



**AGENDA**  
**Preservation Commission**  
**Tuesday, April 9, 2024**  
**Lorraine H. Morton Civic Center, Room 2404 7:00 PM**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/88269467792?pwd=KB509iTPNCsm8GOa5bLxJcgcM7sUME.1>

**Meeting ID: 882 6946 7792**

**Passcode: 605788**

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, staff reports, presentations, or to otherwise address the Commission generally. Members of the public wishing to provide testimony on new or unfinished business shall be given the opportunity to do so following presentation by the applicant in a manner and under time limits determined by the Chair.

**3. PRESENTATIONS**

**A. Shorefront Legacy Center**

Laurice Bell and Dino Robinson will provide a presentation regarding the work of [Shorefront](#), an Evanston-based archival institution dedicated to illuminating the rich tapestry of Black history on Chicago's suburban North Shore. Topic areas will include ongoing cultural heritage initiatives, the African American Heritage Sites Program, and Preserving Integrity to Culture and History (PITCH).

#### 4. NEW BUSINESS

- A. **Revised Certificate of Appropriateness Application Form** 4 - 23  
Review and adoption of a single revised Certificate of Appropriateness Application for all scopes of work to replace the existing three applications for minor, major, and window/door replacement scopes of work. Code Section 2-8-3 (G) (9).  
[Revised COA Application Memo+Draft Application](#)
- B. **Cultural Heritage Awards Program** 24 - 27  
Review and adoption of a reimagined awards program that expands beyond built heritage and physical project design in order to better represent additional historic and heritage preservation themes including living heritage, the arts, intangible cultural heritage, and less tangible stories and histories. Code Section 2-8-3 (G) (21), and Preserve 2040 Initiative 4.15.  
[Reimagined Awards Memo+Framework](#)
- C. **2023 Preservation Commission Annual Report** 28 - 37  
In compliance with Article 11 of the Rules and Procedures, the Commission shall review and adopt the 2023 Annual Report to be presented to the Planning and Development Committee.  
[2023 Board and Commission Annual Report](#)

#### 5. APPROVAL OF MEETING MINUTES

- A. **Minutes of February 13, 2024** 38 - 44  
[20240213 HPC Minutes](#)

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

- A. **Realtor Training/Certification Program**  
Commissioner Bowes-Carlson will provide an update on progress related to a historic preservation certification and training program for local realtors. Code Section 2-8-3 (G) (8) and Preserve 2040 Initiative 4.12.
- B. **Noyes Cultural Arts Center Feasibility Study** 45 - 48  
Commissioners Bodan and Ahleman will provide a summary of a

working group meeting they attended with representatives of the Public Works Agency regarding the preliminary scope of work for the Noyes Cultural Arts Center. In compliance with the Commissions advisory review and consultation powers and duties related to city-initiated projects or activities, the Commission shall review a draft comment letter incorporating comments received to-date and make any additional suggestions. Code Section 2-8-3 (G) (24).

[DRAFT Noyes Comment Letter](#)

## 7. STAFF REPORTS

### A. Envision Evanston 2045 Update

49 - 55

Staff will provide an update on progress related to the development of Envision Evanston 2045, followed by discussion.

[EE45 Update Slides](#)

### B. May Newsletter - Call for content

Staff will provide an overview of the newsletter scheduled to be released in May, which is also historic preservation month.

## 8. ADJOURNMENT

**Order & Agenda Items are subject to change.** Information about the Preservation Commission is available at: Preservation Commission Questions can be directed to Cade W. Sterling at 847-448-8231 or at [csterling@cityofevanston.org](mailto:csterling@cityofevanston.org). The city is committed to ensuring accessibility for all citizens; if an accommodation is needed to participate in this meeting, please contact the Planning and Zoning Division at (847-448-8687) 48 hours in advance so that arrangements can be made for the accommodation if possible. **Español** - La ciudad de Evanston tiene la obligación de hacer accesibles todas las reuniones públicas a las personas minusválidas o a quienes no hablan inglés. Si usted necesita ayuda, favor contacte a Carlos D. Ruiz de la Oficina de Planificación y Zonificación llamando al (847/448-8687) o [cruiz@cityofevanston.org](mailto:cruiz@cityofevanston.org) con 48 horas de anticipación para acomodar su pedido en lo posible



# MEMORANDUM

To: Members of the Preservation Commission  
From: Cade W. Sterling, Planner  
Subject: Revised COA Application  
Date: April 2, 2024

## Background

Unlike other Boards, Commissions, and Committees, the Preservation Commission is empowered to create and distribute its own application forms, and determine what requirements applicants must follow for a complete application. The previous applications were revised by the Commission two decades ago in 2004. The 2004 update created three separate application forms, minor work, major work, and window/door replacement. These applications were created in a time when the majority of non-regular applicants appeared in-person at the Civic Center, where a staff member could direct them to the correct application based on the scope of work proposed as well as explain the associated submission requirements including necessary supplemental documentation.

However, following the pandemic and the City's shift to not allowing in-person permit submissions, there has been a tremendous amount of confusion on where to locate the application and once located, which of the three applications is needed, and no ability to ensure the required supplemental documentation has been submitted. As a result, many applicants apply using the single-page minor work COA application and are contacted by staff days later requesting the correct application and explaining the necessary documentation. Due to permit revision and re-routing procedures, this can delay a projects review by 10 business days or more, and creates significant frustration with the application process.

## Best Practices

The new application is modeled after Oak Park and Highland Parks COA applications, which use a single application for all scopes of work, are significantly shorter than the previous application for major work and window and door replacement, and within the single application lays out additional submission requirements based on the specific scope of work requested. Commissioner Ahleman circulated the draft version of the new COA application with regular applicants and former Commissioners. These individuals saw it as an improvement that clarified submission expectations and removed much of the extraneous information asked for previously that was rarely useful for the Commission or applicants.

#### Alignment with new City permit submission software

The City will continue to only allow digital permit submissions for the majority of requests. Additionally, the online permit portal will be modified to include the revised application, and automatically require submission of a COA application when an address associated with a landmark or historic district is entered. Applicants will then be able to select the broad scope of work requested, and the portal will populate a checklist of required supplemental documentation that must be uploaded before the permit request will be accepted.

#### Summary of Improvements

1. Simplifies the application process and avoids confusion by having a single COA application rather than three.
2. Aligns with best practices comparable communities are using.
3. Eliminates extraneous information found not to be useful for applicants, staff, or the Commission.
4. Shortens the application and clarifies and highlights the review process, submission requirements, and associated deadlines.
5. Integrates with the City's ongoing permit submission improvements and procedures.

## Proposed COA Application



# Application for Certificate of Appropriateness (COA)

**NOTICE:** This form is not a permit application.

**Application Required:** This application is required for all scopes of exterior work, including minor, major, and window/door replacement projects affecting Evanston landmarks and properties within local Evanston historic districts when a permit is required and when work is visible from the public way (street, alley, sidewalk, or other parcel of land appropriated to the public for public use).

**Submission Deadline:** To ensure timely processing of your application, submit this application no less than **15 business days** before the second Tuesday of each month. **Incomplete applications will not be accepted.** Refer to the **Submittal Requirements**, pages within this application to ensure completeness. Upon receipt of your application, staff will determine whether the proposal can be reviewed administratively, or whether it will be referred to the Preservation Commission for review and action. Completed applications referred to the Commission will be scheduled for review at the next available meeting as long as all required information is provided by the deadline and the number of items on the agenda allows.

**For more information:** It is encouraged, but not required, to meet with staff to review submittal requirements prior to submitting. To set up a meeting or to answer any questions as to which requirements apply to your project, please contact Cade W. Sterling at (847) 448-8231 or email: csterling@cityofevanston.org

## Section A. Required Information (Print Clearly)

<b>1) Property Address:</b>		<b>FOR STAFF USE ONLY</b>		
		<b>Application Number:</b>		
<b>2) Applicant's Name:</b>		Address:		
City:	State:	Zip:	Phone:	Email/Fax:
<b>3) Owner's Name:</b>		Address:		
City:	State:	Zip:	Phone:	Email/Fax:
<b>4) Applicant's Relationship to the Owner:</b>				
<input type="checkbox"/> Same <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other:				
<b>5) Landmark:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>6) Within Local Historic District:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No;				
If yes, <input type="checkbox"/> Lakeshore <input type="checkbox"/> Ridge <input type="checkbox"/> Northeast Evanston <input type="checkbox"/> Woman's Christian Temperance Union				
<b>7) Refer to the completed Zoning Analysis and check as applicable if your project requires:</b>				
<input type="checkbox"/> Major Zoning Variance; <input type="checkbox"/> Minor Zoning Variance; <input type="checkbox"/> Fence Variance <input type="checkbox"/> Special Use				
<input type="checkbox"/> Planned Development → <b>If any of the above are checked, additional submission requirements may apply. A member of the Planning and Zoning Division will reach out to you to coordinate completion.</b>				
<b>8) Applicants Signature</b>				
				Date: _____

**Section B: Application for Certificate of Appropriateness**

- 1) Describe, in detail, the proposed activity and reason for requesting a Certificate of Appropriateness. Attach a separate sheet if necessary.

## **CERTIFICATE OF APPROPRIATENESS SUBMITTAL REQUIREMENTS**

### **□ REPAIR, REPLACEMENT, and FLATWORK INCLUDING PATIOS, and WALKWAYS**

- 1 copy of a completed COA Application Form and all supporting written information including a detailed project narrative that includes how the proposal meets the [Binding Review Standards](#).
- Plat of survey that accurately represents current conditions of the property.
- As applicable, provide a to-scale existing and proposed site plan clearly showing the proposed change(s) with dimensions of proposed features, setbacks from proximate lot lines, and material annotations. An aerial image or birds eye photo will be sufficient for proposed roof replacement.
- Labeled, color photographs showing all exterior views of the building, structure, and/or site including all areas of proposed work and any areas of deterioration which demonstrate why repair is not possible.
- If materials are being proposed for repair or replacement that are other than an exact match to original, physical or visual samples or manufacturer brochures must be submitted.
- Any additional information that is requested after your initial consultation with staff or as requested by the Commission's pre-application review subcommittee.

□ **FENCES** – Provide a plat of survey with the existing and proposed fence and gate location(s) clearly identified. Include photos of the existing fence and any gates, and an illustration or sample photo of the proposed fence and gate style(s).

### **□ REPLACEMENT OF WINDOWS AND DOORS**

Due to the sensitivity required for window and door replacement, the Commission has created additional resources for applicants (available following the links below or accessing the Preservation Commissions webpage) including separate design guidelines, a sample best practice submission, and sample drawings for wood and steel windows.

- 1 copy of a completed COA Application Form and all supporting written information including a detailed project narrative that includes how the proposal meets the [Binding Review Standards](#).
- Context photos of all impacted elevations with the location of new or altered windows/doors labeled by number and by type. If there are typical windows (more than one of the same size material, and operating style), label each window type A,B,C etc. If there are multiple windows for a single type, those would be labeled as, 1A, 2A, 3A etc.
- Condition photos, interior and exterior, of all windows and doors scheduled for replacement. Labels on condition photos should match those on the context photos above.
- If replacing original or historic wood windows, provide information on the viability of restoration/repair. This must come from a licensed general contractor, architect, or restoration specialist, not from the window supplier/contractor.
- To-scale and labeled floor plans (not required but highly recommended if new window openings are proposed).
- To-scale, existing and proposed elevation and section drawings presented side-by-side on the same sheet. Drawings must include material annotations and dimensions including the overall window opening, stile, top and bottom rail, meeting rail, muntin, sill, and exterior trim or moulding profiles etc. Drawings of the existing historic window should be accurate and based on field measurements. For all projects, the window's relationship to the existing wall plane must be provided.
  - **Notice:** Manufacturers' standard cut sheets are not an acceptable substitute for detailed drawings since they are not drawn specifically for the proposed window replacement and do not show custom applications or installation details required for the project.

**□ ADDITIONS, NEW CONSTRUCTION, RELOCATION, AND DEMOLITION**

If a major alteration, construction or demolition is planned, City staff will notify neighbors within 250 feet of the subject property at least five (5) business days prior to the Preservation Commission hearing. The applicant is responsible for paying the mailing fee.

- **Zoning Analysis Required:** A completed Zoning Analysis must be submitted with the COA application. Zoning staff requires at least 10 business days to complete a zoning analysis. During the height of construction season, zoning analysis reviews may take longer. Applicants must give themselves enough time to request a zoning analysis in order to meet the COA deadline below.
- 1 copy of a completed COA Application Form and all supporting written information including a detailed project narrative that includes how the proposal meets the [Binding Review Standards](#).
- Plat of survey that accurately represents current conditions of the property.
- Drawings that accurately indicate existing conditions and all proposed changes and areas of new work
  - To-scale existing and proposed site plan clearly showing the proposed change(s) with dimensions of proposed features, setbacks from proximate lot lines, and material annotations.
  - Labeled, color photographs showing all exterior views of the building, structure, and/or site including all areas of proposed work and any areas of deterioration which demonstrate why repair is not possible. If a change in height, scale, or massing is proposed, provide photos of the existing structure in context with the immediate structures on the block to which it is visually related.
  - To-scale, annotated, and dimensioned existing and proposed exterior elevations. Elevations must clearly annotate all building materials, window types, trim types and sizes, etc.
  - If the proposal includes changes or additions to the original roof, include to-scale and annotated existing and proposed roof plans including details such as configuration, slope, overhang dimensions, and the new roof transitions into existing.
  - For new additions and new free-standing construction, 3D drawings, models, or axonometric drawings in context with the primary structure and its immediate surroundings are required. Context includes adjoining structures on adjoining lots. **This requirement may be waived for new garages and smaller accessory structures.**
  - For proposed free-standing construction including ADU's, Coach Houses, and new Principle Structures, block studies showing the visual, massing, and other proportional relationships of the proposed structure to the structures it is visually related to shall be provided.
  - Details or sections if required to explain areas of complexity.
- For proposed demolition, include photos and narratives demonstrating the current conditions that necessitate demolition and why repair or rehabilitation are not possible or being pursued. Depending on the proposal, staff may require a statement from a structural engineer.

**□ FEE** – Proposals which are referred to the Preservation Commission for review are subject to a preservation fee per Code Section 2-8-16. An invoice will be sent to the applicant following receipt of a complete application. The invoice must be paid prior to a case being scheduled for review.

**Links to Additional Information:**

1. [Frequently Asked Questions](#)
2. [Procedural Guidelines](#)
3. [Solar Panel Installation Guidelines](#)
4. [Evanston Preservation Commission Including List of Meeting Dates](#)
5. [Evanston Preservation Program Including Resources for Applicants](#)
6. [Sample Best Practice Window Replacement Submission](#)
7. [Sample Supplemental Window Drawings](#)
8. [Preservation Commission Window Replacement Guidelines](#)

**Old COA Application(s)**  
*For Reference Only*



**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.

**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 type="checkbox"/> Construction	<input type="checkbox"/> Residential <input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Demolition	<input type="checkbox"/> Partial <input type="checkbox"/> Total	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Alteration <input type="checkbox"/> Restoration <input type="checkbox"/> Addition <input type="checkbox"/> Landscaping	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garage: <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Windows <input type="checkbox"/> Storm Windows <input type="checkbox"/> Doors <input type="checkbox"/> Storm Doors	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Restoration Style/Materials:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Roof: <input type="checkbox"/> New <input 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"/>	<b>Façades/Front Porch &amp; Rear Porch Material</b> Wood Frame Stone Brick Stucco Synthetic Stucco Wood Siding Aluminum Siding Vinyl Siding Shingle, Material: _____ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<b>Flashing Material</b> Copper Sheet Metal Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fences</b> Wood Wrought Iron Aluminum Other: _____ Height: _____ Length: _____		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<b>Fascias, Soffits, Rakeboards, Trim</b> Wood Metal Synthetic Material, Type: _____ Other: _____	<input type="checkbox"/>		<input type="checkbox"/>	<b>Terraces, Patios, Decks</b> Wood Stone Brick Pavers Concrete Pavers Poured Concrete Other: _____
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<b>Door Material</b> Wood Metal Clad Other: _____		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<b>Window Type</b> Double Hung Casement Other: _____			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<b>Roofing Material</b> Wood Shingles Wood Shakes Slate Clay Tile Asphalt Shingles Metal Sheet Other: _____	<input type="checkbox"/>			<input type="checkbox"/>	<b>Window Material</b> Wood Aluminum Steel Other: _____	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<b>Chimney Material</b> Brick Stone Stucco Other: _____	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>		<b>Gutters/Downspouts</b> Copper Aluminum Galvanized Sheet Other: _____	<input type="checkbox"/>	<input type="checkbox"/>		<b>Muntins</b> Not existing True divided lights Simulated divided lights	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>4) Applicant's Signature:</b> _____						<b>Date:</b> _____				
<b>Print Name:</b> _____										
Proceed to Section C if you are <b>requesting a zoning or fence variation and/or s special use</b> . Refer to the Supplemental Information for guidance [page (i) below]. For <b>Planned Development</b> refer to Supplemental Information [page (i) below].										

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

is made for a special use or variation relating to a historic landmark, or a property located in a local historic district, the application shall be referred to the Preservation Commission that shall have the authority to make its recommendations to the appropriate decision making body relating to lot coverage, yard requirements, parking, building height, fences, and/or landscaping based upon its determination as to whether the special use or variation: **(submit the zoning analysis summary and the completed zoning, fence variation or special use application(s) from the Planning & Zoning Division)**

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

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

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

**4) Applicant's Signature:** \_\_\_\_\_  
**Print Name:**

**Date:**

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

*Adopted October 19, 2004/Updated March 30, 2021*

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**SUPPLEMENTAL INFORMATION**  
**COA Application Checklist**

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

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

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

  - Site plan with the existing footprint of the primary structure(s) clearly showing the side(s) being altered.
  - If the changes also include a **change in the footprint**, provide a **site plan** clearly showing the location of proposed change, setback dimensions, existing and proposed lot coverage, existing and proposed setbacks, location and height of existing and proposed fences, parking, and landscape design (if any).
- ADDITIONS, NEW CONSTRUCTION/DEMOLITION**
  - If a major alteration, construction or demolition is planned, City staff will notify neighbors within 250 feet of the subject property at least five (5) business days prior to the Preservation Commission hearing to allow neighbors to comment on the proposal at the meeting. The applicant is responsible for providing to City staff the filled out Certification and Notice along with the updated list of names and addresses of current owners/taxpayers in Excel format. City staff will provide the initial list (Excel file) of names and addresses to the applicant with the instructions.
  - **Exterior elevations**, showing building materials, height and width of proposed structure in the context of existing primary structure and/or the immediate surroundings.
  - **Site Plan** clearly showing the location of proposed structure, existing and proposed lot coverage, proposed setbacks and their dimensions, location and height of proposed fences, parking, and landscape design (if any).
  - **Roof Plans** - Provide roof plans to scale including dimensions.
  - **3D drawings, models** (for new construction and substantial additions)
  - **Photos of existing building, structure, site, fence or object in context with the immediate structures on the block.**
- LAND-ALTERING ACTIVITY** - Full **description and illustrations** including berming, re-grading, excavation, walkways, patios, and alteration of seawalls, etc.
- FENCES - Site plan** with fence location(s) clearly identified. Also, **illustration(s)** of existing and or proposed fence indicating the material, the height, and length (to scale). If zoning variance or fence variance is required, see section immediately below.
- ZONING VARIANCE FOR ADDITIONS, NEW CONSTRUCTIONS, FENCE VARIANCE**
  - Fully completed Part C of the COA application
  - Zoning Analysis Summary as prepared by the Zoning Division
  - Fully completed Zoning or Fence Variation Application as submitted to the Zoning Division
- SPECIAL USE** - Special Use Application as submitted to the Zoning Division
- PLANNED DEVELOPMENT** - Planned Development Application as submitted to the Zoning Division, including: Zoning Analysis, General Information Form, Special Use Application, Executive Summary and Aerial Photograph, Zoning Comparison, Number of Units, Unit Mix and Description, Statement in Support of Proposal Survey, Development Plan, Preliminary Civil Engineering Plan and Preliminary Landscape Plan

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

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

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

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

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



## Window & DOOR Replacement

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

To process your application, submit the following via email to [preservation@cityofevanston.org](mailto:preservation@cityofevanston.org):

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

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

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

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

<b>1) Property Address:</b>	<b>FOR STAFF USE ONLY</b> <b>Application Number:</b>
<b>2) Owner's Name:</b>	Address:
City:                      State:                      Zip:                      Phone:                      Email/Fax:	
<b>3) Architect's Name:</b>	Address:
City:                      State:                      Zip:                      Phone:                      Email/Fax:	
<b>4) Contractor's Name:</b>	Address:
City:                      State:                      Zip:                      Phone:                      Email/Fax:	
<b>5) Landmark:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    * Refer to the Supplemental Information for guidance on page (i) (fifth page below).	
<b>6) Within Local Historic District:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No;	
If yes, <input type="checkbox"/> Lakeshore <input type="checkbox"/> Ridge <input type="checkbox"/> Northeast Evanston <input type="checkbox"/> Apartment Thematic Resources	

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

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

**Section C: Application for Certificate of Appropriateness**

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

**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 type="checkbox"/> Windows <input type="checkbox"/> Storm Windows <input type="checkbox"/> DOORs <input type="checkbox"/> Storm DOORs	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Restoration Window Style/Materials: DOOR Style/Materials: Storm Window Style/Materials: Storm DOOR Style/Materials:		

<b>3) Applicant's Signature:</b> _____	<b>Date:</b>
<b>Print Name:</b>	

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

**SUPPLEMENTAL INFORMATION**  
**COA Application Checklist**

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

**APPLICATION AND REQUIRED DOCUMENTS FOR PRESERVATION REVIEW**

**ELEVATIONS/SITE PLANS/DRAWINGS** to scale including dimensions (not to exceed 11" x 17" paper size).

**CHANGES TO THE EXTERIOR INCLUDING CHANGES TO WINDOWS, DOORS, STORM WINDOWS AND STORM DOORS - SEE ADDITIONAL INFORMATION REQUIRED FOR WINDOW/DOOR CHANGES (BELOW)**

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

Site plan with the existing footprint of the primary structure(s) clearly showing the side(s) being altered.

**Floor Plans** – Provide existing and proposed floor plans to scale including dimensions (highly recommended).

**INFORMATION REQUIRED FOR CHANGES TO WINDOWS, DOORS, STORM WINDOWS AND STORM DOORS (Use same example for windows on page (iii) below for DOORS, storm windows, and storm DOORS)**

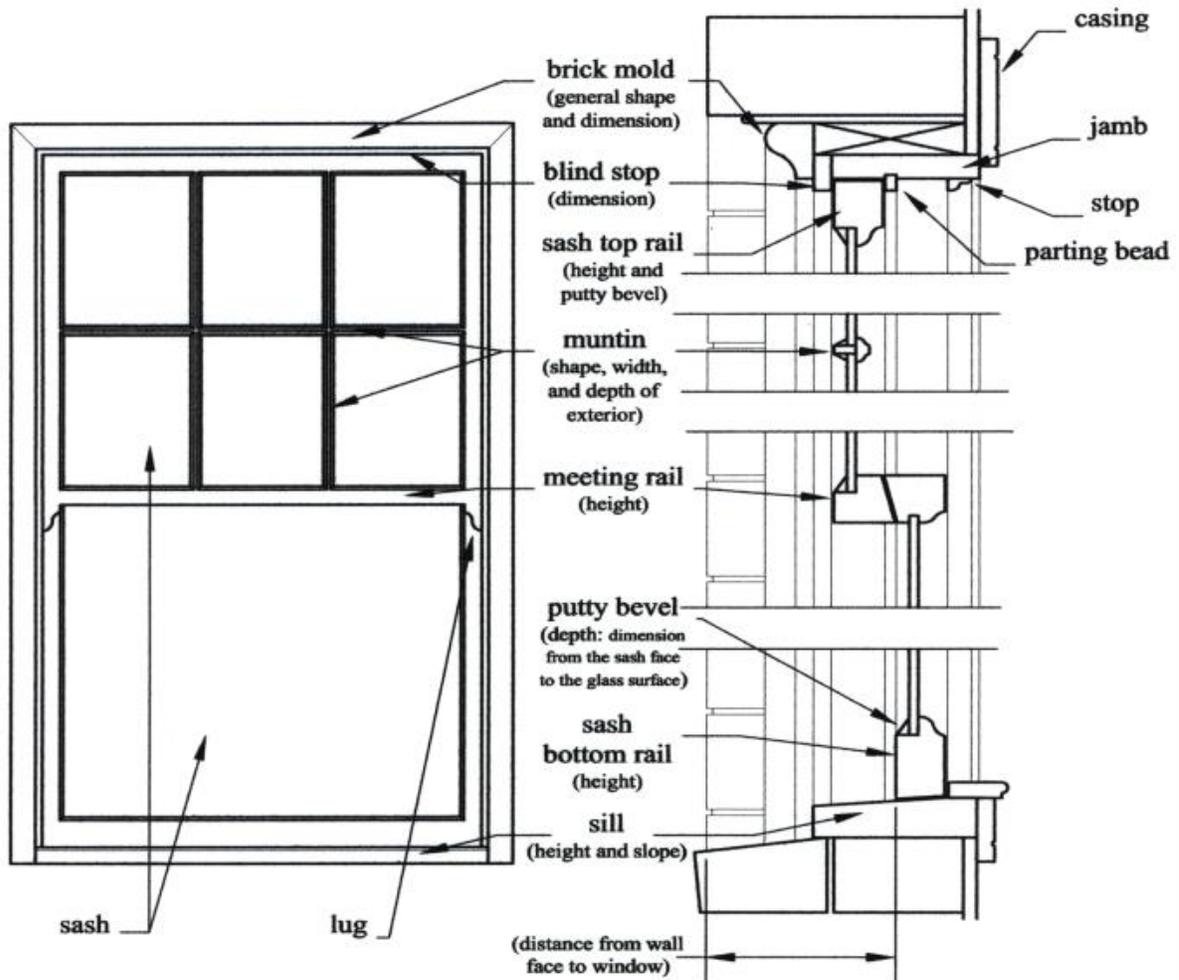
- Clear photographs of existing windows. When windows are boarded over, remove boards from typical windows in order to take photographs.
- Drawings showing the elevation and horizontal and vertical sections of existing historic windows/DOORS. Include muntins, mullions, transoms, and other window/DOOR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

*Meeting dates are subject to change*

USE THIS ILLUSTRATION AS AN EXAMPLE TO SHOW THE DETAILS OF EXISTING AND REPLACEMENT WINDOWS AND **DOORS**. ADD THE DIMENSIONS TO SCALE FOR YOUR APPLICATION

## Wood Windows

*The drawings below show the details required to document existing historic windows and any replacement windows. The specific information needed about each element is noted in parentheses. Note that the section drawing on the right shows the relationship of the window sash to the exterior wall plane.*



SUBMISSIONS DEADLINES FOR COA APPLICATIONS FOR PRESERVATION COMMISSION MEETINGS CAN BE FOUND ON THE COMMISSIONS WEBSITE

*Meeting dates are subject to change*



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

**Application Number (staff only)**

**IMPORTANT NOTE:** Minor work involves **no or minimal alteration** to the integrity of a structure in terms of design and/or materials (i.e. restoration, re-roofing in kind, fences, adding a new window to match existing, or replacement in kind of certain features when restoration is not feasible). Refer to the "matrix of major vs minor work" under Additional Resources on the Commission website.

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

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

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

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

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

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

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

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

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

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

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

Submit application via email to [preservation@cityofevanston.org](mailto:preservation@cityofevanston.org).



# MEMORANDUM

To: Members of the Preservation Commission  
From: Cade W. Sterling, Planner  
Subject: Reimagined Awards Program  
Date: April 2, 2024

## Background

The Preservation Commission is empowered to confer recognition upon the owners of landmarks or properties, structures, sites, or objects within districts, or to confer recognition upon other historic preservation efforts, by means of certificates, plaques, markers or awards. The Commission has had a design awards program since the 1980s. This program was supplemented in the past decade and reimagined as a citywide design awards program. At its height, this program had many award categories including sustainability, sensitive addition, compatible new construction, restoration, adaptive use, innovation, etc. The program received some criticism that it was elitist, or that it had been reduced to a marketing tool for architecture firms and contractors. However, it had been largely well received through its history and mirrored many design award programs across the Country. The program frequently received up to 20 nominated projects annually. The program stopped abruptly during the pandemic and has not been reactivated.

## Proposal

Historic preservation has evolved significantly since the 1980s, and more so within the past two decades. As such, the Preserve 2040 plan recognizes the need for a reimagined awards program that meets current preservation best practices. Such a program should interpret, "historic preservation efforts" liberally in order to better recognize the full breadth of historic preservation today. The new awards program, envisioned by Vice-Chair Bodan and Chair Dreler, not only includes design, but more broadly efforts related to the arts, traditions, people, living heritage, oral histories, and less tangible and diverse histories and cultural heritage. To accomplish this, the proposed awards program seeks to confer recognition on a variety of historic preservation and cultural heritage themes rather than upon specific mediums or scopes of work. It also seeks to recognize a person or organization of the year as a "Cultural Ambassador", supplanting the former project of the year award.

The new awards program imagines a call for nominations in May during Historic Preservation Month. The nomination period will be open for three months, allowing the new program to be adequately promoted and advertised. Nominees would be judged by an independent jury, with an awards ceremony taking place sometime in the Fall.

**DRAFT**

## **City of Evanston Preservation Commission Cultural Heritage Awards Program**

### **Purpose Statement**

Evanston's heritage resources are vitally important, bind its residents to their physical environment, and define the City's unique character and identity. Past awards programs sponsored by the Preservation Commission focused exclusively on built heritage and physical project design, and did not adequately represent the breadth of historic preservation which – in addition to built heritage – includes living heritage, the arts, intangible cultural heritage, and less tangible stories and histories.

The purpose of the citywide Cultural Heritage Awards Program is to:

1. **Promote** best practices in historic preservation.
2. **Celebrate** those who embody, safeguard, or advance significant themes within the broader field of historic preservation and heritage conservation.
3. **Educate** and increase public awareness and appreciation for Evanston's cultural heritage.
4. **Encourage** future excellence through the power of example.

### **Award Categories**

#### **Cultural Ambassador**

The Cultural Ambassador Award is the highest form of recognition bestowed by the Commission. The award is presented to highly influential and inspiring individuals, groups, or organizations whose exemplary body of work demonstrates a superlative level of dedication and impact for the creation, interpretation, identification, protection, expansion, or enhancement of Evanston's cultural heritage.

#### **Outstanding Individual Achievement**

Awards in the field of outstanding individual achievement are presented to an individual who has demonstrated a commitment or significant contribution to the cultural heritage of the City by advancing one or more of the cultural heritage themes below.

#### **Outstanding Group Achievement**

Awards in the field of outstanding group achievement are presented to a group, organization, or partnership that has demonstrated a commitment or significant contribution to the cultural heritage of the City by advancing one of the cultural heritage themes below.

## **Award Themes**

### **A. Research**

Projects which identify, interpret, and help safeguard the City's diverse cultural heritage and/or improve access, enjoyment, or understanding of the City's broad heritage assets.

### **B. Education and Advocacy**

Achievements or projects which foster the transfer of knowledge and traditions, build local awareness and capacity, or expand skills and crafts related to the enhancement and enjoyment of the City's diverse cultural heritage.

### **C. Equity**

Achievements or projects which foster social connection, identify less tangible histories, strengthen multicultural dialogue and understanding, nurture sense of place, celebrate diversity and lesser acknowledged identities, and stimulate community conversation, storytelling, and sense of civic responsibility.

### **D. Design**

Achievements or projects of any scale which offer sensitive, compatible, or innovative design approaches that preserve, enhance, and/or give new life and vibrancy to the City's built cultural heritage, including its cultural landscapes and natural environments.

### **E. Climate Resilience and Stewardship**

Achievements or projects which demonstrably minimize material impact on the environment and prepare a site or structure to respond to or mitigate the impacts of climate change. Examples include adaptive use, salvaging and/or reuse of materials, diversion of construction debris, innovative technologies or construction techniques, energy and water efficiency above code, habitat friendly design, landscape stewardship, and use of native plant material to the benefit of species diversity.

### **F. Art**

Achievements or projects which demonstrate a significant contribution to the practice, production, growth, support, or availability of the City's cultural heritage as embodied in a variety of artistic pursuits including but not limited to visual, performing, and literary arts.

## **Nomination and Selection Process**

### **Call for nominations**

The Commission, through various outlets, will release an annual call for nominations in May of each year, which is Historic Preservation Month. The nomination period shall be open for a period of three months.

Nominators must complete a nomination form and submit by the identified deadline in order to be considered for an award. Self nomination is allowed – those nominating others must seek and receive their consent. In the instance of a posthumous nomination, seek the consent of

surviving family or other associates. All nominations will be submitted using an online form. No paper or email submissions will be accepted. Nominations shall include:

1. Identification of an award category
2. Identification of associated cultural heritage theme(s).
3. A concise narrative, 7,000 characters or less, that describes how an individual or group has significantly contributed to the cultural heritage of the City through one or more of the themes described above.
4. Attachments and supporting documentation as necessary including brochures, news clippings, drawings, written excerpts, letters of recommendation or support, photos, and videos.

**Selection**

Nominations will be reviewed by an independent community-based selection committee with varying professional backgrounds. Following review and selection, those nominated as well as those selected for awards will be notified of the jury's decision and invited to participate in a later awards ceremony. Multiple awards may be bestowed for each category as recommended by the selection committee.



# PRESERVATION COMMISSION ANNUAL REPORT **DRAFT**

To: Members of the Preservation Commission  
From: Cade W. Sterling, Planner  
CC: Elizabeth Williams, Planning Manager  
Subject: Preservation Commission Annual Report  
Date: April 9, 2024

## **Structure**

1. What is the composition of the Commission?

The current Commission's membership represents 7 of 9 wards, and includes architects, preservationists, an architectural historian, a realtor, a buildings archaeologist, a landscape designer and contractor, and landmark owners. The Commission currently has 11 members and is comprised of up to 11 members appointed by the Mayor with advice and consent by the City Council. These members must have a demonstrated interest, knowledge, or expertise and experience in historic preservation, architectural restoration and rehabilitation, or neighborhood revitalization or conservation. Members are appointed to up to two three-year terms.

2. How many vacancies exist, and are pending vacancies imminent?

The Commission currently has no vacancies and has four interested residents on a wait list to receive notification once a vacancy opens. The majority of the Commission's members are in their first term with no imminent vacancies.

3. How many meetings are required per year?

The Commission has adopted a schedule of 11 regular monthly meetings with an August recess -and schedules additional special meetings and working group and subcommittee meetings as needed.

4. How many meetings were held in the past year?

The Commission held 11 regularly scheduled meetings and no special meetings or subcommittee meetings. The Commission conducted many 24 working group meetings not requiring public notice as they consisted of no more than 3 members. Working group meetings included those facilitating pre-application review, active commission recruitment, newsletter content, and legacy business development.

5. Does the Commission achieve its administrative work through staff support? If yes, please list names and positions:

Yes, the Commission operated in 2023 with one primary staff liaison. Meetings are coordinated and attended by the staff liaison who acts informally in a secretarial role. Cade W. Sterling, City Planner

6. What was the Commission's budget for the past year? How does the budget impact the Commission's operations?

The Commission has operated without a budget for over three decades after its annual education and advocacy budget of ~\$30,000 was discontinued in the late 1980s. The lack of budget impacts the Commission's operations primarily by limiting education- and advocacy-related discussions to the monthly meetings that are already scheduled and a quarterly newsletter that requires too much volunteer time for most Commissioners. Reinstating an annual budget for education and advocacy would allow the Commission to work more effectively and strategically toward two interrelated objectives: leveraging preservation to help advance the City's affordability, sustainability, and economic development goals and engaging with the general public to identify and support identification of diverse community resources.

7. How is citizen input encouraged and sought?

The Commission started a quarterly e-newsletter in 2023 that actively encourages citizen input. Citizen input also continues to be sought via mailed notifications and posted agendas. Citizen input is primarily received by way of written comments or in-person testimony.

### **Goals, Objectives and Accomplishments**

1. What is the Commission's mandate?

The Commission is broadly charged with oversight and facilitation of the City's preservation program and is mandated to identify, register, and safeguard the community's historic cultural and architectural heritage. The Commission is afforded nine statements of purpose and thirty powers and duties. These powers and duties include binding design review as well as broad advisory review and consultation authority.

2. How many properties does the Commission have purview over?

The city has over 850 registered local landmarks of which over half are individual landmarks outside of a registered local historic district. Additionally, the City has four local historic districts: the Lakeshore Historic District, the Ridge Historic District, the Northeast Historic District, and the Woman's Christian Temperance Union Historic District. Between local landmarks and properties within local historic districts, the Commission has purview over ~2,500 properties or just under 10% of properties within the City.

In addition to these, the preservation program provides advisory review and assistance upon request to properties within the federal-only portion of the Northeast Historic District and the Federal Oakton Historic District. The Commission also provides Section 106 and 707 review and comment in consultation with the State Historic Preservation Office and facilitates other responsibilities delegated to the Commission by the State through the Certified Local Government Program. No new nominations or designations occurred in 2023.

3. What were the Commission's objectives for achieving their mandate and advancing initiatives within Preserve 2040 this past year?

The Commission had the following primary objectives which were guided for the first time since its adoption by the Preserve 2040 Plan as the Commission's strategic planning guide:

- Actively recruit members who better reflect Evanston's diversity and act as a panel of community members with qualified backgrounds rather than a panel of experts in a singular field.
- Prioritize transparency, be approachable, and create meaningful opportunities for education, outreach, and advocacy that reach a broad audience and communicate historic preservation's potential in advancing our shared community goals.
- Continue diversifying its role beyond resource management and fulfilling more of their powers and responsibilities within the Ordinance.

4. What accomplishments did the Commission undertake to achieve those objectives?

**Active Commissioner Recruitment:** The Commission launched an active recruitment campaign in English and Spanish in order to attract new members with diverse and broad backgrounds that better reflect Evanston's rich cultural heritage. The campaign addressed a common myth that you have to be an architect to serve on the Commission, and that the Commission's sole responsibility is resource management. The campaign stressed that the Commission is at its best when it represents the broad community and is comprised of a panel of passionate, qualified, kind, and rational residents, rather than as a panel of design experts. The campaign successfully attracted new members with backgrounds outside of architecture, as well as multiple community members interested in volunteering to advance the Commission's work and additional individuals who asked to be placed on a waitlist in order to be notified once additional vacancies exist.

**Re-activated Newsletter:** The Commission re-activated its historic preservation newsletter, publishing content for the first time in over three decades. The newsletter is the Commission's primary outlet for education and advocacy and seeks to inform residents on the value of historic preservation as well as seek input from community members on the Commission's active initiatives. The newsletter is currently released quarterly, and has been very well received. Following release of the newsletter, the number of subscribers to receive notifications from the

Commission increased by 200+ individuals or 8%, and now reaches an audience of 2,800 residents.

**Increased Advocacy:** The Commission expanded its advocacy roles in an effort to be more proactive and less reactive. Major items the Commission advocated for in 2023 include:

- a. The continued effort to adapt and rehabilitate the Harley Clarke property including a need to rethink approach and include best practices in order to achieve more viable responses to a REI and RFP;
- b. Discussing the inherent sustainability of preservation and shared goals surrounding climate resilience, deconstruction, and heritage trees with the Environment Board and Sustainability Division;
- c. Participating in the Certified Local Government program and advocating for the City following best practices that empower local Commissions during significant Section 106 and 707 reviews. The Commission successfully advocated for increased mitigation measures within the Memorandum Of Agreement between the State and Northwestern University regarding the demolition of the National Register eligible Ryan Field. Expanded mitigation measures included on-site interpretive elements that allow the site to continue to communicate its rich and varied past, expanded deconstruction and salvage requirements, and ensuring that historic documentation of the stadium be available locally at the Evanston Library and History Center as well as in the Abraham Lincoln Presidential Library in Springfield;
- d. Expanded tribal consultation with the Historic Preservation Officers representing the various tribal groups whose ancestral homeland included Evanston;
- e. Successfully assisted in the development and launch of the City's Legacy Businesses Program, honoring living heritage and less tangible histories that are deeply associated with Evanston's identity and collective memory of place.

**Speaker Series:** The Commission coordinated a speaker series to provide additional opportunities for the public, partner organizations, and Commissioners to be exposed to a breadth of topics related to the connection between historic preservation and the City's goals of affordability, sustainability, and economic development as well as the *Preserve 2040's* focus on diversity. The series brought in experts in preservation-related fields who made presentations and answered questions at the start of Commission meetings.

The topics provided opportunities to educate the public and the Commission on various technical aspects and trends at the forefront of historic preservation. These included:

- Celebrating living heritage including people, stories, traditions, and businesses;
- Expanding the role of preservation to meet the challenges of today while remaining relevant as a tool that improves quality of life and the health of our built environment;
- Preservation as a powerful land-use tool that can retain naturally occurring affordable housing and stabilize neighborhoods susceptible to development pressure and changes in character;
- Preservation as inherent to sustainability and the value of deconstruction, salvaging materials, and adaptive use;
- The ongoing importance of archaeological resources, identifying and celebrating intangible cultural heritage and less tangible histories, and;
- Changing State laws and the need to improve consultation with the native peoples whose ancestral homelands included Evanston.

**Training Model:** In response to misunderstandings related to the purpose of the Historic Preservation Ordinance and the role of the Commission beyond design review, a training and orientation presentation was developed. The hour long presentation creates a consistent foundation and in-depth detail on the ordinance and the preservation program as well as the purpose, role, and powers of the Commission. The presentation provides consistent orientation for new Commissioners, elected officials, and community volunteers alike.

The training was presented to the full Commission in October and has subsequently been used for incoming Commissioner orientation. The training will be scheduled for presentation to the Community Development Department in 2024, where it will be further tested and refined prior to scheduling additional trainings for other City organizations and elected officials.

5. What are the Commission's current objectives for the upcoming year?

The Commission's primary objectives for the upcoming year are to implement aspects of the *Preserve 2040 Plan* and to ensure the new Comprehensive Plan and Zoning Code integrate and expand upon the vision, goals, policies and initiatives within the City's newly adopted Preservation Plan.

Subgoals include:

- a. Continuing to confront common myths regarding historic preservation and align the City's preservation program with best practices including more emphasis on the City's diverse cultural heritage, less tangible histories, and living heritage.
- b. Continuing to expand education and advocacy efforts and outreach to the public and City officials;
- c. Building capacity through an expanded volunteer corps, and;

- d. Acting as a resource for the City and consistently advocating for the power of preservation to positively impact quality of life and the City's diverse goals around affordability, sustainability, and place-based economic development.

6. What is the Commission doing to achieve these objectives?

Initiatives within the Preserve 2040 Plan that were selected for implementation in the 2024 calendar year include:

- **Initiative 2.10:** Organize a Preservation Consortium or Preservation Advisory Sub-Committee including expanding and defining a volunteer corps that builds capacity for implementation of initiatives within *Preserve 2040*.
- **Initiative 3.6:** Advocate for adoption of a citywide deconstruction ordinance. The Commission modified this initiative to instead study model ordinances for similar communities, the feasibility of a deconstruction ordinance in Evanston, and incentives and other efforts that could expand deconstruction and salvage to advance CARP goals.
- **Initiative 4.4:** Prepare a preservation training publication and one-on-one orientation for elected officials. This has largely been completed, and the next phase of the initiative is conducting the trainings and getting the training materials into the community for consumption.
- **Initiative 4.12:** Continue and expand annual training and certification for local realtors. This initiative is currently underway and has been very well received. Implementation is anticipated for the Fall.

In addition to these, the Commission has developed a new Cultural Heritage Awards Program meant to recognize and celebrate the full breadth of historic preservation efforts represented through various themes.

The Commission has also sought to increase and clarify a framework to effectively facilitate its advisory and consultation powers and duties including: continuing to survey and document areas of high development potential, publicizing and supplementing the study list of eligible resources, creating clear processes for providing meaningful feedback on City-initiated projects and activities, and providing testimony to Boards and Commissions on non as-of-right proposals which affect significant but not registered resources.

Finally, the Commission will continue to identify, recognize, and celebrate cultural landscapes and less tangible histories throughout the City. Recently, the Commission amended the Statement of Significance for the Harley Clarke property to reflect the significance of its Jens Jensen and Alfred Caldwell Grounds, modern human-made dune landscape, and cultural associations to Native peoples. The Commission will also continue to strengthen relationships with Tribal Preservation Officers, and advocate for City policies regarding proactive consultation and inadvertent discovery.

## Evaluation

1. How are the Commission's objectives and annual activities selected?

Annual objectives and activities are selected by way of an Annual Work Plan, which is discussed during the Commission's public January meeting and decided via a roll call vote. The Annual Work Plan is based on the implementation matrix, implementation timeline, and priority levels outlined in *Preserve 2040*.

2. How often does the Commission evaluate its goals and performance?

Annually in January.

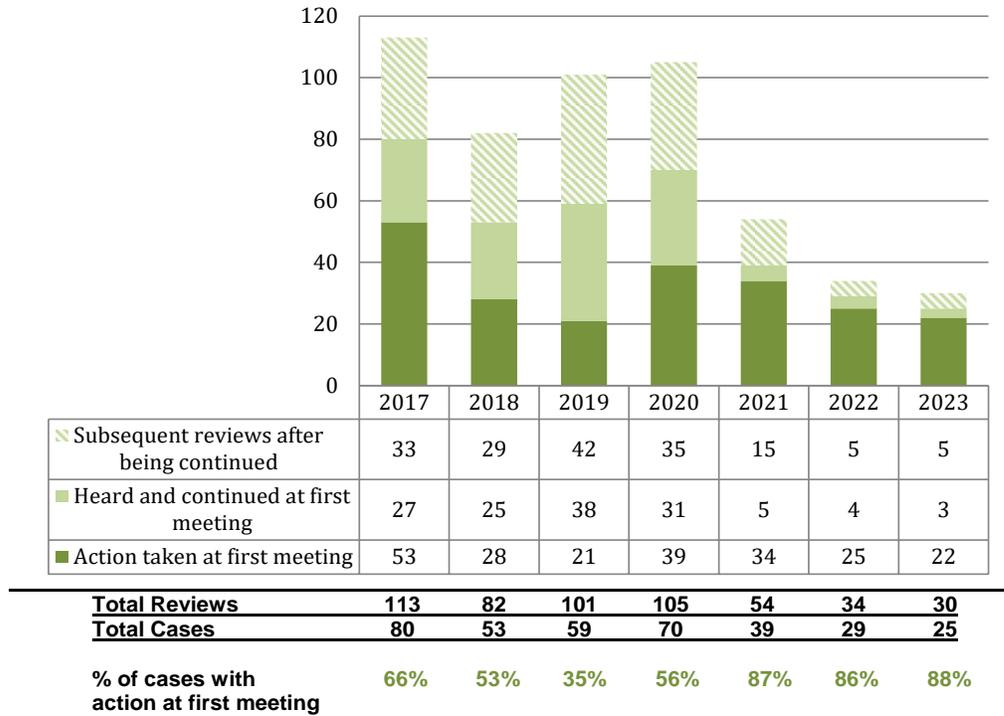
3. What is the Commission's evaluation of its performance in the following areas?

- a. The appropriateness of its purpose and mandate:** The Commission has an appropriate purpose, mandate, and powers and duties. Per the Ordinance, the Commission has worked diligently to expand its role beyond resource management and case review. The Commission also continues to expand its capacity and strengthen relationships with partner organizations in order to more effectively advance the diversity of historic preservation and the Commission's responsibilities within the Ordinance.
- b. Community needs to be filled by the Commission:** Many needs of the community relate to historic preservation and the Commission has made significant strides in utilizing and advocating for historic preservation as a tool to achieve the community's climate resilience and sustainability goals and advance human-centered and preservation-based economic development efforts that capitalize on Evanston's unique identity and rich cultural heritage.

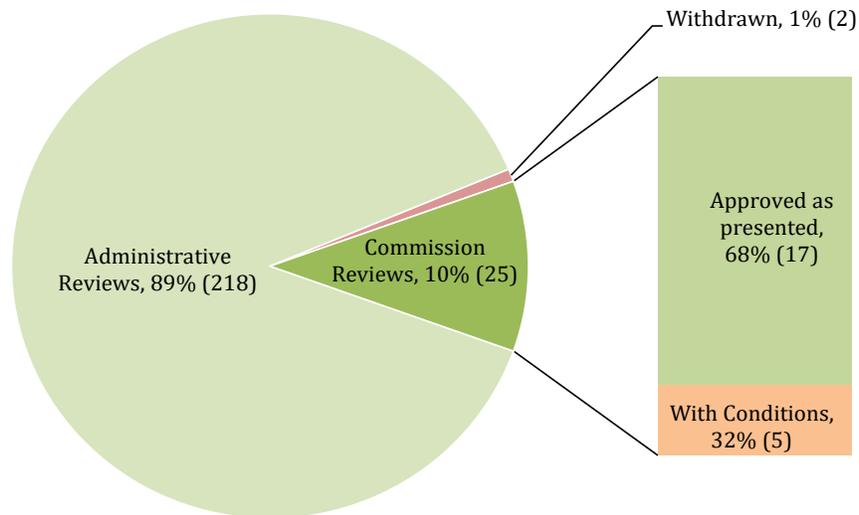
Preservation has evolved significantly and is more than built heritage, encompassing people, places, landscapes, businesses, stories, traditions, and art. Continued efforts need to be made to emphasize the role of the Commission beyond resource management and case review, as well as to emphasize that the Ordinance and program works for the community and is most effective when the community feels empowered to define their own identity and to connect that identity to whatever cultural heritage – tangible or not – that they feel is most relevant and should be celebrated and preserved.

- c. Performance of the Commission's resource management functions:** In the 2023 calendar year, 243 total preservation reviews were conducted. Of the 243 total cases, no cases were denied and no cases were appealed to City Council. Twenty-five were reviewed by the Commission. Of the 25 cases which the Commission took action on, 18 (72%) were approved as presented, 5 (20%) were approved with conditions, and 2 (8%) withdrew prior to action. Three cases took multiple meetings before action was taken.

**Annual Overall Case Review Comparison**



**2023 Commission Case Review Breakdown**



## **Outlook**

What concerns of the Commission should be brought to the City Council's attention?

1. The State recently passed HB3413, the Human Remains Protection Act, to create a process for reinterment of ancestral human remains and repatriation of cultural objects. Native peoples believe that their dead were buried in a specific location for a reason and that they should be re-interred as close as possible to that location to respect deep cultural associations of place. However, the State law only creates a framework for reinterment on State property. In locations such as Chicago, Evanston, and the North Shore generally, State property is few and far between, creating a contradiction between the spirit of the law and its implementation. This is especially true in locations known to have large ancestral settlement sites, including much of Evanston, as the likelihood of inadvertent discovery is higher.

The inconsistency between the spirit of the law and its ability to respect the wishes of Native peoples who call Evanston home presents an opportunity for a local policy and procedure.

1. Conservation Districts remain an underexplored tool to retain naturally occurring affordable housing and stabilize neighborhoods vulnerable to change and development pressures.
2. The lack of incentives including small grants, loans, or building permit fee waivers impacts the ability for vernacular landmarks and vernacular homes in historic districts to propose appropriate alterations where these improvements constitute a much higher percentage of the homes total value.
3. The ordinance does not easily facilitate *Preserve 2040's* diversity, equity, and inclusion goals, and currently limits the ability to register more culturally and socially significant resources, cultural landscapes, or Conservation Districts at a neighborhood or business district level.
4. Historic preservation and the Commission's subject matter expertise remain an underleveraged tool for the City to achieve its goals and objectives.

**Membership List**  
(for the 2023 calendar year)

**Total Regularly Scheduled Meetings: 11**

<b>Member</b>	<b>Term Expires</b>	<b>Regular Meetings Attended</b>	<b>Working Group and other Meetings Attended</b>
Beth Bodan	November 2025	10	7
Stuart Cohen	December 2026	8	5
Sarah M. Dreller	April 2027	10	32
John Jacobs	April 2027	9	4
Carl Klein	January 2025	11	15
*Jamie Morris	September 2023	6	2
*Suzi Reinhold	September 2023	6	9
***Aleca Sullivan	May 2025	7	3
Amanda Ziehm	June 2025	10	4
**Charles Smith	September 2026	3	0
**Thomas Ahleman	September 2026	3	0
**Joshua Bowes-Carlson	June 2026	5	0
***Samantha Steele	September 2026	0	0
* Second Term ended during 2023 calendar year			
** Term started partway through 2023			
*** Resigned prior to term ending			
Second term ended during 2023 calendar year			



## **MEETING MINUTES**

### **PRESERVATION COMMISSION**

Tuesday, February 13, 2024  
7:00 P.M.

Members Present: Carl Klein, Sarah M. Dreler, Beth Bodan, Charles Smith, Stuart Cohen,  
Joshua Bowes-Carlson, Amanda Ziehm

Members Absent: Thomas Ahleman, John Jacobs

Staff Present: Cade W. Sterling

Presiding Member: Sarah M. Dreler, Chair

Minutes Taken by: Cade W. Sterling

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## **PUBLIC COMMENT**

Members of the public are afforded three (3) minutes per person to provide testimony related to items listed under discussion, staff reports, presentations, 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.

- The Commission did not receive any public comment in person. One written comment in support of a local policy and procedure for reinterment of ancestral remains in instances of inadvertent discovery was submitted by Raphael Wahwassuck, Tribal Council Member and Historic Preservation Officer for the Potawatomi Prairie Band Nation.

## **PRESENTATIONS**

### A. **Envision Evanston 2045**

HDR, Inc. will provide a presentation regarding development of the City's new Comprehensive Plan and Zoning Code, followed by discussion with the Commission.

- Jon Brooke, consultant, and Liz Williams, Evanston

Planning Manager provided an overview of the planning process including opportunities to engage with the Commission. The Preservation Commission will be a recommending body to the plans adoption, and will act in an advisory capacity to assist in the development of the plans historic preservation component as required by code.

- Commissioners advocated for:
  - Incorporating and expanding upon the City's recently adopted preservation plan, Preserve 2040,
  - Including a robust arts and culture component,
  - Providing adequate checks, balances, and safeguards for historic resources within revised entitlement processes.
  - Consider the unintended impact on historic resources, particularly those not currently registered as landmarks or within historic districts, when changes to zoning and associated land values and development potential are proposed.
  - Using the City's historic districts and their diversity of land use patterns as examples for future zoning changes that allow more flexibility in density and use while remaining contextual, human-scaled, and visually appealing

B. **Inadvertent Discovery and Re-interment of Ancestral Remains**

Eli S. Suzukovich III, PhD, will describe how inadvertent discovery of ancestral remains can occur and how these discoveries can be mitigated. This presentation will include a definition of re-interment sites and a discussion of the various legal, ethical, and cultural factors to be considered when selecting and maintaining a re-interment site. Code Section 2-8-3 (G) (8).

- A video from the Associated Press outlined House Bill 3413, and the ability to reinter ancestral human remains on State land where prior practice had made discovery of ancestral human remains property of the Illinois State Museum.
- Mr. Suzukovich III provided an overview of the change in policy at the State level, describing it as a critical step towards allowing ancestral human remains to be reintered where they were discovered or close to where they were discovered.
- Native peoples believe that the remains of their ancestors were buried in a location for a purpose, and removing them damages their cultural integrity and deep connection to place.

- The Illinois law is a step forward, but it fails in one key area – locations without proximate State land where the likelihood of inadvertent discovery is also high. This defines Evanston, and much of the North Shore and Chicago.
- A possible solution is a local policy and procedure for not only reinterment but early consultation and on-site monitoring for certain types of projects.
- A dedicated local reinterment site would need to be secure to prevent looting, be protected from future development similar to a conservation easement or area, have its identity and location protected, and be free of utilities that prevent excavation.
- Commissioners asked what the likelihood of discovery might be in Evanston and if there were known settlement sites throughout the City.
- Mr. Suzukovich stated that there were several known settlement sites in Evanston, both large and small, and the potential for discovery was higher than in other locations.
- Commissioners asked what types of projects might require consultation and how this would impact an average homeowner.
- Mr. Suzukovich stated that the location of the cultural layer was deeper than average excavation say for a patio or pool, or foundation. The types of projects that are of concern are those with very deep excavation, such as the recent Evanston Labs project on Clark and Orrington. That project should have involved consultation with Tribes due to the depth of excavation and its location.
- Mr. Suzukovich III further impressed that a local policy and procedure for inadvertent discovery as well as a dedicated reinterment area not only benefits the Native peoples whose ancestral homeland included Evanston, but creates more efficiency and mitigates otherwise costly development delays.
- The Commission stated that it seemed like a good policy and that increased consultation and communication regarding larger projects is essential. It is incumbent upon local governing bodies to uphold the spirit of HB3413 where its implementation isn't practical otherwise.

## NEW BUSINESS

A. **24PRES-0013 - 1046 Michigan Avenue - Landmark - Lakeshore Historic District**

Studio Talo Architecture Inc., applicant on behalf of the

homeowner, submits for a Certificate of Appropriateness to alter the existing homes non-original cladding atop original wood cladding with a 3" exposure, replacing it with fibercement lap siding and trim.

**Applicable Standards:** Alteration [1-10]; and Construction [7].

- Jen Parker Holtz and Nataliya Silyarska provided a detailed overview of the proposal which includes restoration of the existing original wood windows, replacement of aluminum siding atop original wood siding with fibercement lap siding, and replacement of the curved bay's lap siding with a smooth textured azek panel.
- Commissioners asked if the applicant has considered restoring the original wood siding.
- The applicant stated they did seriously consider it, but due to the original siding being missing in many locations altogether, and in others being in very poor condition, it made sense to propose replacement. The cost of replacement in wood was considered as well, but was more expensive and has additional maintenance. The savings for the siding is what made restoration of the windows important – a feature the owners felt was more character defining.
- Commissioner asked for clarification on the existing exposure of the siding.
- The applicant stated that the wood siding beneath the aluminum siding was between 2 and  $\frac{3}{4}$ " and 3" in width while the aluminum siding atop it is a 4" exposure.
- The Commission asked what the exposure of the fibercement would be.
- The applicant stated it would be 4" so there would not be a change in general appearance to what is currently existing.
- The Commission asked if it were possible to provide a 3" exposure for the fibercement noting that some applicants had accomplished this in the past.
- The applicant stated it was possible in theory and could be accomplished either by ripping the boards to size, but that voids the warranty and has a lot of added labor cost and material waste, or by having more of an overlap on the boards.
- They did discuss overlapping the boards more to achieve close to a 3" exposure, and the rep at hardie board said this was possible – however, their contractor did not feel comfortable with this approach.
- The Commission agreed that since the aluminum atop the original was 4", a 4" fibercement would not change the

- appearance.
- The Commission asked for clarification on the trim and associated transition areas at windows, doors etc and how those would be handled.
- The applicant stated the home currently has corner boards, so that won't change. The transitions at windows and doors will have the fibercement butt directly against existing mouldings and trim.
- The only area where the fibercement is not possible is the curved bays. This is where they are proposing a trex panel. It won't look the same as lap siding, but since it is only on the bays, the change in general appearance will likely be negligible.
- Commissioner stated that this approach may be suitable and suggested that the applicant explore scoring the azek panel to mimic the exposure of a lap siding.
- The Commission applauded the applicant on the thoroughness of their presentation as well as the commitment by the new owners to restore many of the original windows and give the long vacant home new life.
- The Commission voted unanimously to approve the application with the following conditions:
- If alteration is necessary to the proposed scope of work presented for cladding the rounded bays, it may be approved administratively so long as the applicant proposes either a smooth azek panel, or a scored azek panel that mimics the exposure of the proposed cladding.
- Additionally, the following were added to the scope of work and approved by the Commission. Installation of two skylights minimally visible from the public way and replacement of two badly deteriorated windows identified during the presentation with custom wood windows to match existing substantially.

B. **Amending the Statement of Significance for 2603 Sheridan Road, The Harley Clarke Mansion and Grounds**

The Commission will consider language that amends the existing Statement of Significance and create a separate Statement of Significance for the property's dune landscape. The goal is to adequately capture the property's varied character-defining features which should be treated with sensitivity, including the property's significant landscape composition, integrity of setting, and cultural significance. This aligns with initiative 3.10 within the Preserve 2040 Plan. Code Section 2-8-3 (G) 14.

- Commissioner Smith provided an overview of the change

noting that the original statement was devoted almost entirely to the details of the mansion and included less than a sentence for the grounds.

- The new statement not only goes into more depth about the background of Jens Jensen and his work with Alfred Caldwell for the site, but provides additional detail about the modern human-made dune landscape to the east of the mansion designed by Donn Werling.
- Commissioner Smith noted that the dune is very vulnerable and fragile right now and is a significant feature with deep associations with the City and Nations environmental movement in the 1960s and 1970s. The dune was the first area created in the City to be a protected habitat. It was intended as a respite from human interference.
- Commissioners applauded the new statement noting it was an important step in acknowledging the City's cultural landscapes – an action that should likely be replicated for many other sites and properties.
- Chair Dreler stated that the Commission should expect to amend the statement further once a contribution from local tribal leaders about the Native American history of the site could be incorporated.
- Mr. Sterling stated that the statement could be adopted with an understanding that the additional contribution would be added afterward.
- The Commission voted unanimously to adopt the amended Statement.

## APPROVAL OF MEETING MINUTES

### Minutes of January 30, 2024

- The minutes were adopted as presented.

## DISCUSSION (NO VOTE WILL BE TAKEN)

### A. Realtor Certification Program

Commissioner Bowes-Carlson will summarize a National Alliance of Preservation Commissions webinar about historic preservation certification and training programs for local realtors. This item aligns with initiative 4.12 within the Preserve 2040 Plan. Code Section 2-8-3 (G) (8).

- Commissioner Bowes-Carlson summarized points from a recent webinar he attended by the National Alliance of Preservation Commissions about historic preservation and training programs.
- There are many misconceptions among real estate agents

- about what it means and what it doesn't mean to be a historic property.
- Rather than start with a full certification program, which may be difficult to implement, Commissioner Bowes-Carlson suggested starting by building a stronger connection between preservation and local realtors. This could be done through a walking tour of historic districts, and more informal training opportunities.
  - There may be future opportunities as interest takes off to partner with regional governing entities to provide a certification that could be a point of pride for realtors and could be included in their credentials.
  - Fellow Commissioners were enthusiastic by this opportunity, noting that realtors are really at the front lines for preservation and can cause a lot of misunderstanding and fear, or help break down these barriers and misconceptions.
  - If done properly, this program could help correct processes that alleviate confusion and frustration later – even if its knowing who to contact as questions come up, and understanding that the City has resources available including staff.
  - Commissioner Bowes-Carlson stated he has been in conversations with the History Center and local realtors with an initial schedule to launch something in the Fall when the housing market slows down.
  - Commissioners asked if another update could be provided in April.

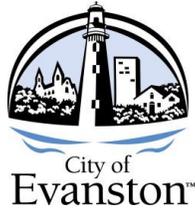
## ADJOURNMENT

The meeting adjourned at 9:47pm.

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

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

DRAFT



City of Evanston  
Historic Preservation Commission  
2100 Ridge Avenue  
Evanston, Illinois 60201  
847.448.8231  
csterling@cityofevanston.org

April 5, 2024

Shane Cary, AIA  
Project Architect  
City of Evanston  
Public Works Agency

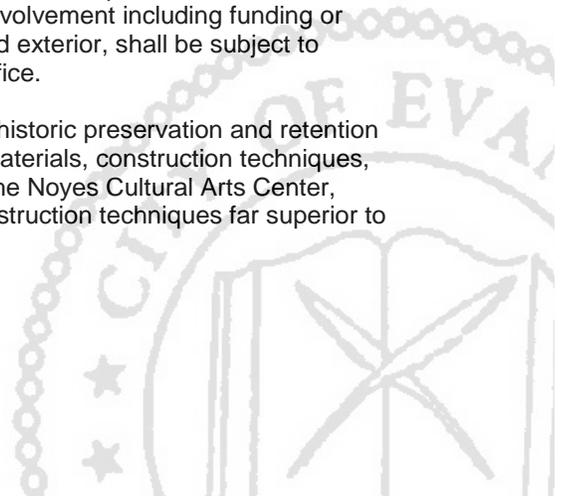
**Re: Noyes Cultural Arts Center – Feasibility Study**

Mr. Cary,

Pursuant to Code Section 2-8-3 (G) (24) requiring the City to seek review and comment from the Commission for any City initiated projects or activities that affect designated local or federal historic resources, or historic resources deemed eligible for designation by the Commission, we have received and reviewed the proposed scope of work for the Noyes Cultural Arts Center. Review and comment was facilitated through individual opportunities to comment, a working group meeting between a subset of the Commission and representatives from the City, and subsequent report out to the full Commission and review and approval of a draft comment letter. Foremost, the Commission welcomes this substantial investment in one of the City's most significant institutional resources -- signifying a commitment to this resource and assuring its ability to continue serving the public for generations to come.

The Noyes Cultural Arts Center, formerly known as the Noyes School, designed in 1892 by D.H. Burnham and Company, with later additions by Larry Perkins and Philip Will (Perkins & Will), is one of the City's premier publicly held resources with deep historic, architectural, social, and cultural associations and significance. The entire lot of record, including the surface parking lot and park is a designated local landmark (1982). Additionally, the property has been determined eligible for the National Register of Historic Places by the Illinois State Historic Preservation Officer. Any exterior alterations or new construction visible from the public way are subject to the Commission's binding design review authority under Code Section 2-8-8 and the City shall demonstrate how the proposed scope of work meets the standards for review. Additionally, if any state or federal involvement including funding or permits are necessary, the scope of work, both interior and exterior, shall be subject to review and approval by the State Historic Preservation Office.

The Commission believes in the inherent sustainability of historic preservation and retention of resources which contain significant and irreplaceable materials, construction techniques, and visual intrigue. Further, historic resources, including the Noyes Cultural Arts Center, contain significant embodied energy and examples of construction techniques far superior to new construction.



The Commission has the following initial comments related to the scope of work proposed, and looks forward to additional opportunities to review more refined submissions:

1. **Window Replacement**

The plans submitted for review do not contain enough detail to provide in-depth comments or assessment of appropriateness, but in concept, this alteration can be compatible.

The original windows have been previously replaced. In accordance with the standards and associated guidelines, the City should be prepared to demonstrate why the existing and non-original windows require replacement after such a short lifecycle, and demonstrate how the proposed replacement windows match existing conditions substantially and result in no change or a diminutive change in general appearance, design, dimensions, material, and other visual characteristics. The Commission encourages the City to review the Commission's window replacement guidelines and application requirements, to avoid common issues such as pocket or insert installation methods, use of grilles between the glazing or snap in interior grilles rather than true or simulated divided lite patterns, fibrex, fiberglass, or other materials which are often unable to replicate historic proportions and textural qualities, and the use of low-e or other treatments which alter hue and reflectivity of the glazing. As a triple glazed window is proposed, the City should consider how the weight of the glazing impacts the proportions of the sash as compared to the existing condition, as well as how the large windows will continue to operate without requiring excessive pounds of force.

2. **Rooftop Solar Installation**

The Commission encourages the City to review the Commission's solar installation guidelines developed in partnership with the Environment Board and Utilities Commission. The Commission would like to see additional detail on the proposed rooftop solar installation, including a photo simulation, material samples if a solar shingle is proposed, a roof section showing the degree of inclination and projection of panels above the roof plane, and locations for any exterior conduit. The Commission believes solar installation, including installation on the most visible roof planes to the south and east, can be done sensitively and demonstrates that historic preservation and sustainability are not mutually exclusive pursuits. Notably, the original slate roofing material has been removed by the City prior, and the existing asphalt roofing material is not a character defining feature of the building. The Commission encourages the City to explore installation of a solar shingle on the entirety, or a majority of the roof planes, rather than disconnected arrays of solar panels, to minimize the impact to the structures integrity and better mimic the scale and texture of the original and existing roofing material.

3. **Geothermal Installation**

Installation methods, either a horizontal or vertical loop system, require varying boring and excavation depths. The Commission recommends a method that minimizes land altering activity and associated impacts to the sites integrity of setting and mature vegetation and shade trees. The Commission further recommends close consultation with the State Historic Preservation Office and the Tribal Historic Preservation Officers from the native peoples whose ancestral homeland included Evanston in order to agree on a construction method and on-site monitoring approach that ensures potential archaeological resources are treated with the sensitivity and respect they deserve. Based on early Sanborn Maps, the majority of the open parkland behind the building and parking lot have never been previously

developed. This as well as the proximity to Ridge Avenue, a well-known increasing the likelihood of inadvertent discovery.

4. **Surface Parking Lot**

The submitted plans lack the necessary detail to understand what is being proposed over the surface parking lot. Example photos and text provided demonstrate installation of an angled solar array atop a single ~16' high metal canopy. As currently represented, the Commission believes installation of the solar canopy is not compatible with the Standards for Construction. However, the Commission requests additional documentation in order to provide more concrete feedback, specifically, elevations, renderings and other volumetric studies that demonstrate the visual relationship of any proposed structure to the existing design vocabularies of the east volume and primary façade of the Noyes Cultural Arts Center, as well as the significant, albeit not historically designated, 900 block of Noyes Street.

Additionally, the current proposal does not capitalize on the significant value and opportunity the surface parking lot provides being adjacent to mass transit, a vibrant business district, and the University. This location may be more appropriately leveraged to advance multiple City goals including sustainability, affordability, increased housing supply, and place based economic development through a future development that better respects adjacent design vocabularies and enhances human-scaled built fabric and sense of enclosure through continuation of the business districts street wall. The existing surface parking lot was originally bisected by Erwin Court connecting Noyes Street to Colfax, with three developed parcels in what is now the surface parking lot. It may be possible that a new development in this location, while being more visually compatible, could be net-zero or even produce more energy than consumed, helping to offset energy use at the Noyes building.

5. **Other Alterations – Indoor renovations, DOAS and AHU systems, and ADA improvements**

The Commission understands that the scope of interior modifications is largely limited to floors 1 and 2, and that the preferred MEP system proposes DOAS and AHU systems can be contained within the basement and attic levels, which is preferable to exterior or rooftop placements. The need for exterior placed condensers should be treated with sensitivity, ideally located at tertiary elevations of the building and screened to minimize adverse visual or audible impacts. Beyond this, the submitted plans lack the necessary detail to understand the totality of proposed alterations to the interior spaces of the building, many of which are remarkably intact and retain significant historic fabric and spatial volumes. Based on the funding sources identified, the Commission recommends the City undertake early consultation with the State Historic Preservation Office, and schedule an on-site meeting, to review the scope of interior alterations that may be necessary in advancement of the scope of work. Locations of new ductwork, new interior chases for plumbing and air, needed air intakes or exhaust through the exterior masonry, and patching of floor areas where existing radiators are removed will need to be treated with sensitivity to minimize or avoid adverse impacts to integrity.

The Commission recommends further exploration and cost-benefit analysis for new insulation between the interior and exterior walls, noting this is likely unnecessary due to the R-value of the existing multi-wythe masonry walls typical of late nineteenth and early-twentieth century construction which have inherent thermal characteristics that outperform new construction. The walls with such substantial mass have the advantage of high thermal inertia, significantly reducing the rate of heat transfer

through the wall as compared to new construction with equivalent thermal resistance. This is especially important if the solution for interior insulation necessitates removal of the interior plaster walls and associated character-giving finishes.

If new ADA access cannot be integrated sensitively at the structures east, primary volume closer to the parking area, it should be replaced in-kind in its current location. Replacement of the existing ADA ramp and wall at the structures west volume should be retained by a masonry wall of compatible material, texture, and dimensions as that existing on the façade of the principal structure. Any new railing system should also be compatible with the structures design vocabulary and use of materials.

The Commission believes the spirit of the scope of work provides opportunities for continued life and vibrancy for the building, and we recognize the value of investing in and adapting historic resources to ensure their continued use. Sensitive change is a healthy indicator of our built environment. The Commission seeks to manage change rather than stop it to ensure that our historic resources and significant built fabric continue to communicate their significance as part of our collective identity.

Respectfully submitted by the members of the 2024 Preservation Commission

p.p.

Cade W. Sterling,  
Staff Liaison  
Historic Preservation Commission



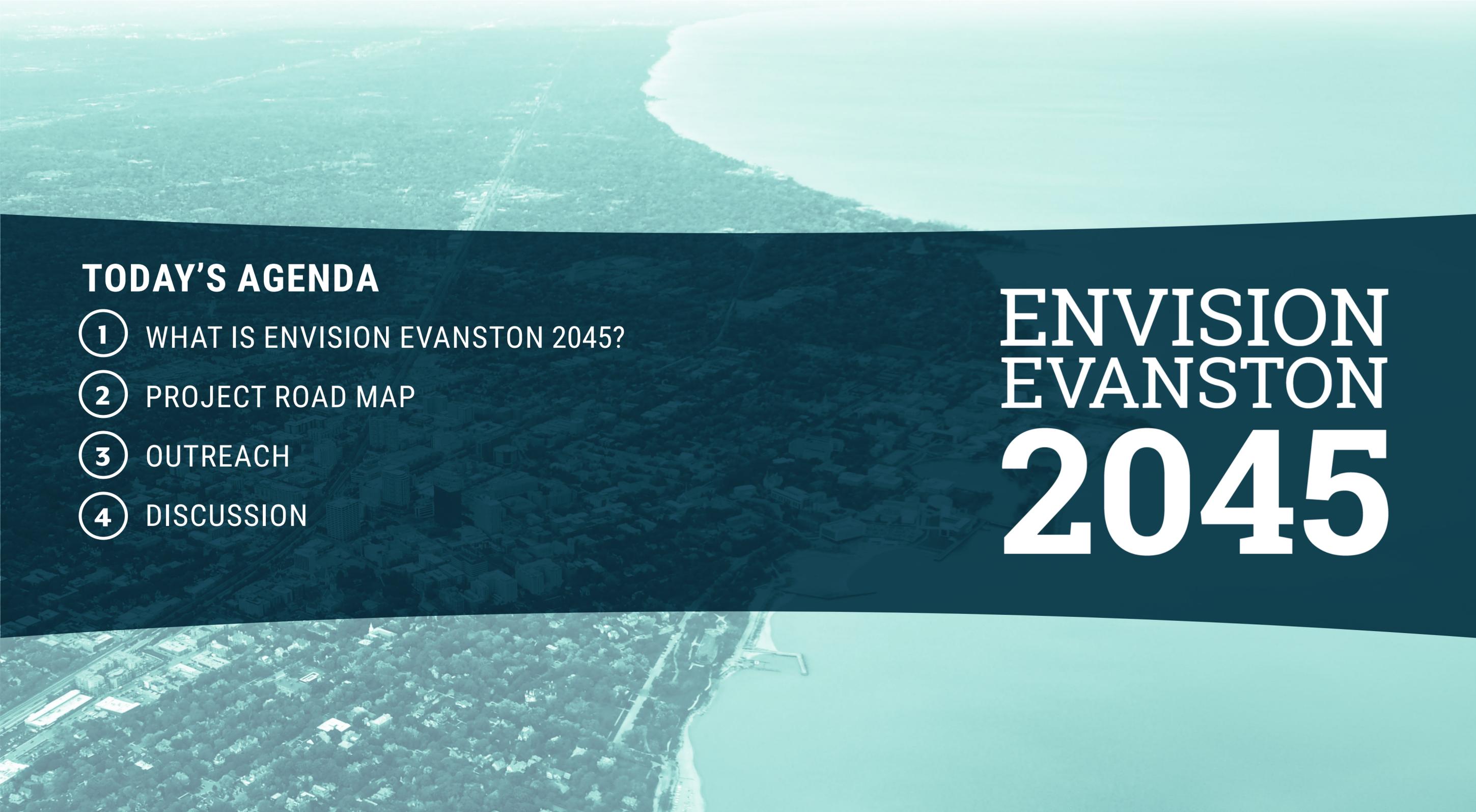
# ENVISION EVANSTON 2045

## COMPREHENSIVE PLAN & ZONING CODE

### UPDATE

March, 2024





## TODAY'S AGENDA

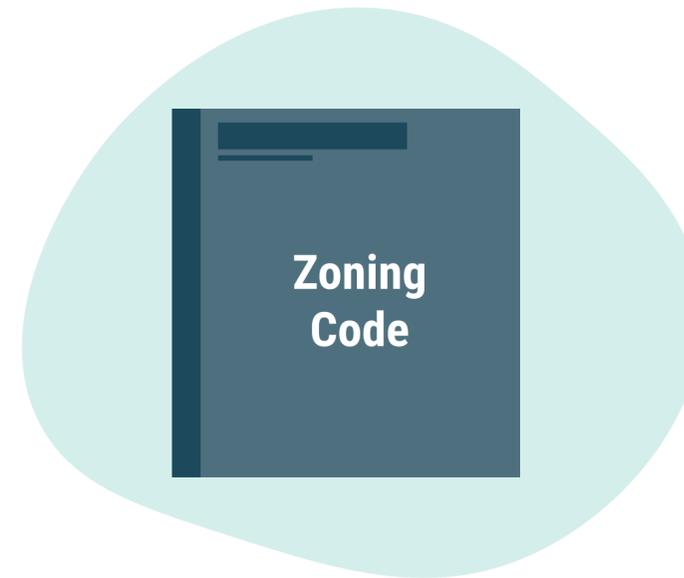
- ① WHAT IS ENVISION EVANSTON 2045?
- ② PROJECT ROAD MAP
- ③ OUTREACH
- ④ DISCUSSION

# ENVISION EVANSTON 2045

This is a **once-in-a-generation opportunity** that will produce two documents:

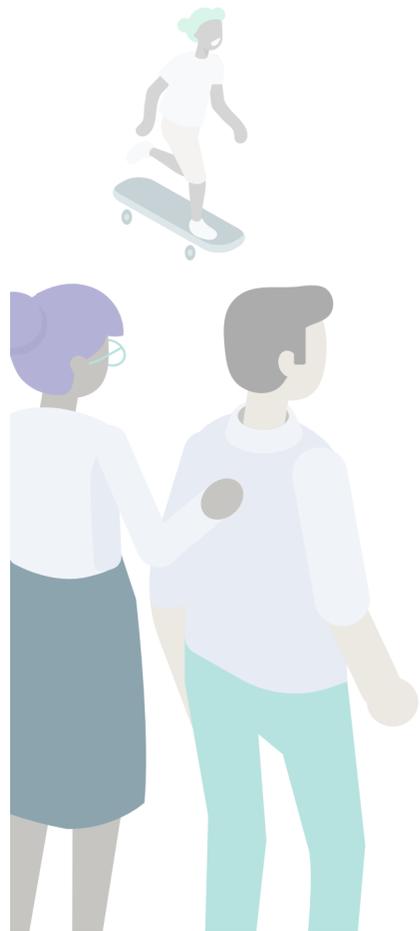


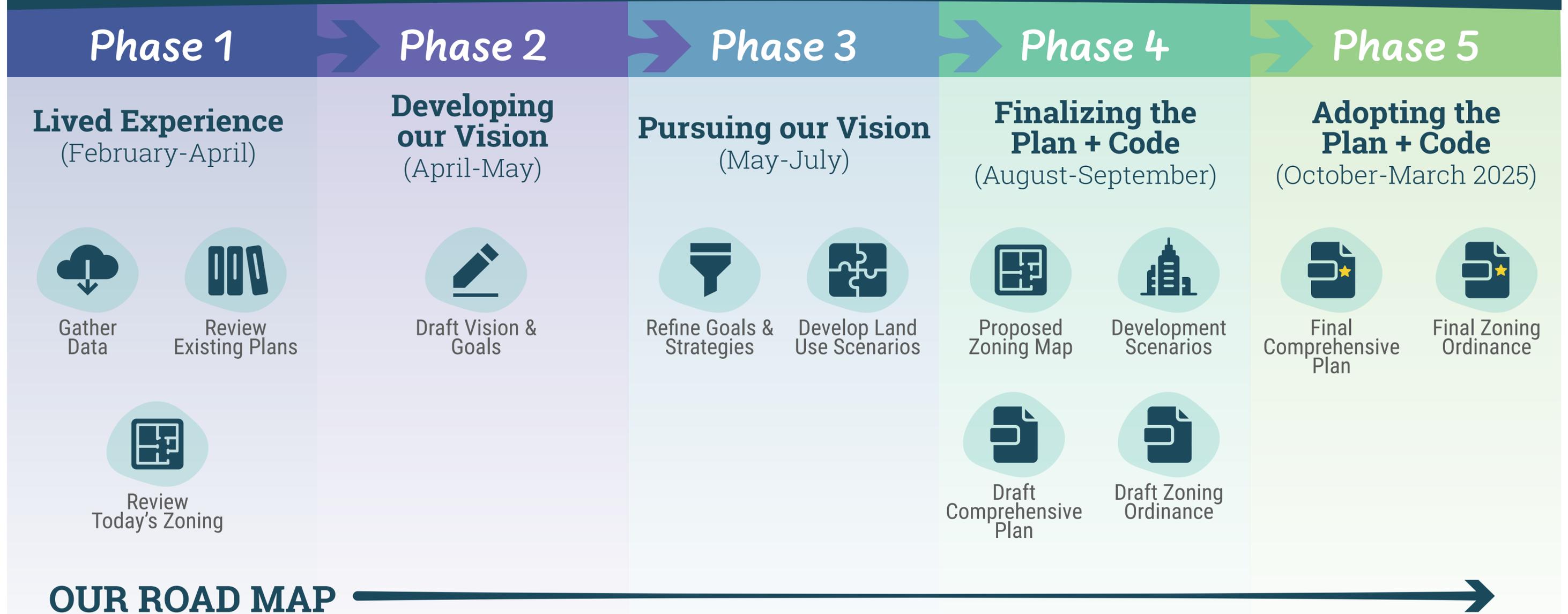
+



A shared vision for the future with goals and strategies to achieve our vision.

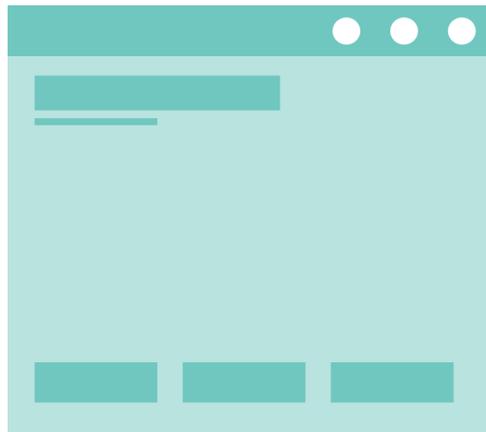
A major tool, focused on how property can be used, that works to achieve our vision.





Each stage of the planning process will have distinct tasks and reports that will come together to form the final plan and zoning code.

## HOW THE COMMUNITY WILL BE INVOLVED



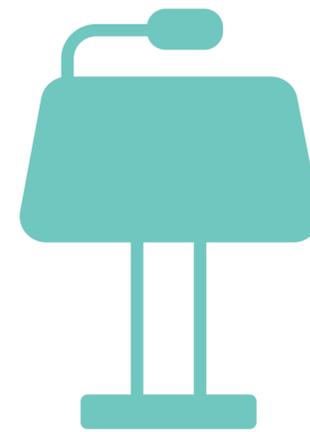
### **Online:**

Anytime at your leisure



### **Community Sessions:**

In person or virtual



### **Host a Session:**

Request a facilitator or run it on your own - it's easy!



### **City Hall Office Hours:**

Have a question?  
Looking for an update?

More information on events and ways to participate online at:

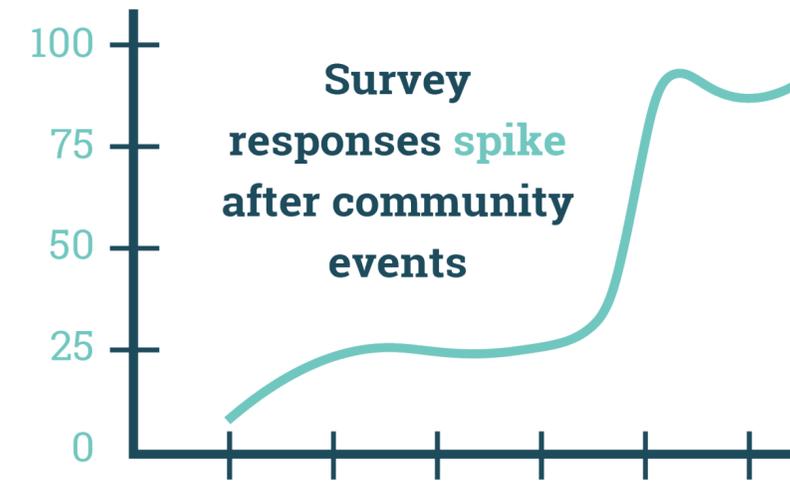
**EnvisionEvanston2045.com**



# ENGAGEMENT - WHERE ARE WE AT AS OF 3/20?

## PROJECT GOALS:

To obtain input consistent with citywide location and demographics for age and race.



**15**  
Meetings-in-a-box  
scheduled



**2**  
Meetings-in-a-box  
held



**Evanston  
Population ~ 75,000**  
Response Rate +/- 1%

**NOW, LETS GET STARTED!**

[EnvisionEvanston2045.com](https://EnvisionEvanston2045.com)

