="Building permit"/>	WINDOW MATERIAL	<input type="text" value="Wood"/>
WALL MATERIAL (current)	<input type="text" value="Stucco"/>	WINDOW MATERIAL 2	<input type="text" value="Leaded glass"/>
WALL MATERIAL 2 (current)	<input type="text" value="Brick"/>	WINDOW TYPE	<input type="text" value="Double hung/casement"/>
PLAN	<input type="text" value="Rectangular"/>	WINDOW CONFIGURATION	<input type="text" value="6/1; 8-light; 1-light"/>
NO OF STORIES	<input type="text" value="2.5"/>		

SIGNIFICANCE

HISTORIC FEATURES

ADDRESS

1117		SHERIDAN	ROAD
------	--	----------	------

ALTERATIONS

Replacement windows in front sun porch; front dormer addition (not historic); replacement front entry steps.

HISTORIC INFORMATION

OLD ADDRESS
(city dir.year)

1115 Sheridan Road

ORIGINAL OWNER

Davis, F. Parker

ORIGINAL ARCHITECT

Mayo, Ernest A.

BUILDING MOVED?

No

ARCHITECT SOURCE

Building Permit 4962

MOVED FROM

BUILDER

Bulley & Andrews

ADDITIONAL PHOTOGRAPHS



PHOTO ID2 \Images\11-19-212-005-0000-2.jpg

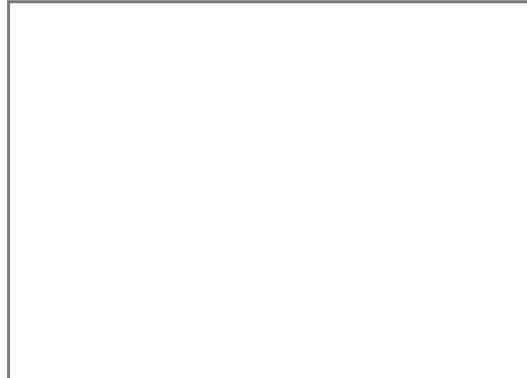


PHOTO ID3

OTHER PINS

SURVEYOR

Lara Ramsey

SURVEYOR ORGANIZATION

GRANACKI HISTORIC CONSULTANTS

SURVEY DATE

4/5/2012

Historic Info Compiler

MBM

SURVEYAREA

EVANSTON LAKESHORE PHASE II

PERMIT/HISTORIC INFORMATION

CURRENT ADDRESS

1117 SHERIDAN ROAD

OLD ADDRESS (city dir.year) 1115 Sheridan Road

DATE OF CONSTRUCTION 1912

MOVING INFORMATION

BUILDING MOVED? No

MOVING PERMIT # **DATE**

MOVED FROM

ORIGINAL PERMIT INFORMATION

BLDG PERMIT # 4962 **DATE** 1912.08.08

BUILDING PERMIT DESCRIPTION 2-story brick & stucco residence 31'w x 62'd x 37'h, 11 rooms

COST \$11,950

ORIGINAL OWNER Davis, F. Parker

ORIGINAL OWNER OCCUPIED? Yes

ORIGINAL ARCHITECT Mayo, Ernest A.

ARCHITECT SOURC Building Permit 4962

BUILDER Bulley & Andrews

EXTERIOR ALTERATION PERMITS

BP20709, 1933.06.17, house improvement \$2,500, (O) F.P. Davis, (B) George Burnett

OTHER PERMIT INFO

BP8657, 1921.03.16, 1-story brick garage \$2,000, (O) F. Davis, (A/B) Larson & Co.

COA INFO

HISTORIC INFO

OTHER SOURCES

IHSS #236. Evanston Landmark (1978). ELHD #250. PHOTOS at EHC: Quinlan & Tyson 1959; Mitchell Bros 1963.

HISTORIC INFO COMPILER MBM

City of EVANSTON
LAKESHORE HISTORIC DISTRICT RE-SURVEY
CONTINUATION SHEET

STREET # 1117

STREET SHERIDAN ROAD

ADDITIONAL PHOTOS OR INFORMATION

Historic Features

Brick first story; stucco cladding with decorative half timbering on 2nd story and under gables; paired front gables with decorative purlins and exposed rafter tails; 2-story, slightly projecting square window bays under gables on façade; 1-story front sun porch with hipped roof, square piers and knee walls; main entry along south elevation, with historic wood door and shallow entry porch topped with flanged segmental arch and supported by wood columns; 2.5-story gabled bay projecting from east (rear) end of south elevation; brick end chimney on north elevation; 1-story north side square bay just east of chimney; historic 6/1 wood windows and art-glass casement windows on front and side elevations.



STATEMENT OF SIGNIFICANCE

This well designed, large Tudor house by an important Evanston architect turns its narrow end to the street. The ground floor is brick; the stories above project slightly beyond its plane. In the front a screened porch projects beyond the building's mass; above, the front is crowned by double gables. The entrance on the south facade has a classical columnar portico; a balancing feature on the north side is a tall chimney. The structure has excellent integrity.

EVANSTON LANDMARK

ADDRESS: 1117 Sheridan

COMMON NAME; *Same*

REAL ESTATE INDEX NUMBER;

DATE OF CONSTRUCTION: 1912

ARCHITECT OR BUILDER: *Ernest Mayo*ORIGINAL SITE MOVED

SIGNIFICANCE:

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

OTHER COMMENTS:





MEMORANDUM

To: Members of the Preservation Commission
From: Cade W. Sterling, Planner
Subject: Election of 2024 Officers
Date: January 10, 2024

The following Commissioners were nominated by their peers and accepted their nominations. The positions and nominees include:

- **Chair:** Commissioner Dreller
- **Vice-Chair:** Commissioner Bodan
- **Secretary:** Commissioner Klein

As each position had only one member nominated, the Commission may choose to vote on the slate of electors or nominate additional members to stand for election. Officers shall serve for the remainder of the 2024 calendar year.



MEMORANDUM

To: Members of the Preservation Commission
From: Cade W. Sterling, Planner
Subject: 2024 Annual Work Plan
Date: January 10, 2024

Summary

The table on the following page provides a summary of Preserve 2040 initiatives with an anticipated implementation timeline in years 1-3 as well as those listed as ongoing. The Plan is entering year two of its anticipated 20 year lifecycle. The Commission should review and discuss initiatives they would like to include in the 2024 annual work plan, with a goal of implementation or substantial progress toward implementation. **Green** identifies initiatives completed or in various levels of completion or progress.

Staff proposes the following initiatives for potential inclusion in the 2024 work plan. The Commission may adopt these as presented, or as amended. Staff recommends selecting 2-3 of the initiatives below as well as all the ongoing initiatives identified (initiatives 1.4, 1.11, and 3.10).

- **Initiative 3.6:** Advocate for adoption of a citywide deconstruction ordinance.
- **Initiative 4.4:** Prepare a preservation training publication and facilitate one-on-one training for elected officials and heads of city departments.
- **Initiative 4.12:** Prepare an annual training and certification program for local relators, and financial and insurance professionals.
- **Initiative 2.10:** Organize a Preservation Consortium or Preservation Advisory Sub-Committee (this can include a closer look at associate membership).

Additional ongoing initiatives proposed for further development include:

- **Initiative 1.4:** Conduct a city-wide survey of Evanston's downtown and neighborhood business district resources.
- **Initiative 1.11:** Prepare an annual study list of eligible resource in Evanston proposed for Landmark designation.
- **Initiative 3.10:** Support the retention of significant landscape features which offer citywide environmental benefits.

Initiative	Implementation Schedule	Priority Level	Status
Survey and Documentation			
1.5: Re-Survey the Ridge Historic District* * To begin work in year 3, an RFP and budget request would need to be authorized in 2024	Year 3-5	Medium	Not Started
1.3: Prioritize new areas in Evanston for surveys.	Ongoing	High	Not Started
1.4: Conduct a city-wide survey of Evanston's downtown and neighborhood business district resources.	Year 1-3	High	Ongoing (downtown was done in 2023)
1.7: Document and include the built resources that embody historic, social, and cultural periods and events, and the diverse groups and people who have contributed to Evanston's unique character and identity.	Ongoing	Pressing	Not Started
1.8: Integrate preservation survey and documentation as part of future City planning efforts. (The Commission will have an opportunity to engage with the consultant undertaking the new Comprehensive Plan to help identify areas for new survey and to create associated policy statements that support integration with future city projects).	Ongoing	High	In Progress
1.11: Prepare an annual study list of eligible resources in Evanston.	Ongoing	Medium	In progress; ongoing effort
Program Administration and Resource Management			
2.1: Review and update the Historic Preservation Ordinance	Year 1-3	High	Not Started
2.8: Work with the Economic Development Division to enact a legacy or heritage business program.	Year 1-3	Pressing	Complete
2.10: Organize a Preservation Consortium or Preservation Advisory Sub-Committee	Year 1-3	Pressing	Not Started

Initiative	Implementation Schedule	Priority Level	Status
<p>2.11: Benchmark Commission accomplishments and performance trends in an annual public report.</p> <p>(The Chair and Staff Liaison did present a comprehensive report to the Planning and Development Committee in year 2023).</p>	Ongoing	Pressing	Scheduled for review and adoption in February
<p>2.12: Actively recruit future Commissioners with a focus on building a membership reflective of Evanston's diverse demographics and backgrounds.</p>	Ongoing	High	Recruitment campaign made in 2023
Community Revitalization			
<p>3.2: Collaborate with Evanston Special Service Areas, Chamber of Commerce, and broader business community to identify and advance preservation priorities.</p>	Ongoing	High	Not Started
<p>3.3: Collaborate with the Economic Development Division to assist in marketing and buyer recruitment for historic commercial, industrial, and institutional properties.</p>	Ongoing	Medium	Not Started
<p>3.6: Advocate for adoption of a citywide deconstruction ordinance.</p> <p>(The Commission's staff liaison provided the Environment Board a presentation on the value of deconstruction vs demolition and the value of retaining embodied energy in existing buildings, primarily those constructed pre-war. The Commission also invited a guest speaker to talk about the value of deconstruction and its potential in Evanston)</p>	Year 1-3	Pressing	Early discussions with the Sustainability Division
<p>3.8: Conduct annual reconnaissance of historic properties to identify materials and finishes in poor condition before replacement is necessary and provide technical assistance for their proper repair.</p>	Ongoing	Medium	Scheduled for first quarter of 2024.
<p>3.9: Invite professionals to speak on the appropriateness of various composite and synthetic materials which accurately mimic historic building materials that are non-sustainable.</p>	Ongoing	High	Speaker series implemented in 2023

Initiative	Implementation Schedule	Priority Level	Status
3.10: Support the retention of significant landscape features which offer citywide environmental benefits. (Commissioners as well as the Staff Liaison did advocate for a variation of the Tree Preservation Ordinance, and also gave a presentation to the Environment Board on heritage trees and the value of cultural landscapes.)	Ongoing	High	Progress made but largely tied to initiative 2.1.
Education and Advocacy			
4.1: Reinstate a quarterly preservation and design oriented newsletter and make it available on social media.	Year 1-3	Pressing	Complete
4.3: Support an annual endangered properties list	Ongoing	Low	Not Started
4.4: Prepare a preservation training publication and one-on-one orientation for elected officials.	Year 1-3	Pressing	Not Started
4.7: Compile and publish a list of restoration professionals who perform work in Evanston.	Year 1-3	Pressing	Not Started
4.9: Continue to digitize and make available early publications of the Commission (and resources generally).	Ongoing	Medium	Progress made. Website updated with a significant amount of publicly available resources
4.12: Continue annual training for local realtors, insurance, and financial professionals.	Ongoing	Medium	Not Started
4.17: Support ongoing oral history projects	Ongoing	Medium	Not Started

Additional initiatives, listed as ongoing, such as the newsletter, survey work to identify eligible resources, etc, are identified as part of the annual work plan, but the focus should be on advancing initiatives not already started that have high priority levels and an implementation timeline in years 1-3, or initiatives identified as ongoing, that have not been started.

The full Preserve 2040 Long-Range Plan can be found here: [Link to Long-Range Work Plan](#)



MEETING MINUTES

PRESERVATION COMMISSION

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

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

Members Absent: Samantha Steele, Stuart Cohen,

Staff Present: Cade W. Sterling, Carlos D. Ruiz

Presiding Member: Sarah M. Dreler, Chair

Minutes Taken by: Cade W. Sterling

Public Comment

- The Commission received three letters of public comment, all related to demolition of Ryan Field. In addition to the two letters within the Commissions packet at the time of the meeting, Chair Dreler read a third letter by Davidsarah Black Otter Kaplan of the Pokagon Band of the Potawatomi Nation into the record.
- The letter encouraged the State of Illinois to mandate an exploratory archaeological survey of the stadium prior to its demolition to be proactive in the discovery of Native remains or items rather than be reactionary.

NEW BUSINESS

23PRES-0233 - 748 Judson Avenue - Lakeshore Historic District

Studio Talo Architects, applicant on behalf of the homeowner, submit for a Certificate of Appropriateness to alter the homes west elevation fenestration, enclosing a basement window with brick to match existing, installing new windows and a door in new openings and replacing two existing double-hung basement windows with egress windows at the homes rear volume, and enclosing a second-story double hung window with brick to match existing at the homes east elevation.

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

- Commissioner Ahleman recused himself from the discussion and vote,

returning to the chamber following completion of the case.

- Jennifer Parker Holtz, and Nataliya Silyarska presented a summary of the proposal. The proposed alterations are limited to the north and west elevations. On the north elevation, the applicant proposes removal of a double hung window to accommodate interior alterations. The window in question is not located on the principal volume of the home and is set further back from the street than the elevation drawings depict. The opening will be infilled with brick salvaged from the rear volume of the building so there will be a very close match with no change in general appearance.
- The proposed alteration to the east elevation include the addition of new windows and doors in a currently minimally fenestrated volume/extrusion of the rear elevation as well as new egress windows required for interior alterations to the basement level of the building.
- The proposed windows are aluminum clad wood fixed and double-hung units matching the existing windows substantially in proportion and general appearance. The brick removed at the rear volume to accommodate new openings will be used for infill on other portions of the building to ensure a consistent aesthetic and brick match.
- Commissioner Smith commented on the large fence at the properties side and rear that blocks the majority of the view of the rear elevation.
- Commissioner Klein asked about the windows operating styles, which were noted as fixed and double-hung (at both ends of the new rear entryway), both are evident on the home already.
- Commissioner Bowes-Carlson commended the approach to salvage the existing and original brick at the rear for use at the front elevation.
- Commissioners generally applauded the design, seeing it as a sensitive and compatible solution to changes in the interior programming of the structure.
- Commissioners debated standards for construction #3, proportion of openings, and construction #4 rhythm of solids to voids, noting they were most applicable to the proposal, and agreeing that they were met, and that the rhythm of solids to voids at the rear volume was improved upon.
- A motion to approve as presented was made by Commissioner Bodan, seconded by Commissioner Bowes-Carlson. The motion carried unanimously.

23PRES-0228 - 1045 Maple Avenue - Landmark

Ken Hazlett, architect and applicant on behalf of the homeowner, requests a Certificate of Appropriateness to demolish an existing single-story one car detached garage and construct an alley accessible two-story coach house with ground floor parking and upper-story accessory dwelling unit.

Applicable Standards: Demolition [1-6]; and Construction [1-11; and 13, 14, and 17]

- Ken Hazlett, provided an overview of the proposal, including demolition of the single-car non-original garage and construction of a new two-story accessory dwelling unit with ground floor parking and upper-story dwelling unit.
- Commissioners asked the applicant about the existing detached garage, including its current condition and whether it was original or not.

- The applicant noted that it was likely non-original unless it had been constructed originally as a barn or storage shed. Given the date of construction for the home, it would be logical that the garage was constructed two decades or more after, in the 1920s or 30s. The existing garage is in a state of deterioration, but is serviceable. Its removal is more to do with the practicality of a single-car garage as well as a desire for the homeowners to have a separate dwelling unit for use by a family member.
- Commissioners asked about the need to remove a large oak tree on the property to accommodate the new construction, and asked staff if the tree preservation ordinance was in effect yet.
- The applicant stated the tree was proposed to be removed, and was currently growing into the side of the garage, and has created some structural issues.
- Mr. Sterling stated that the tree preservation ordinance adopted by the City Council was not in effect until a certified arborist had been hired by the City, which he believes has not occurred.
- Commissioners asked the applicant about the proposed design and materials for the new ADU.
- The applicant stated that all the materials as well as detailing including bracketing, exposed rafter tails, half-timbering etc. would match the existing home. The proposed windows are aluminum clad wood units with lite divisions to match the home.
- Commissioners asked if the windows used simulated or true divided lites. The applicant stated they would use SDL's.
- Commissioners asked about the proposed fenestration at the ADU's stairway, creating an unusual rhythm/pattern of fenestration atypical for a home of this vintage. It was asked what the precedent was for this.
- The applicant stated that there was no precedent and that some artistic license was being asked for here. The windows step up to provide ample light into the stairway, which also acts as a light well for the ADU, providing as much light as possible. The applicant noted that this was on the elevation least visible from a public way.
- Commissioners debated the mass and size of the proposed ADU, coming to consensus that its mass was appropriate and compatible with its surroundings. Commissioner Ahleman stated that even though its mass is larger, this is exactly what the ADU ordinance intends, and that in its location, it helps support a continuous street wall along Greenleaf, and its access from the alley is an improvement.
- Commissioners asked again about the current condition of the proposed garage, noting it had been stated it was in serviceable condition, and many Commissioners found the garage to be charming and well designed – contributing to its surroundings.
- Commissioners deliberated and made a suggestion that the applicant and homeowner look to salvage the entire garage, relocating it to a new location, and potentially donating it for use by the City or some other organization that could use it for programming at a local park.
- Commissioners found this to be a potential solution that would meet the

standards for demolition, but wondered about the standards for relocation, whether they would be met.

- Mr. Sterling read the standards for relocation, noting they appeared to be met in this instance.
- Commissioners asked the applicant if they would be open to this approach. The applicant and homeowner agreed.
- Commissioner Smith made a motion to approve with the recommendation that they seriously explore the feasibility of relocating the existing garage to a new location rather than demolish it outright, and if relocation is not feasible, the garage materials should be salvaged and donated to the rebuilding exchange. This was seconded by Commissioner Sullivan. The motion carried unanimously.

Adoption of the 2024 Meeting Schedule

Staff recommends adoption of the 2024 meeting schedule.

- Mr. Sterling noted that the majority of the meetings fall on the regularly scheduled second Tuesday of each month except for the upcoming January meeting, scheduled for the third Tuesday as well as the July meeting scheduled for the third Tuesday, both due to conflicts with holidays and review timing for Commissions as well as application deadlines for applicants.
- Mr. Sterling noted that the schedule includes an August recess which follows past schedules due to typically low case loads and difficulty meeting quorum for that meeting.
- The Commission adopted the 2024 meeting schedule as presented.

4. APPROVAL OF MEETING MINUTES

Minutes of November 14, 2024

- Mr. Sterling noted that he received one change from Commissioner Ziehm, including additional standards she identified when voting against a proposal at the November meeting. This change will be incorporated prior to the minutes being posted.
- The Commission approved the minutes as presented with incorporation of the change requested by Commissioner Ziehm.

5. DISCUSSION (NO VOTE WILL BE TAKEN)

Memorandum of Agreement (MOA) Regarding Demolition of Ryan Field

Members of the Preservation Commission will discuss the proposed MOA to be made among Northwestern University, the Illinois Environmental Protection Agency, and the Illinois State Historic Preservation Officer (SHPO) regarding demolition of Ryan Field. The purpose of discussion is not to mandate a specific outcome. Rather, the Commission's task is to consider whether the proposed mitigations constitute an adequately appropriate response to the adverse impact that the SHPO has already identified. The Commission's comments, as well as public comment received during this meeting, will be sent to the Illinois State Historic Preservation Officer to inform

fulfillment of the Illinois State Agency Historic Resources Preservation Act, as known as Section 707, 20 ILCS 3420.

- The Commission reviewed the proposed mitigation proposed by Northwestern – recordation of the historically and architecturally significant stadium listed as eligible for the National Register of Historic Places.
- In order to proportionally mitigate the demolition of this resource, which was identified as being part of the City’s cultural heritage and architectural legacy, the Commission recommended that the following be added to the draft memorandum of agreement between Northwestern, the Illinois EPA, and Illinois State Historic Preservation Officer.
 - Under “stipulations” revise first section title to “I. Mitigation – Recordation”
 - Under 1.B., revise to refer to IDNR’s document entitled “Historic Illinois Building Survey (HIBS) and Historic Illinois Engineering Record (HIER) Standards and Guidelines” and include the list of Level II recordation requirements as found on page 3 of that document. This is consistent with a SHPO LOG #02062722, MOA regarding demolition of 7260 Madison Street in River Forest
 - Under I.I.2., revise to indicate that a second archival copy of the recordation be offered to the Evanston Public Library for use in their public reference. If the Public Library cannot accept the record, it should be offered to the Evanston History Center.
 - Add a new section II. Mitigations – Salvage. This is consistent with the aforementioned MOA in River Forest SHPO LOG #02062722
 - Invite architectural salvage professionals and organizations such as the Evanston based Rebuilding Exchange, to tour the site before demolition to identify items that can and will be salvaged and deconstructed rather than demolished.
 - Add a new section III. Mitigations – Architectural and Cultural heritage Interpretative Signage/Markers/Displays. This is consistent with SHPO LOG #003051223, MOA regarding Chicago Avenue in Evanston.
 - Install interpretive signage and/or markers and displays to convey the historic significance of the demolished Ryan Field building, site, and a variety of historic contexts and perspectives from different population groups.
 - Specify that the owner’s contractor should seek input and guidance from Tribal Historic Preservation Offices of Tribal Nations whose land Northwestern and Evanston traditionally sit on about including information on the interpretative signage/markers regarding the sites native-focused history and significance.
 - Preparation of the interpretive text and images should include review by the Evanston Preservation Commission, Tribal Historic Preservation

Offices (assuming they want to include this information), and the State Historic Preservation Officer.

- Specify that the interpretive signage/markers/displays must be placed along a visible and publicly accessible exterior area or sidewalk.
- Add a new section IV. Mitigations – Permit Fee Waiver Program Fund
- Stipulate that the owner will provide seed funding for a permit fee waiver program for City landmark owners undertaking renovations that meet the standards but constitute a disproportionate cost in relation to the homes overall value. This was discussed as largely targeting vernacular landmark properties owned by low to middle income individuals, but additional Commissioners thought this should apply to all owners of historic properties.
- Specify that demolition and subsequent work may only begin once the entirety of the recordation steps have been completed, rather than after final photography has been approved.
- Specify that the owners shall permit tribal monitors to be on-site during excavation, or that an archaeological survey be conducted prior to excavation, and encourage an archaeological survey of the stadium site prior to excavation.

6. REPORTS

2024 Annual Work Plan Development

Staff will present an overview of initiatives from the Preserve 2040 Plan in progress or completed, as well as additional initiatives identified for implementation in years 1-3 for consideration as part of the Commissions annual work plan to be adopted in January. This aligns with initiative 2.11 within the Preserve 2040 Plan as well as Article 11 of the Commissions Rules and Procedures.

- Mr. Sterling reviewed the Commissions progress of implementation for the Preserve 2040 Plan, noting that although the plan has only been adopted for less than a year, the Commission and City have made significant progress including but not limited to ongoing survey work, development of the legacy business program, advocating for the tree preservation ordinance, actively recruiting commissioners to broaden the bodies experience and backgrounds, implementing a quarterly newsletter, and an ongoing speak series.
- Mr. Sterling asked the Commissioners to review both in-progress initiatives identified in the staff report as well as those not started that are identified as year 1-3 priorities and to come back at send him their preferences for inclusion in a 2024 work plan.
- Mr. Sterling explained that next steps would be a deeper discussion about specific initiatives, and hopeful adoption of a work plan at the January 2024 meeting.

Tribal Historic Preservation Officer Visit

Chair Dreler will report on her observations of a recent meeting organized by Northwestern University that emphasized bringing together Tribal Historic Preservation Offices of Tribal Nations whose land Northwestern and Evanston traditionally sit on and Native-focused Northwestern faculty and staff. The organizers' key goal for this meeting was to begin developing long term, collaborative relationships around preservation best practices and Native-focused research.

This aligns with initiative 1.4 and 1.7 within the Preserve 2040 Plan.

- Chair Dreler provided an overview of a meeting herself and Commissioner Klein attended.
- Northwestern organized this meeting, which had been scheduled for many months as a multi-day event with a primary focus of bringing together Northwesterns Native Focused Research team, the Preservation Commission, City of Evanston representatives, and Tribal Historic Preservation Officers to discuss ways to collaborate in the future.
- After this had been scheduled, the issue of Ryan Fields demolition and requirement to undertake a Section 707 review came up and that was added to the meeting agenda but was not the primary focus.
- Key takeaways included:
 - That these tribal representatives consider Evanston their home. They feel like they are part of this Community even though they no longer physically live here, being relocated to multiple states across the country.
 - That the City needs to put in the work to deserve their attention. They hold valuable information and histories of this place, but we need to be worthy of receiving that information.
 - That if they were to come to Evanston and see the iconography and symbols of their nations and peoples incorporated into buildings and physical spaces, they would feel more at home here. Visual representations are important to them.
 - The representatives of the various Tribes made it clear that they were not there individually, but rather that they were acting as formal representatives of an entire Nation. They are Sovereign Nations.
 - The Lighthouse complex (Harley Clarke property, Grosse Point Lighthouse, Lighthouse Park District Property, is highly culturally significant to these Nations.

ADJOURNMENT

The Commission adjourned at 10pm

City of Evanston Preservation Commission

January 16, 2024

1811 Church Street



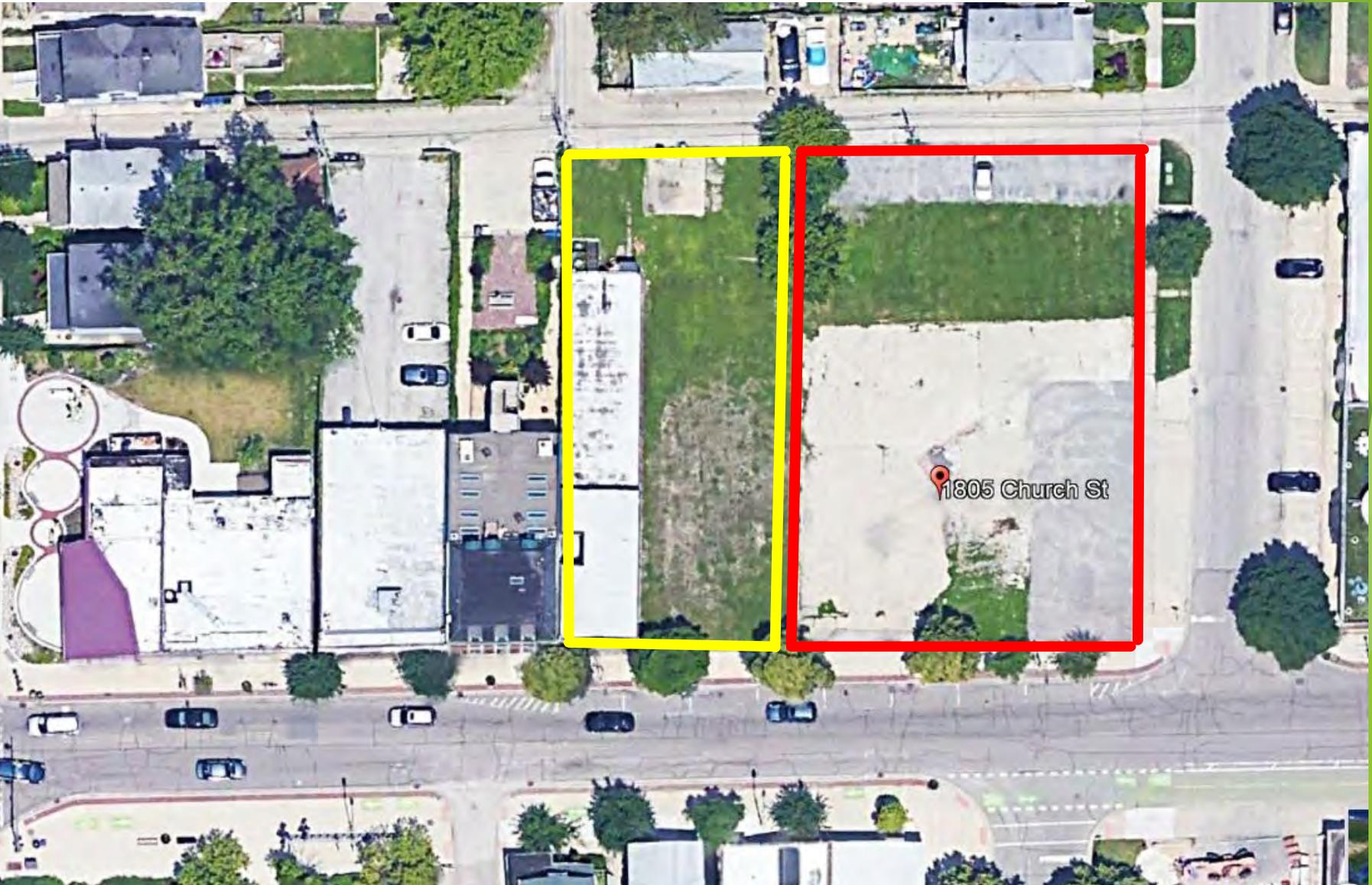
**Housing
Opportunity
Development
Corporation**

Richard Koenig, PhD, Executive Director

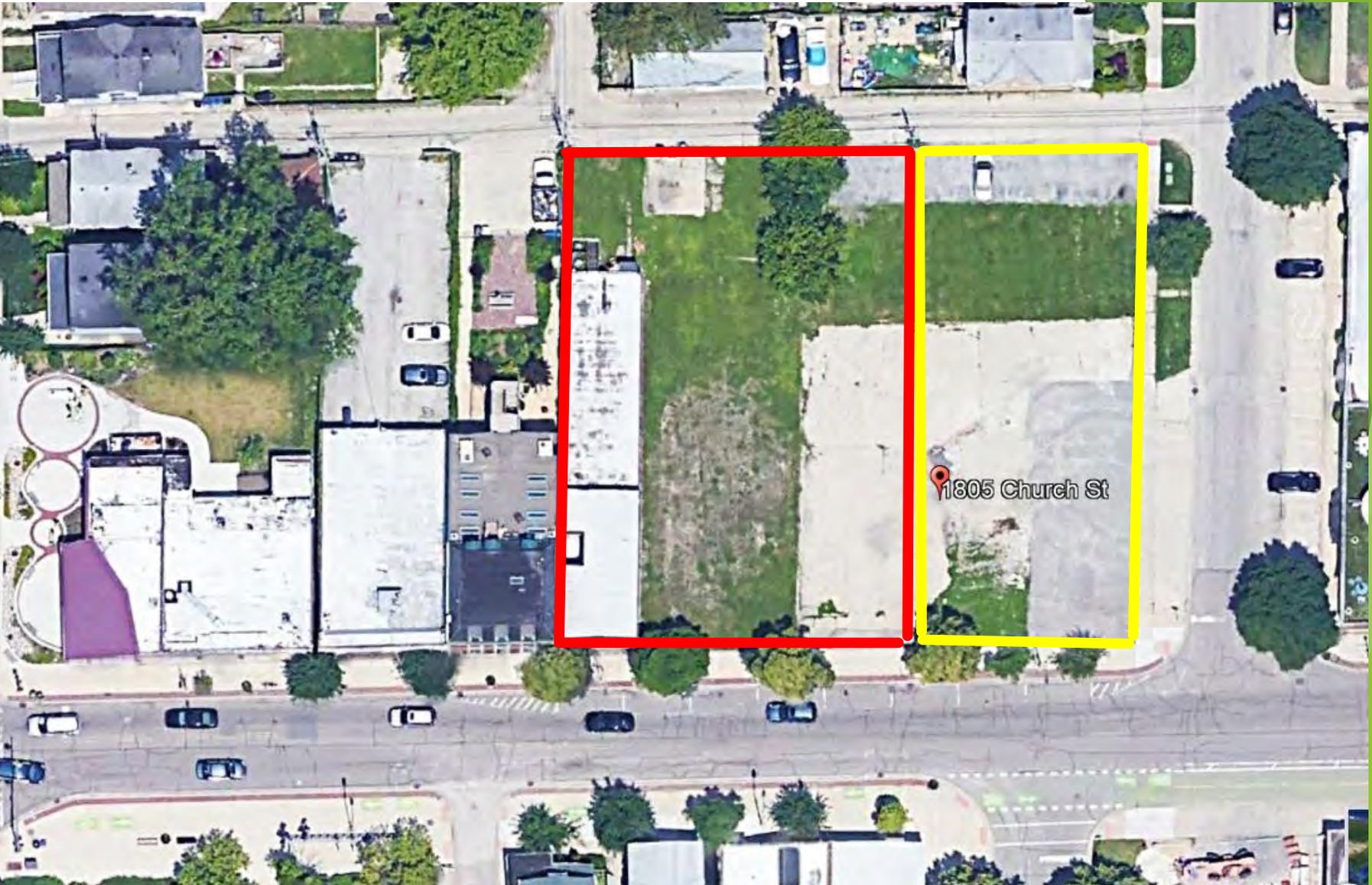
The Proposal

- ▶ Housing Opportunity Development Corporation
 - ▶ Nonprofit affordable housing developer founded in 1983
 - ▶ Mission is to develop, preserve and manage housing that is affordable to low- and moderate-income people throughout the northern suburbs
 - ▶ Completed over 500 units in 30+ developments including Evanston
- ▶ Proposed new construction
 - ▶ 4-story mixed-use building
 - ▶ 33 apartments plus ground floor retail

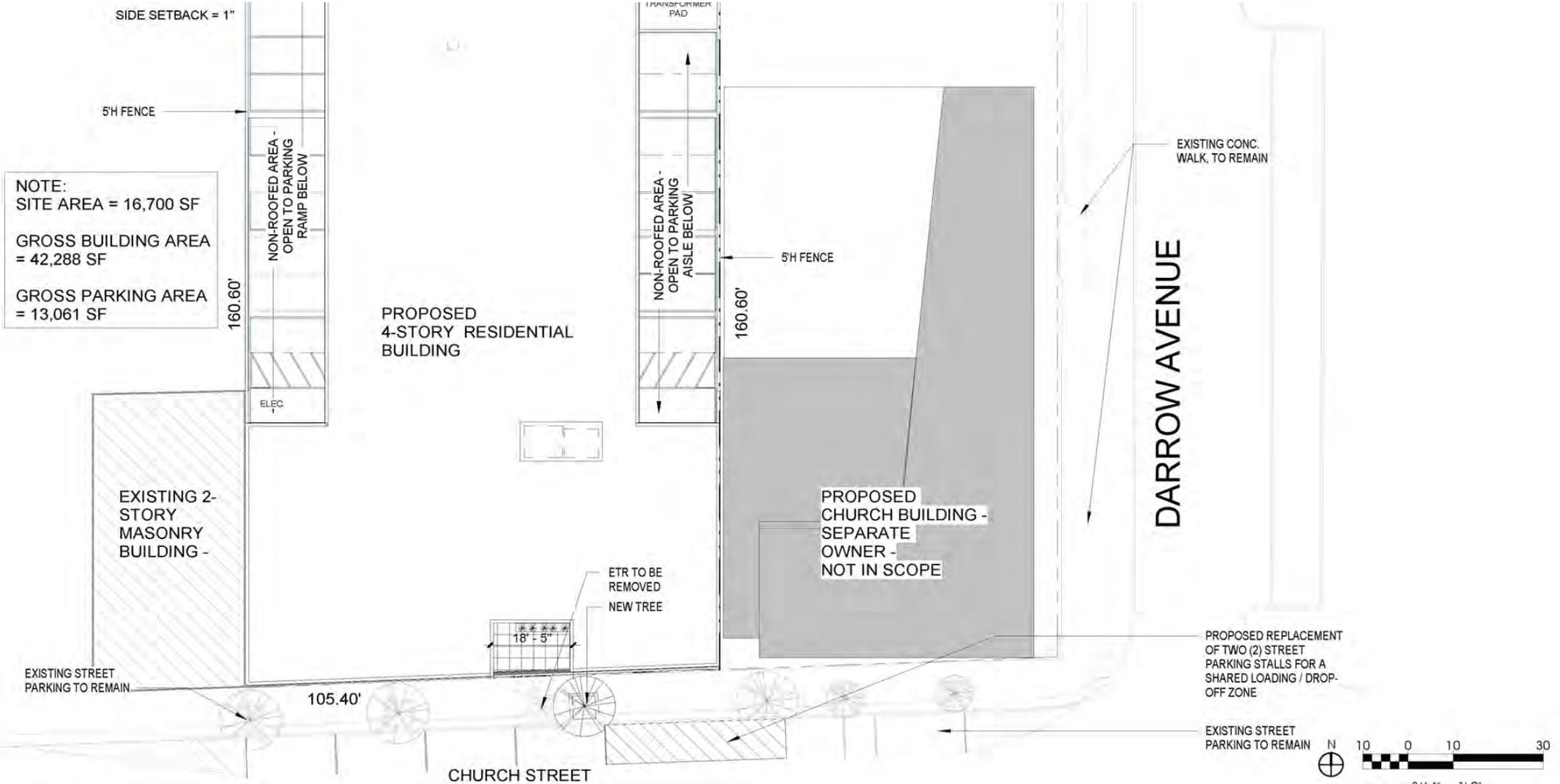




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1811 CHURCH STREET APARTMENT

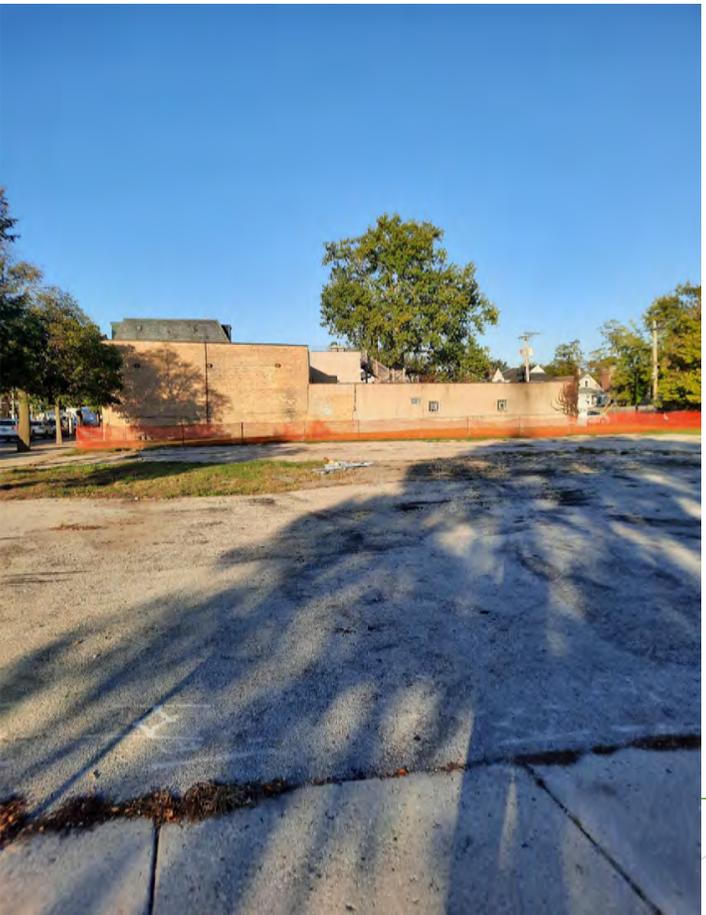
1823 W AURORA ST

SITE PLAN



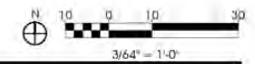
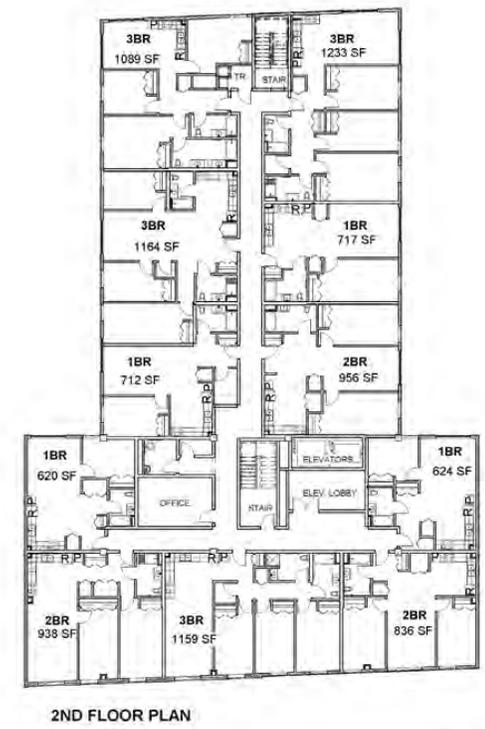
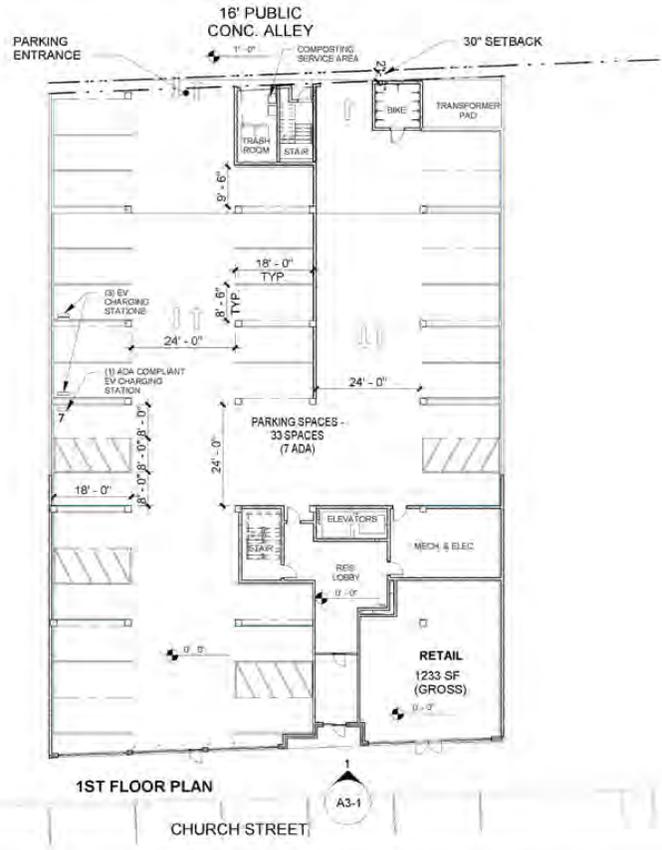
A1-0
03.10.2023











1811 CHURCH STREET APARTMENT
1823 W AURORA ST

1ST & 2ND FLOOR PLANS



A2-1
03.10.2023

Mitigation Measures

▶ Design

- ▶ Footings are designed to match the depth of adjacent building
- ▶ No basement so little excavation
- ▶ Rear of the building steps back so no impact

▶ Demolition

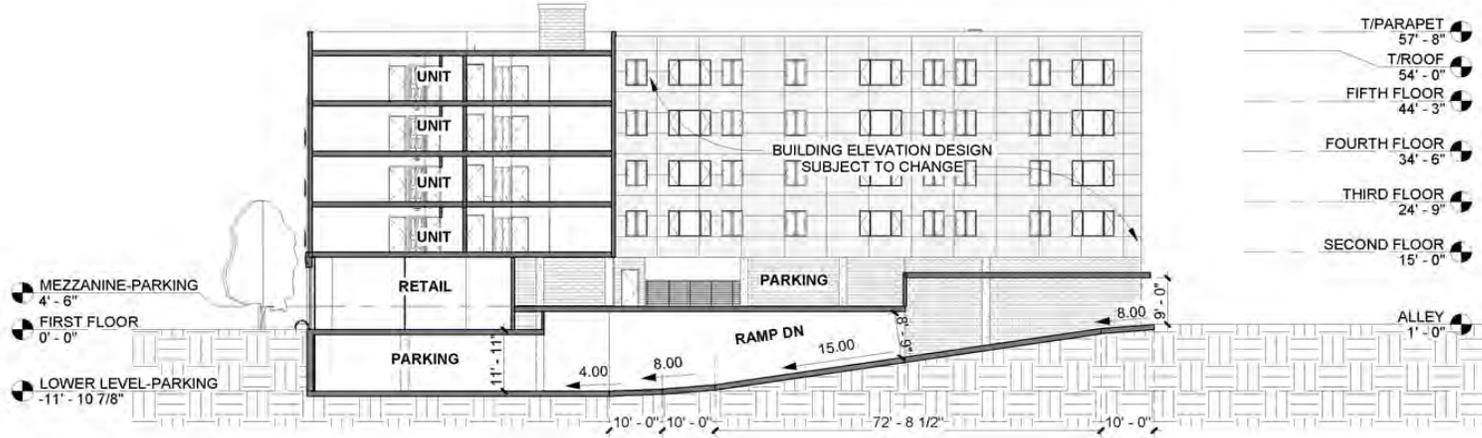
- ▶ Vibration monitoring units
- ▶ Conduct settlement survey
- ▶ Requires more handwork instead of excavator
- ▶ Not a shared party wall

▶ Construction

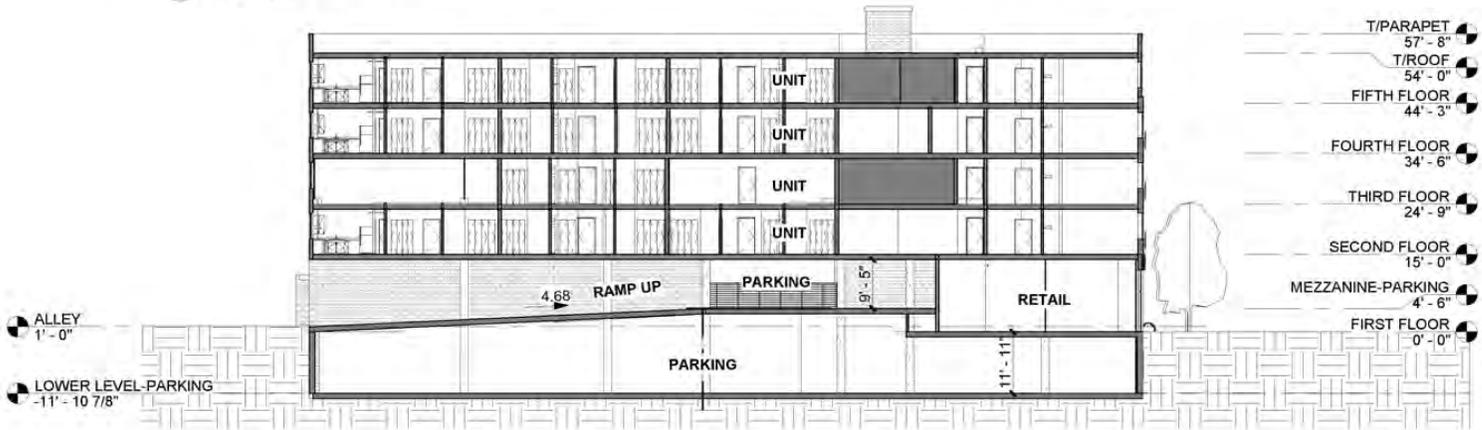
- ▶ Install stormwater detention early before going vertical
- ▶ Install masonry from inside using integrated block with insulation and finished face

- ▶ Use east lot for mobilization

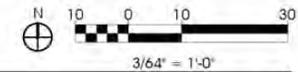




1 BUILDING SECTION 1
 3/64" = 1'-0"



2 BUILDING SECTION 2
 3/64" = 1'-0"



1811 CHURCH STREET APARTMENT

1823 W AURORA ST

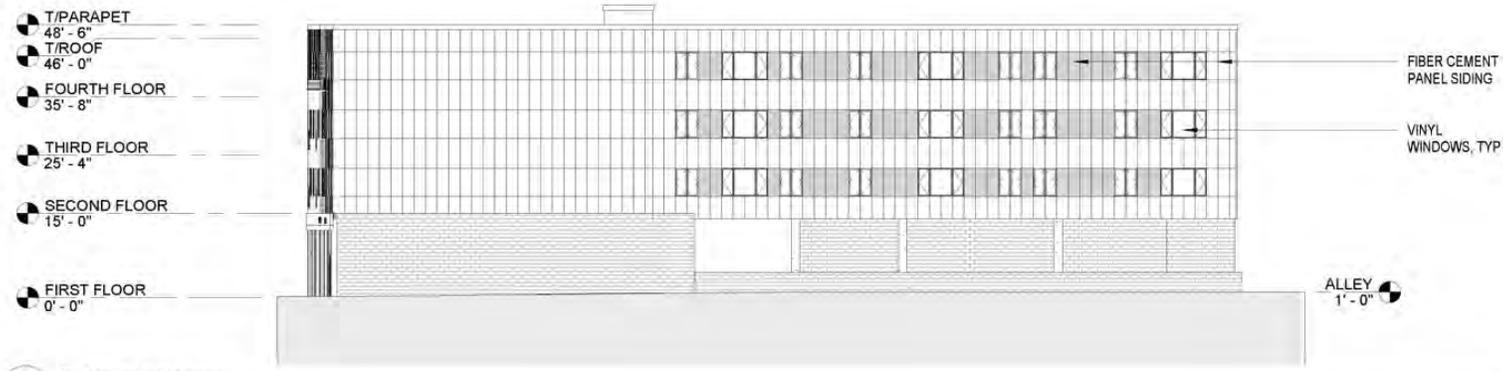
BUILDING SECTION



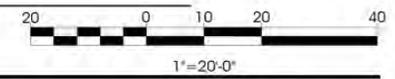
A4-1
 12.19.2022



1 SOUTH ELEVATION
1" = 20'-0"



2 EAST ELEVATION
1" = 20'-0"



1811 CHURCH STREET APARTMENT
1823 W AURORA ST

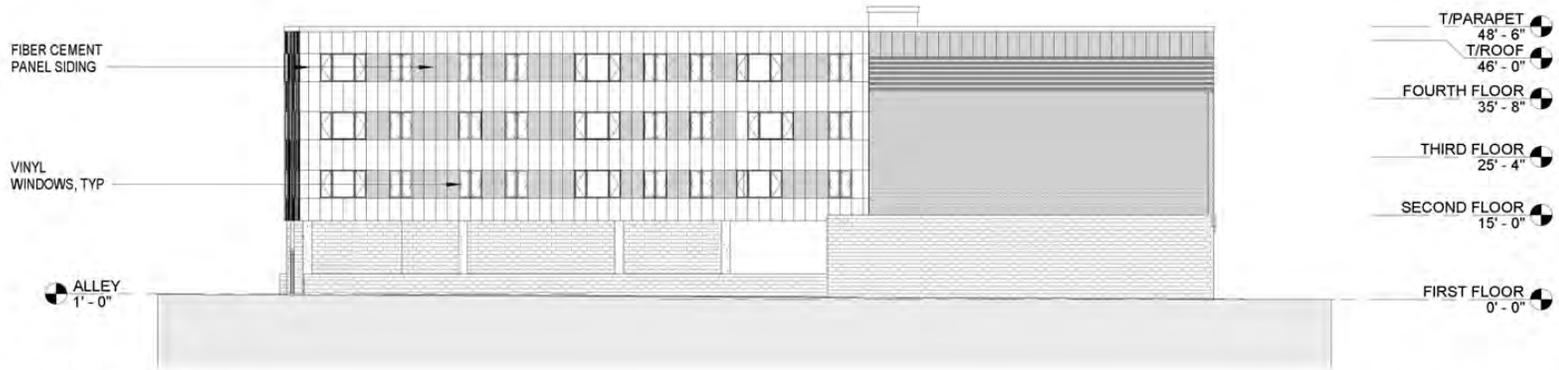
BUILDING ELEVATIONS SOUTH AND EAST



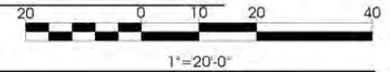
A3-2
03.10.2023



1 NORTH ELEVATION
1" = 20'-0"



2 WEST ELEVATION
1" = 20'-0"



1811 CHURCH STREET APARTMENT

1823 W AURORA ST

BUILDING ELEVATIONS NORTH AND WEST



A3-3
03.10.2023



January 4, 2024

Mr. Richard Koenig
HODC
5340 Lincoln Avenue
Skokie IL, 60077

Project: HODC Mt. Pisgah
Address: 1811 Evanston Church St., Evanston, IL 60201
Re: Written Statement of Compliance with International Building Code (IBC)
CCA No.: 21330

Dear Mr. Koenig,

Please accept this letter as our written statement to confirm that the loading criteria and structural system of the building at the above referenced address have been designed in compliance with the requirements indicated in IBC 2021 as currently adopted by the City of Evanston.

Based on the location of the project site, the design intent is to avoid bearing or inducing loads to the adjacent existing buildings and their foundations. There are no deep foundations or caissons associated with this new building.

We trust that this written statement would satisfy the project requirements. Our statement is not intended to alleviate or replace the need for other inspections or material testing as specified or required by the building codes and contract documents.

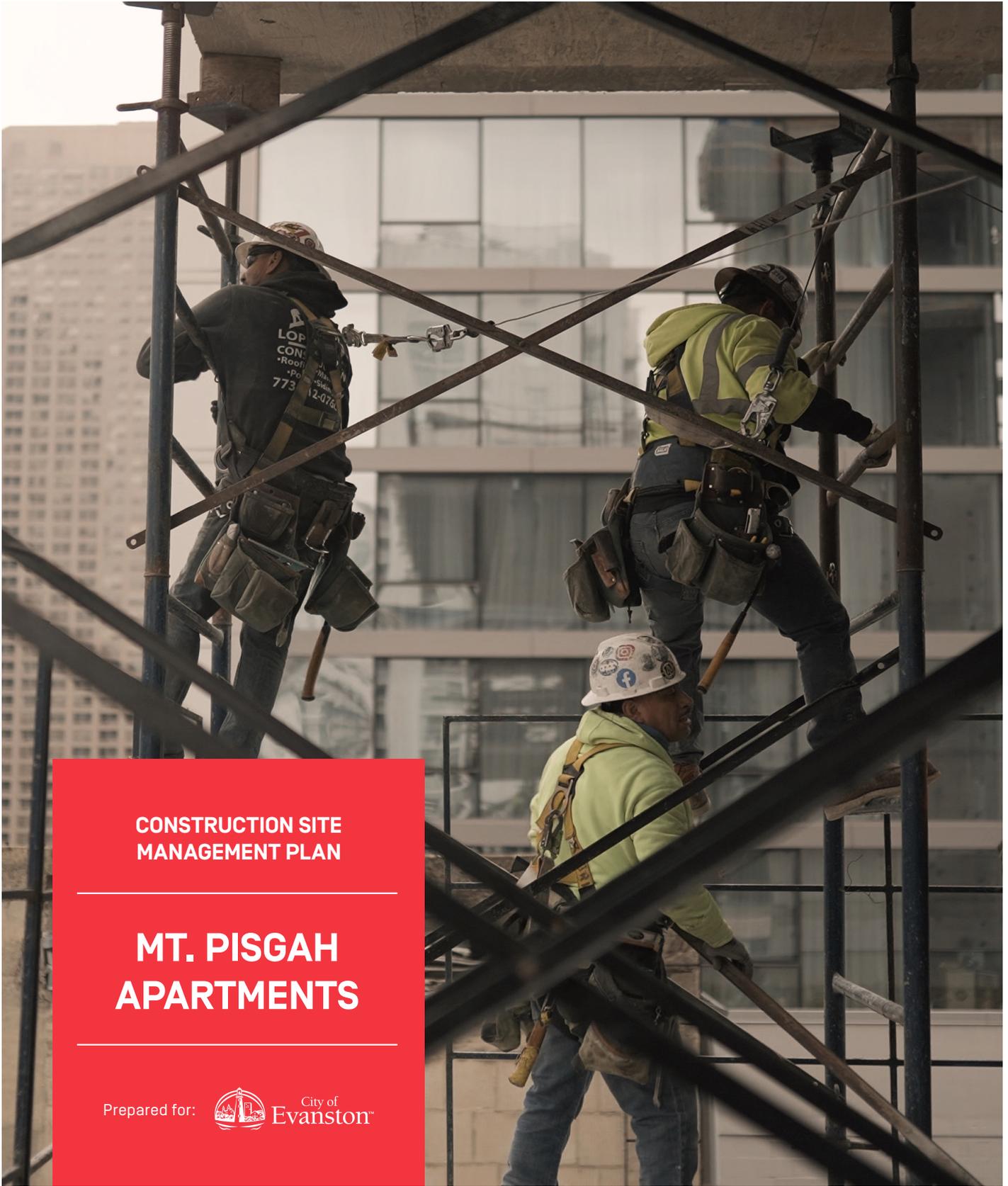
Sincerely,

Cordogan Clark



Wai Chiang, S.E. | Principal Structural Engineer
Email: wchiang@cordoganclark.com
Cc: John Clark, Tom LoBosco





**CONSTRUCTION SITE
MANAGEMENT PLAN**

**MT. PISGAH
APARTMENTS**

Prepared for:  City of
Evanston™

CONTACT: Jeff Reist 312 956 4677 jreist@skender.com

 **Skender**

TABLE OF CONTENTS

01 /	Executive Summary
02 /	Project Schedule <i>Exhibit A</i>
03 /	Logistics Plan <i>Exhibit B</i>
04 /	Truck Routes <i>Exhibit C</i>
05 /	Parking Map <i>Exhibit D</i>

EXECUTIVE SUMMARY

PROJECT SCHEDULE

Refer to Exhibit A for the project master schedule. This schedule will be updated monthly and distributed to the project team and City of Evanston.

SITE LOGISTICS

Refer to Exhibit B for general site logistics. In addition to the plan, we intend to hold an in-person preconstruction meeting with the City of Evanston to review logistics and address any questions or concerns.

Site fencing will be installed and maintained on the full perimeter of the site for the duration of the project.

During erection of the structure, the alley to the north will be closed to public access. However, access to the resident parking garage near the Northwest corner of the site will be maintained.

The sidewalk on the south side of the site will remain open for the duration of the project and be protected overhead by scaffolding.

As indicated in the logistics plan, the empty lot to the East of the site will be utilized for material staging, dumpsters, site office, and deliveries. The exact location of the site office within this space is to be determined. All subcontractors will be required to abide by Evanston Truck Routes Plan per Exhibit C.

SITE SIGNAGE

The required signage with site contact information will be posted for the entirety of the project. The signage will contain the following information and will be posted at the project entrance:

- All required state and federal legal posters and safety signs
- Site superintendent contact information including name and phone number
- Emergency phone numbers

Specific site contact information will be provided to the City of Evanston prior to mobilization.

CONSTRUCTION HOURS

The project team will notify surrounding tenants and business of scheduled noisy activities. Any public right of way closure notifications will be provided (1) week prior to commencement.

Construction and noise limitation hours for this project will be as follows per the City of Evanston requirements:

- Monday thru Friday: 7:00am to 7:00pm
- Saturday – 8:00am to 5:00pm
- Sunday – Per special request approved by the City of Evanston

Deliveries, noisy activity, or construction preparation will not occur outside of these hours.

CONSTRUCTION PARKING

All construction personnel will park in metered parking spots or utilize nearby parking garages as outlined in Exhibit D.

PROJECT SCHEDULE

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Total Slack	Half 2, 2023	Half 1, 2024	Half 2, 2024	Half 1, 2025	Half 2, 2025	Half 1,											
									J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	
38		MEPFP Rough, Inspections, Topping L5	45 days	Tue 5/27/25	Mon 7/28/25	37SS+12 days	45,39SS+12 d	0 days																	
39		MEPFP Rough, Inspections L1 - Garage & Mech Rms	45 days	Thu 6/12/25	Wed 8/13/25	38SS+12 days	46,40SS+12 d	0 days																	
40		MEPFP Rough, Common Area & Retail	40 days	Mon 6/30/25	Fri 8/22/25	39SS+12 days	47	0 days																	
41		Trim Phase	88 days	Wed 6/11/25	Fri 10/10/25			0 days																	
42		L2 Insulation, DW/Tape/Buildout	40 days	Wed 6/11/25	Tue 8/5/25	35,30	43SS+7 days	18 days																	
43		L3 Insulation, DW/Tape/Buildout	40 days	Wed 6/25/25	Tue 8/19/25	42SS+7 days,	44SS+7 days	15 days																	
44		L4 Insulation, DW/Tape/Buildout	40 days	Fri 7/11/25	Thu 9/4/25	37,43SS+7 da	45SS+7 days	10 days																	
45		L5 Insulation, DW/Tape/Buildout	40 days	Tue 7/29/25	Mon 9/22/25	44SS+7 days,	46SS+7 days	5 days																	
46		L1 & Insulation, DW/Tape/Buildout	40 days	Thu 8/14/25	Wed 10/8/25	39,45SS+7 da	47SS+7 days	0 days																	
47		Common Area Buildout	35 days	Mon 8/25/25	Fri 10/10/25	46SS+7 days,	48	0 days																	
48		Trim Complete	0 days	Fri 10/10/25	Fri 10/10/25	47	59,60	0 days																	
49		Vertical Transportation	80 days	Wed 6/11/25	Tue 9/30/25			8 days																	
50		Elevator Shaft Prep	10 days	Wed 6/11/25	Tue 6/24/25	29,27	51	8 days																	
51		Install Elevator	70 days	Wed 6/25/25	Tue 9/30/25	50	52	8 days																	
52		Vertical Transportation Complete	0 days	Tue 9/30/25	Tue 9/30/25	51	60,59	8 days																	
53		Sitework	35 days	Wed 8/20/25	Tue 10/7/25			3 days																	
54		Site Concrete	15 days	Wed 8/20/25	Tue 9/9/25	31FS+10 days	55	3 days																	
55		Paving	5 days	Wed 9/10/25	Tue 9/16/25	54	56	3 days																	
56		Landscaping	15 days	Wed 9/17/25	Tue 10/7/25	55	57	3 days																	
57		Sitework Complete	0 days	Tue 10/7/25	Tue 10/7/25	56	59,60	3 days																	
58		Closeout	11 days	Mon 10/13/25	Mon 10/27/25			0 days																	
59		Architectural & Owner Punchlist	5 days	Mon 10/13/25	Fri 10/17/25	48,52,57,33	61	5 days																	
60		Inspections	10 days	Mon 10/13/25	Fri 10/24/25	48,52,57	61	0 days																	
61		Substantial Completion	1 day	Mon 10/27/25	Mon 10/27/25	60,59		0 days																	

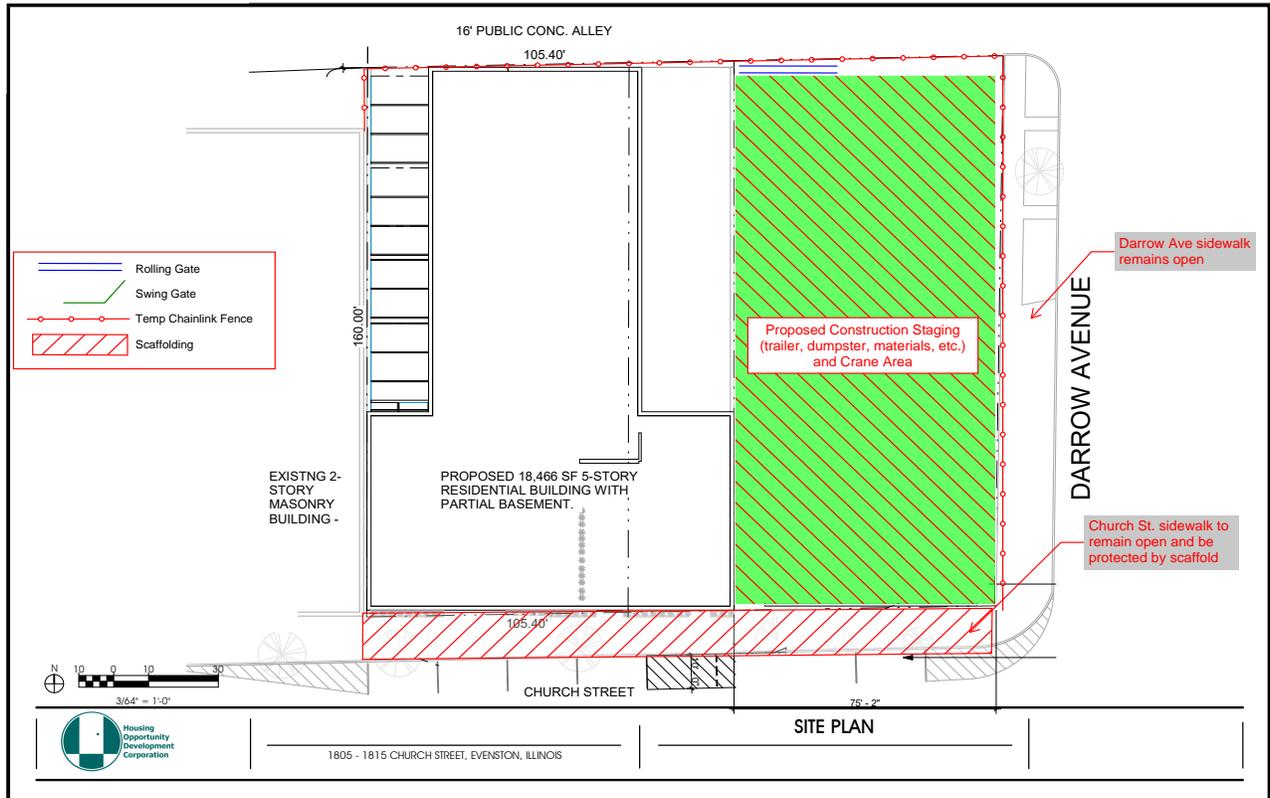
Project: Mt. Pisgah Schedule
Date: Wed 12/27/23

Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			

Page 2

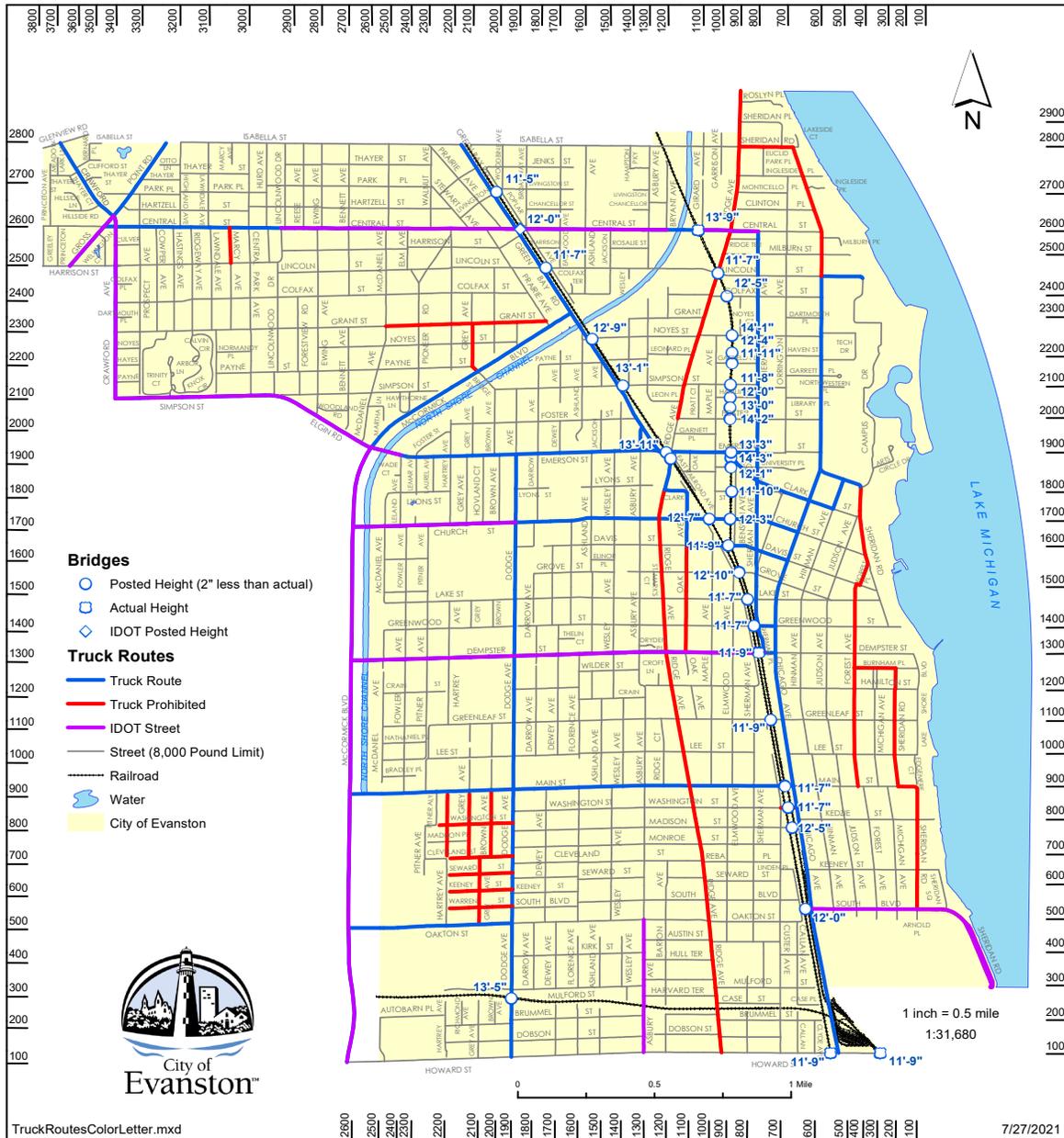
LOGISTICS PLAN

MT. PISGAH SITE LOGISTICS



TRUCK ROUTES

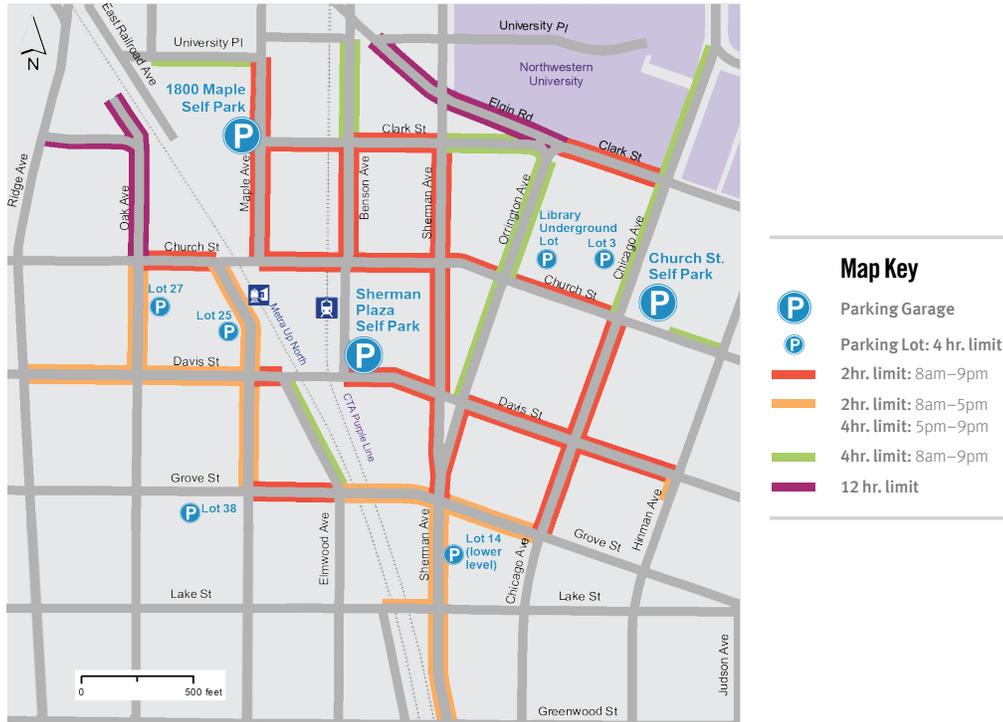
CITY OF EVANSTON TRUCK ROUTES



This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.

PARKING MAP

DOWNTOWN EVANSTON PARKING OPTIONS



Parking restrictions on City streets and in parking lots have been updated to better meet the diverse needs of Evanston business districts.

Parking Options

Evanston’s downtown provides many parking options to fit all residents and visitor’s needs.

Three main garages offer long-term parking at competitive rates. The first hour and Sundays are free, and it is only \$5 to park up to 5 hours. In addition, most outlying downtown streets now allow parking for 4 hours after 5pm, with other areas offering extended daytime parking limits.

Parking Garage Locations

- 1800 Maple Self Park:** 1800 Maple Ave.
Free for movie patrons: Four hours with validation.
Spaces: 1400 (25 disabled)
Directions: Enter from Maple Ave. at Clark St. or University Pl.
Clearance: Main entrance to garage top: 8’ 2”. Level 2, flat bay: 7’ 7”
- Church Street Self Park:** Church St. and Chicago Ave.
Spaces: 600 (12 disabled)
Directions: Enter from Church or Clark St. east of Chicago Ave.
Clearance: Level 1, wheelchair lift vans: 8’ 2”. All other floors: 6’ 8”.
- Sherman Plaza Self Park:** Davis St. and Benson Ave.
Spaces: 1,583 (25 disabled)
Directions: Enter from Davis St. or Benson Ave.
Clearance: Level 1 to Level 5: 8’ 2”. From Level 5 to top: 6’ 9”.



Thank you.

 **Skender**

1330 W Fulton St.
Suite 200
Chicago, IL 60607

4 Pictures
Mt Pisgah Place



1805 Church Street looking north



1805 Church Street looking west



1811 Church Street



1818 Church Street - South



1806 Church Street - South



1790 Church Street - East



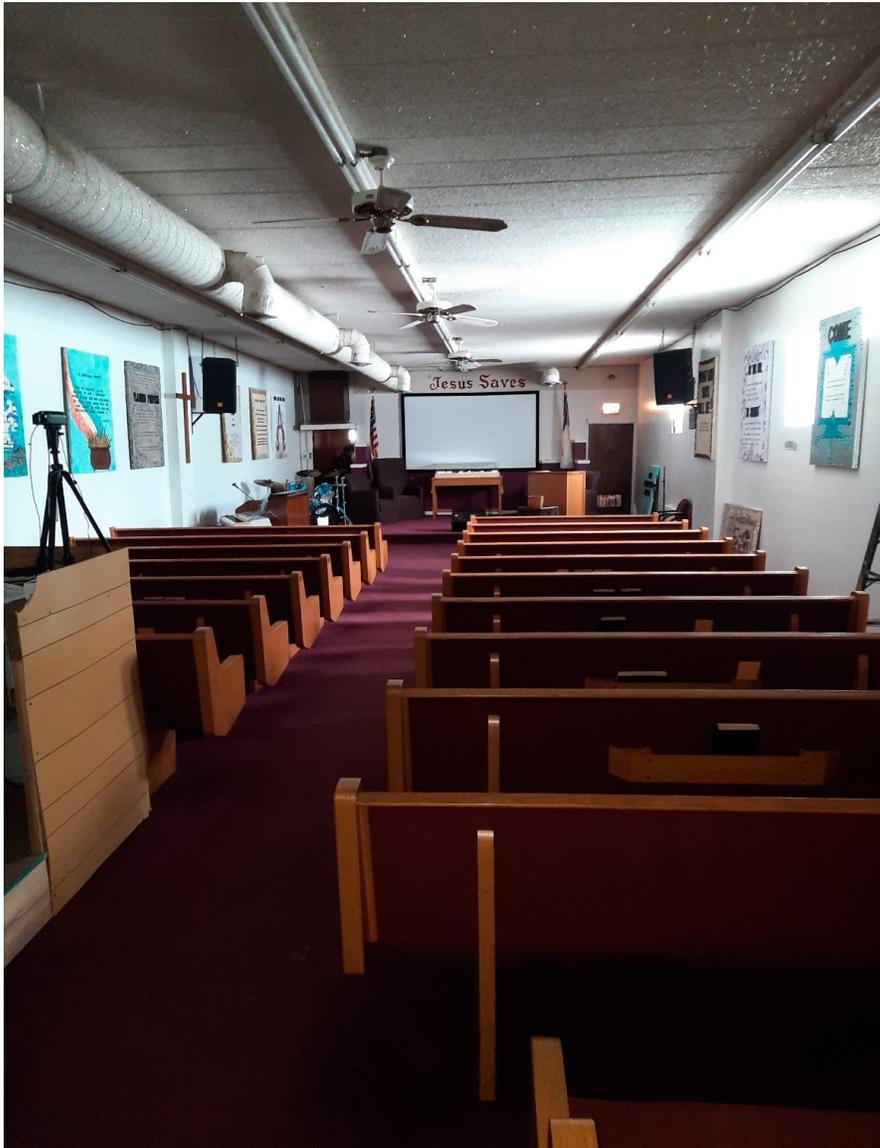
1720 Darrow Avenue - North



1813-15 Church Street



1813-15 Church Street Interior



1813-15 Church Street Interior



1813-15 Church Street Interior



1813-15 Church Street Interior



MEMORANDUM

To: Members of the Preservation Commission
From: Cade W. Sterling, Planner
Subject: 2024 Rules and Procedures
Date: January 10, 2024

Staff recommends that the Commission review their Rules and Procedures on an annual basis, including a review of the existing rules of circumstance which define what types of work are reviewed administratively versus types of work to be reviewed by the Commission under its binding design review authority or advisory design review authority for City projects.

Staff further recommends creation of a working group comprised of 2-3 members to review the Rules and Procedures critically in order to propose a comprehensive set of changes for future review and adoption by the Commission in accordance with Article 9 of the current Rules and Procedures.

Based on prior discussions with the Commission, the following may be explored for incorporation:

1. Adjustments to the current standing subcommittee structure in order to facilitate orderly implementation of the 2024 annual work plan and other ongoing initiatives.
2. Procedures for appointing and utilizing the assistance of Associate Members, as well as their length of term and responsibilities, as referenced in Code Section 2-8-3 (A) 2.
3. Define the effect of, and create a consistent procedure for, identifying, evaluating, and placing properties on the Commission's annual study list of eligible properties proposed for landmark designation as referenced in Code Section 2-8-3 (G) 26.
4. Create rules and procedures for conferring recognition on property owners of landmarks or properties, structures, sites or objects districts or for other preservation efforts by way of plaques, certificates, awards etc, as referenced in Code Section 2-8-3 (G) 21. This is a potential conduit for identifying, documenting, and celebrating intangible cultural heritage throughout the community.

Evanston Preservation Commission Rules & Procedures

ARTICLE 1. PERSONNEL

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

ARTICLE 2. MEETINGS.

1. Notice. Notice of all meetings shall be properly posted and meetings shall be open to the public, as provided by law. A quorum of a simple majority of appointed members is required.
2. Regular Meeting Order of Business.
 - Call to order/quorum declaration

 - Old/Unfinished Business, including comments from the public regarding individual applications

 - New Business, including comments from the public regarding individual applications
 - Any Additional Public Comment according to Article 10 of these Rules and Procedures

 - Minutes

 - Communications/Reports from Commission members and staff

 - Adjournment

As Amended on 3.14.23

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

ARTICLE 3. COMMITTEES

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

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

ARTICLE 4. APPLICATION HEARINGS

1. Consideration of Applications.

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

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

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

- a) If a major alteration is proposed, applicant must have the City's zoning analysis completed with the results 15 business days prior to the hearing.
- b) If a major alteration or demolition is planned, City must notify neighbors within 250 feet of the property five (5) or more business days prior to the hearing to allow neighbors to comment on the proposal at the meeting.
- c) All persons who wish to address the Commission regarding an application shall sign in and indicate the application to be addressed. Additional sign in sheets will be available for persons to record their attendance at the Commission meeting.
- d) The applicant shall present evidence in support of the application, i.e. that the applicable standards according to the City of Evanston Historic Preservation Ordinance, Title 2, Chapter 8, 2-8-9 are met;
- e) Persons may speak in support of the application within a time limit established by the Commission's Chair;
- f) Persons opposed to the application may speak or present evidence in opposition to the application within a time limit established by the Commission's Chair ;
- g) Statements or evidence submitted by any official, board or commission or department of the City of Evanston, shall be presented as directed by the Chair;
- h) Any person may ask questions relevant to the application;
- i) The applicant shall then be given the opportunity to rebut any evidence against the application. The applicant shall not re-state the initial evidence in support of the application;
- j) The Chair, or such person as the Chair shall direct, may summarize the evidence that has been presented, giving all parties an opportunity to make objections or corrections;
- k) The Commission shall thereafter make a motion to approve, approve with conditions, continue, or deny and following a second thereafter proceed to discussion of the proposed motion with respect to the appropriate standards;
- l) As part of the discussion, the Commission shall develop and adopt findings of fact that the proposal is or is not incongruous, citing applicable sections of the appropriate standards;

As Amended on 3.14.23

- m) Based upon the discussion and findings of fact, the Commission may discuss the appropriateness of amending the motion on the floor including imposing conditions, or utilizing a friendly amendment process if agreed to by the Commissioner who made the original motion and not objected to by any other Commissioner;
- n) The Commission shall then vote to do one of the following: approve the application, approve the application subject to conditions, defer the application for further information, or deny the application for a Certificate of Appropriateness. If an amendment is made to the main motion, the Commission shall first vote on the proposed amendment followed by a vote on the main motion (if amendment fails) or the amended motion (if the amendment is adopted), unless a friendly amendment is agreed to.
- o) Prior to vote the Commission may allow through its discretion the withdrawal of the application.
- p) The Commission may, at its discretion, conduct additional visits to the premises and obtain additional facts concerning any application before arriving at a decision. All decisions of the Commission shall be supported by appropriate findings of fact, and where necessary, shall be accompanied by such conditions and/or recommendations as it may determine to be appropriate under the circumstances.
- q) In considering applications, witnesses may be called and factual evidence may be submitted. The Commission shall not be bound by the rules of evidence, but may hear and consider any evidence it considers to have probative value on the issues before it.

2. Continuance of Applications

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

3. Modifications to Certificates of Appropriateness.

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

4. Re-issuance of Expired Certificate of Appropriateness.

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

ARTICLE 5. RULES OF CIRCUMSTANCE FOR COA REVIEW

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

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

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

1. Applicability.

A Certificate of Appropriateness is not necessary for routine maintenance, which includes repair or replacement where there is no change in the design, materials or general appearance of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness. The Commission only has purview over those alterations that can be seen by the public way (publicly accessible street, alley, sidewalk, or other publicly accessible thoroughfare not including Lake Michigan).Vegetation, fences, and walls are not considered permanent line of sight obstructions.

2. Minor Work Projects.

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

3. Major Work Projects.

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

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

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

As Amended on 3.14.23

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
1	Construction or Additions to <i>primary contributing/significant buildings</i> or landmarks			X
2	Demolition of any <i>primary structures</i> in a district; landmarks, or contributing structures			X
3	Demolition of any <i>part of a primary</i> structure			X
4	Demolition of a <i>non-contributing</i> structure in a district		X	
5	Relocation of <i>landmark, or contributing</i> buildings including accessory structures			X
6	Alteration/Removal of <i>Contributing Historical Architectural or Archeological</i> structures or objects			X
7	Repair in kind of existing <i>Accessory Structures or Buildings</i> when there is no change in design, materials, or general appearance	X		
8	Alteration of existing <i>Accessory Structures or Buildings and Garages/Coach Houses</i>		X or	X
9	Additions to existing <i>Accessory Structures or Buildings affecting landmarks or contributing</i> structures			X
10	Construction of new <i>Accessory Structures or Buildings</i>		X or	X
11	Demolition of <i>existing Accessory Structures or Buildings</i>		X or	X
12	Repair or Replacement of <i>Architectural Details</i> when there is no change in design, materials, or general appearance	X		
13	Alteration/Addition/Removal of <i>Architectural Features and Details</i>		X or	X
14	Construction/Alteration/Removal of <i>Chimneys</i>		X or	X
15	Repair/Replacement of uncovered rear <i>Decks and stairs</i> when there is no change in design, materials or general appearance		X	
16	Alteration/Addition/Removal of uncovered rear <i>Decks and stairs</i>		X	

As Amended on 3.14.23

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
17	Repair/Replacement of existing covered <i>Porches</i>		X	
18	Alteration/Addition of <i>Porches</i>			X
19	Repair of existing <i>Fences or Walls</i> when there is no change in design, materials, or general appearance	X		
20	Construction of new, or replacement of existing <i>Fences or Walls</i> which meets ordinance standards		X	
21	Removal of existing <i>Fences or Walls</i>		X	
22	Repair/Replacement of <i>Gutters and Downspouts</i> when there is no change in design, materials, or general appearance	X		
23	Installation of <i>House Numbers and Mailboxes</i>	X		
24	Installation/Replacement/Alteration/Removal of <i>Exterior Light Fixtures</i>	X		
25	Repairs/Replacement, including repointing, to existing <i>Masonry</i> when the color and composition of the mortar match the original, and new brick or stone matches the original		X	
26	Construction/Alteration/Removal of <i>Masonry</i>		X	
27	Installation/Removal of <i>Mechanical Equipment</i> , such as air conditioning units, Vents and Ventilators		X	
28	Repair/Replacement of existing <i>Parking Lots and Parking Areas</i> when there is not change in design, materials, or general appearance	X		
29	Alteration/Removal of existing <i>Parking Lots and Parking Areas</i>		X	
30	New Construction of/Addition to <i>Parking Lots</i>			X
31	Repair/Replacement of existing covered Porches		X	
32	Alteration/Addition/Removal of <i>Porches</i>			X
33	Repair of <i>Roofing</i> materials when there is no change in design, materials, or general appearance	X		
34	Replacement/Alteration of <i>Roofing</i> materials		X or	X

As Amended on 3.14.23

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

As Amended on 3.14.23

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
48	Installation of new <i>Windows</i> in non-contributing structures		X	
49	Installation/Alteration/Removal of <i>Storm Windows and Storm Doors</i>		X or	X
50	Repair/Replacement of existing <i>Skylights and roof windows</i> when there is no change in design, materials or general appearance	X		
51	Addition/Alteration/Removal of <i>Skylights</i> and roof windows when there is a change in design, materials or general appearance		X	
52	Changes to previous Certificates of Appropriateness		Most changes	Changes deemed by staff to be substantial in nature and previously reviewed by Commission
53	Emergency installation of Temporary Features to protect a historic resource (that does not permanently alter the resource); six-month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness (i.e. temporary ramps for accessibility)		X	
54	<i>Solar Panels and Green Roofs,</i>		X or	X
55	<i>Turbines, Wind Power Generators and other technologies</i>		X or	X (When visible from a street)
56	<i>Fountains and landscape features when a part of the Statement of Significance for a landmark</i>			X

ARTICLE 6. NOMINATION OF HISTORIC DISTRICT

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

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

ARTICLE 7. REMOVAL OF A PROPERTY FROM LANDMARK STATUS

The Commission will follow section 2-8-5 (E) to determine whether a property no longer meets the Criteria for Designation in section 2-8-4. It is the applicant's responsibility to complete the application for rescission and establish that the property no longer meets the criteria for designation.

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

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

ARTICLE 8. REVIEW OF CITY OF EVANSTON PROJECTS OR PROPERTIES

Projects on properties, structures or buildings owned by the City of Evanston and designated as local, state or federal landmarks, or located within areas designated as historic districts (whether a contributing or non-contributing structure), are subject to review for appropriateness dependent on their potential impact to the area.

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

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

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

City projects or activities reviewed by the Commission:

- Reconstructing or removal of any of the City's brick streets

As Amended on 3.14.23

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

ARTICLE 9. AMENDMENT OF RULES

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

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

ARTICLE 10. PUBLIC COMMENT

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

ARTICLE 11. ANNUAL REPORTING

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