



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)

1) Property Address: 614 Judson Ave.		FOR STAFF USE ONLY Application Number:		
2) Applicant's Name: Thomas Ahleman		Address: 1234 Sherman Ave. #202		
City: Evanston, IL 60202	State:	Zip:	Phone: 773.620.7232	Email: thomas@studiotalo.com
3) Owner's Name: Cullen and Mike Burns		Address: 614 Judson Ave.		
City: Evanston, IL 60202	State:	Zip:	Phone: 612-203-1181	Email: cullenbeebee@gmail.com
4) Applicant's Relationship to the Owner: <input type="checkbox"/> Same <input checked="" type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other:				
5) Landmark: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
6) Within Local Historic District: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; If yes, <input checked="" type="checkbox"/> Lakeshore <input type="checkbox"/> Ridge <input type="checkbox"/> Northeast Evanston <input type="checkbox"/> Woman's Christian Temperance Union				
7) Refer to the completed Zoning Analysis and check as applicable if your project requires: <input type="checkbox"/> Major Zoning Variance; <input type="checkbox"/> Special Use; <input type="checkbox"/> Planned Development → If any are checked, additional submission requirements may apply. A member of the Planning & Zoning Division will contact you.				
8) Acknowledgement of Potential Archaeological Resources: <input checked="" type="checkbox"/> I acknowledge that if any archaeological materials are encountered during construction, I will stop work and notify the Planning & Zoning Division immediately. An approved Certificate of Appropriateness is not a clearance for purposes of the Illinois Human Remains Protection Act as amended. (20 ILCS 3440)				
9) Applicants Signature: I acknowledge that I understand the requirements for what constitutes a complete application and affirm that the requirements for a complete application have been met.  Date: 10.22.24				

Section B: Application for Certificate of Appropriateness

- 1) Describe, in detail, the proposed activity and reason for requesting a Certificate of Appropriateness including how the proposal meets the [Binding Review Standards](#).

Attach a separate sheet or sheets if necessary.

The project consists of three parts; 1) the addition of a shed dormer at the rear of the home's second floor to create a small primary bathroom, 2) converting an existing sided and roofed three-season room into an enclosed living room, 3) and the renovation of an existing one-story addition at the rear of the home as the kitchen.

The second floor currently only has one bathroom. We believe the proposed dormer is the least intrusive way to provide a primary bath for the home. We considered larger additions that would have either extended the existing west bedroom several feet to the west, or built up on top of the existing three season room. Those would have had far greater impacts on the home's massing and proportions, especially as seen from public ways. The proposed dormer is not visible from Judson and adds the least possible mass to the home. The slope of this shed dormer is very close to the shed roof's of the front porch. It will be clad in scalloped wood shingles to match the upper gable material at the east and south.

The conversion of the south three-season room into an enclosed part of the home will be fairly imperceptible. The existing skirt, siding and roof will remain untouched. We propose insulating and finishing the existing interior exposed stud walls and ceiling. Large screens on the north and south will be removed and replaced with Marvin sliding glass doors that fit the existing openings; railings will be located on the interior to maintain as much of the exterior appearance as possible. Exterior trim will remain. An original mitered, single-pane skylight located in the ridge is broken and will be removed; that opening will be filled in and the skylight replaced by two small Velux skylights on either side of the ridge.

The owners originally proposed removing the existing rear one-story addition and replacing it with a larger one with a different roof line. The current proposal retains the existing addition so there is no change to the home's footprint. To facilitate the framing of the bathroom dormer, and to create standard window head heights in the kitchen, the shed roof below the dormer will also be rebuilt and roofed with matching asphalt shingles. The kitchen will have new windows with sill heights that accommodate standard base cabinetry dimensions. The existing rear sliding glass doors and oddly small picture window will be replaced with a swinging door and an adjacent casement window.

We have endeavored to meet all of the standards of review for new construction.

Relevant standards include:

1. The height of the dormer addition is visually compatible with the existing home.
The proportion of the windows on the north, west and south of the addition are compatible with the existing homes windows.
3. Proportion of openings in the dormer and kitchen are compatible with the original house and subsequent rear addition.
7. The proposed materials either match (wood siding, shingles) or are compatible (Marvin clad double hung windows) with the existing home.
8. The shape of the bathroom dormer relates to the slope and shape of the front porch roof.
10. The scale of the dormer and addition are complimentary with the scale of the home.
12. With the exception of the change to one south facing side window in the kitchen, there are no changes to the original home; original qualities have been preserved.

CERTIFICATE OF APPROPRIATENESS SUBMITTAL REQUIREMENTS

☐ REPAIR, REPLACEMENT, RE-POINTING, SOLAR INSTALLATION, AND SITEWORK INCLUDING NEW PATIOS, TERRACES, OR WALKWAYS

- 1 copy of a completed COA Application Form and all supporting written information including a detailed project narrative (Section B) 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 (roof plan for solar installation) 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 with areas of work identified will be sufficient for proposed roof replacement and re-pointing.
- 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. Google street view or other non-current photos will not be accepted.
- 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, DOORS, and SKYLIGHTS

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 (Section B) 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. Google street view or other non-current photos will not be accepted.
- 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 on the provider's letterhead, not from the window supplier/contractor.
- To-scale and labeled floor plans (recommended if new window openings are proposed).
- To-scale, existing and proposed elevation and section drawings for each window type presented side-by-side on the same sheet. Drawings must include annotations and dimensions including the overall window opening, stile, top and bottom rail, meeting rail, muntin, sill, and exterior trim or moulding profiles. Drawings of existing windows must be based on field measurements. For all drawings, the window's relationship to the existing wall plane must also be provided.

Important 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.

☐ MAJOR ALTERATIONS, ADDITIONS, NEW CONSTRUCTION, RELOCATION, AND DEMOLITION

If a major alteration, construction or relocation, 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 (Section B) that includes how the proposal meets the [Binding Review Standards](#).
- Plat of survey that accurately represents the current conditions of the property including the location of existing trees with their size and species identified.
- 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, material annotations, and approximate location of major structures on adjacent lots.
 - 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. Google street view or other non-current photos will not be accepted.
 - To-scale, annotated, and dimensioned existing and proposed exterior elevations side-by-side on the same sheet (as possible). 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 along streets, 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.**

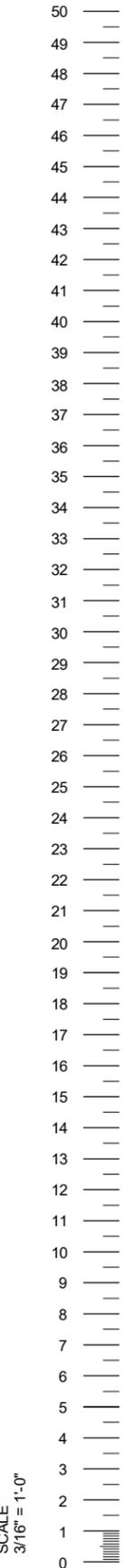
Links to Additional Information:

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

ZONING / PRESERVATION REVIEW

BURNS RESIDENCE
614 Judson Ave. Evanston IL
60201

11/11/2024

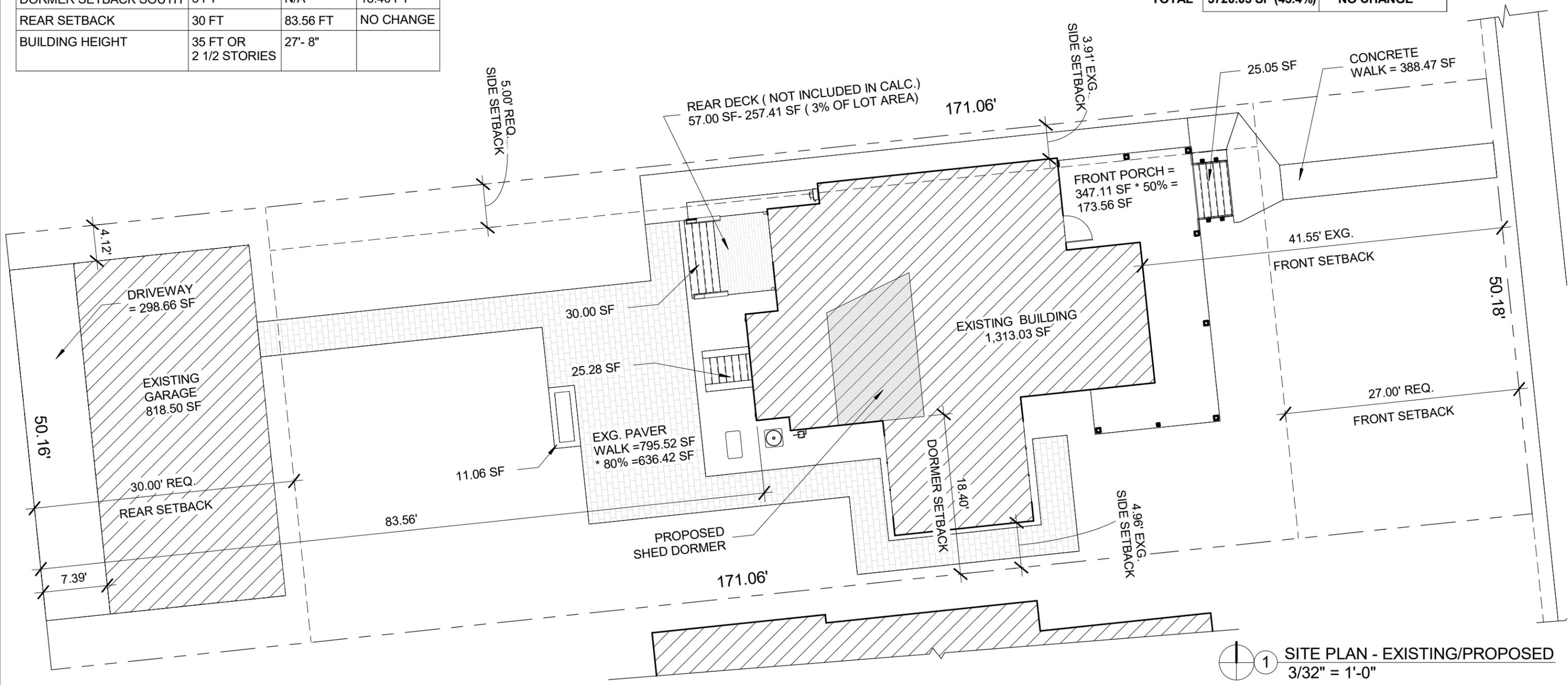


ZONING ANALYSIS

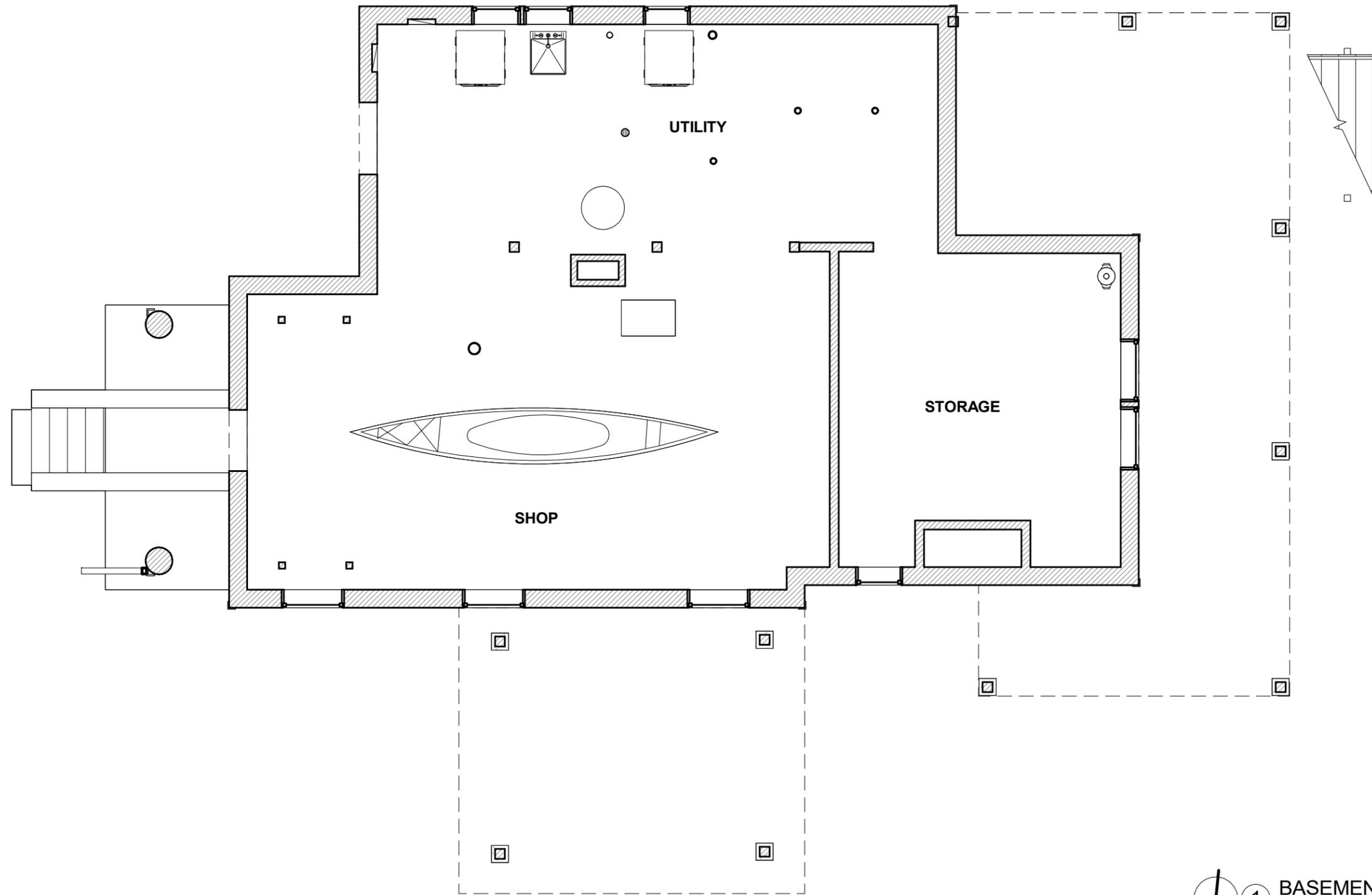
DESCRIPTION	REQUIRED	EXISTING	PROPOSED
ZONING DISTRICT	-	R-1	NO CHANGE
LOT AREA	7,200 SF MIN.	8,580.37 SF	NO CHANGE
FRONT SETBACK	27 FT	41.55 FT	NO CHANGE
SIDE SETBACK NORTH	5 FT	3.91 FT	NO CHANGE
SIDE SETBACK SOUTH	5 FT	4.96 FT	NO CHANGE
DORMER SETBACK SOUTH	5 FT	N/A	18.40 FT
REAR SETBACK	30 FT	83.56 FT	NO CHANGE
BUILDING HEIGHT	35 FT OR 2 1/2 STORIES	27'- 8"	

BUILDING COVERAGE MAX BUILDING COVERAGE 30% = 2,574.11 SF		
	EXISTING	PROPOSED
EXISTING PRINCIPAL BUILDING	1,313.03 SF	NO CHANGE
DETACHED GARAGE	818.50 SF	NO CHANGE
ROOFED FRONT PORCH (50% CREDIT)	173.56 SF	NO CHANGE
TOTAL	2,305.09 SF (26.9%)	NO CHANGE

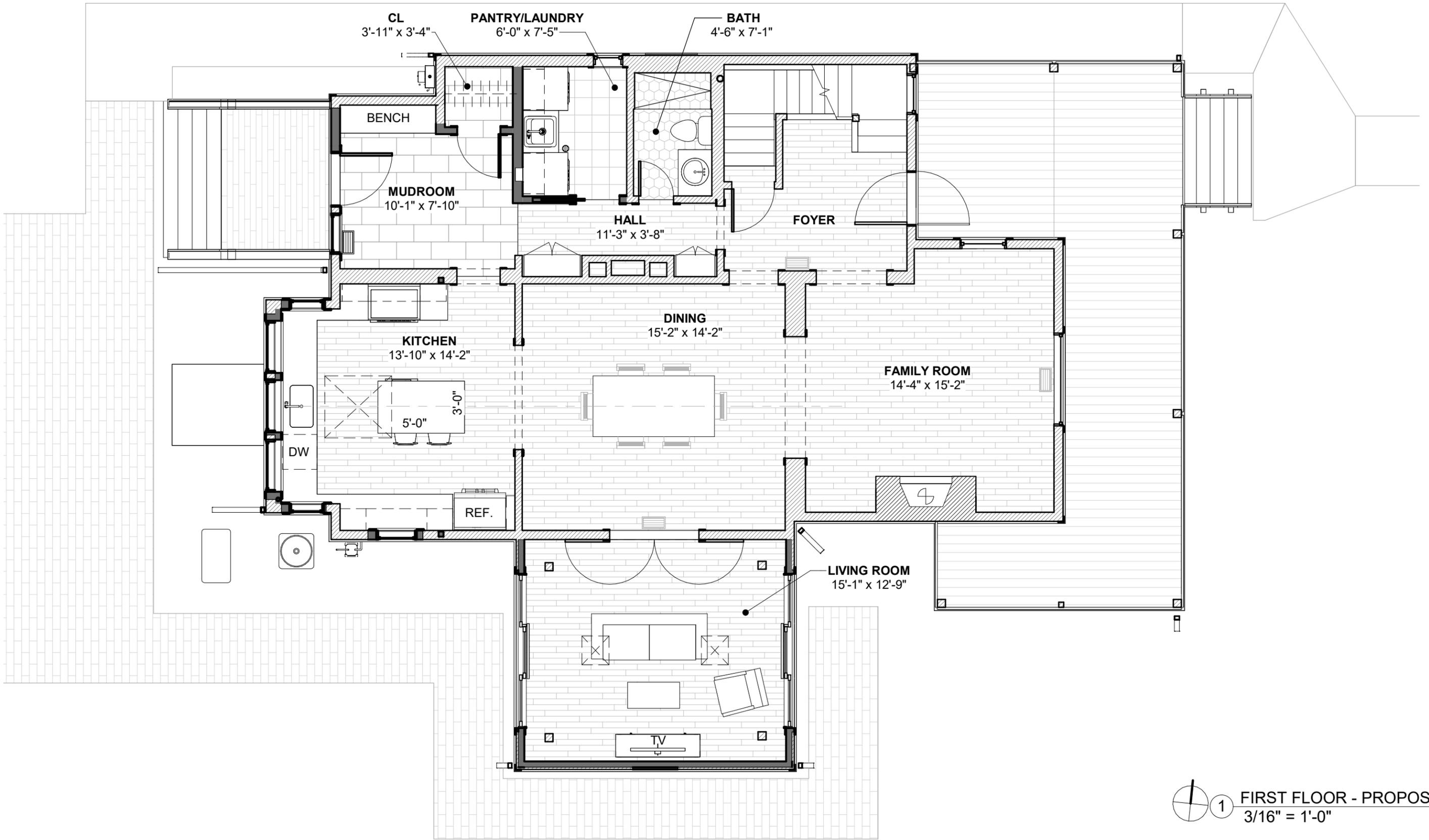
IMPERVIOUS SURFACE COVERAGE MAX = 45% = 3,861.17 SF		
	EXISTING	PROPOSED
TOTAL BUILDING COVERAGE	2,305.09 SF	NO CHANGE
STAIRS AND STOOPS	91.39 SF	NO CHANGE
CONCRETE WALKWAYS AND DRIVEWAY	687.13 SF	NO CHANGE
PAVER WALKWAYS (80% CREDIT)	636.42 SF	NO CHANGE
TOTAL	3720.03 SF (43.4%)	NO CHANGE



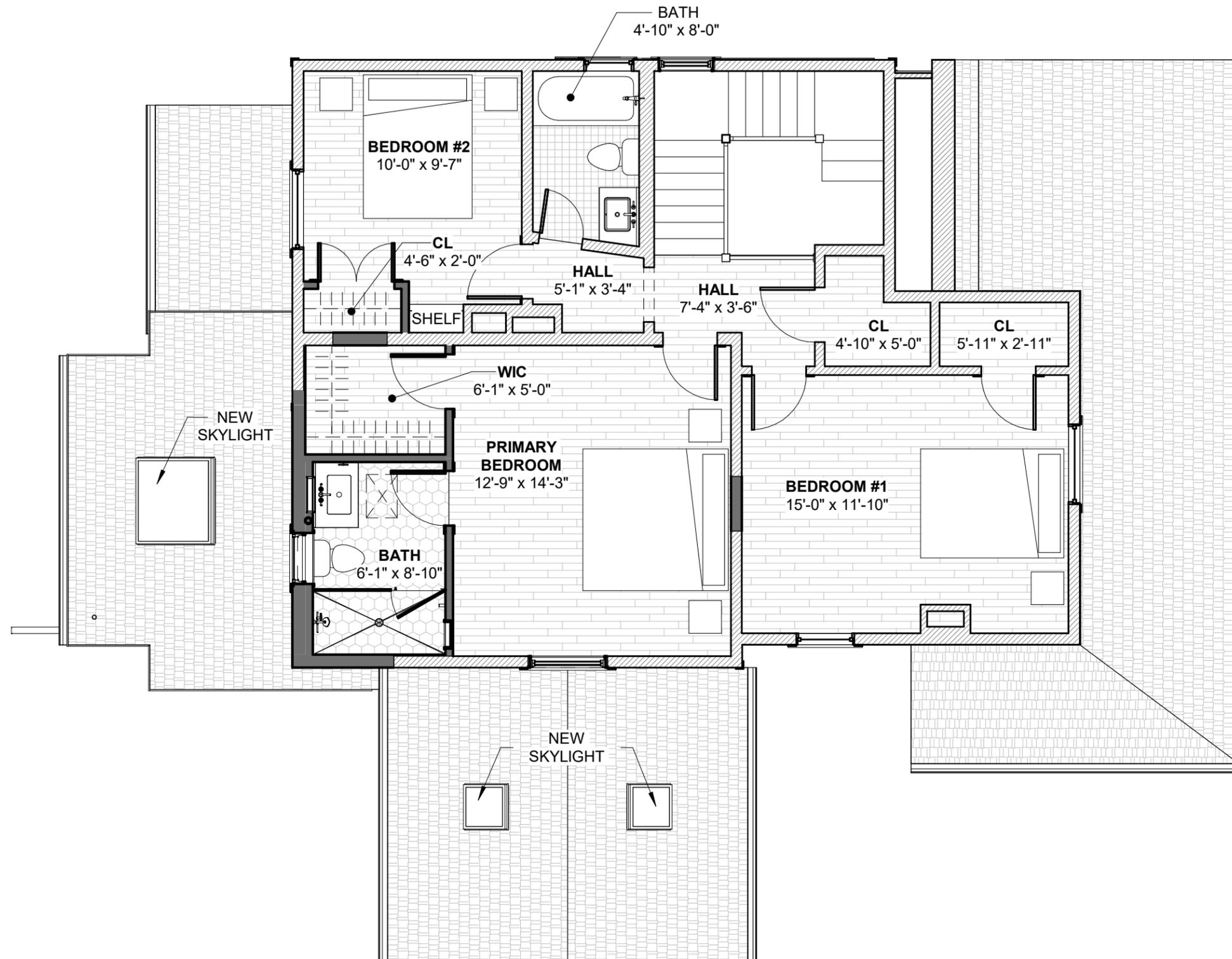
1 SITE PLAN - EXISTING/PROPOSED
3/32" = 1'-0"



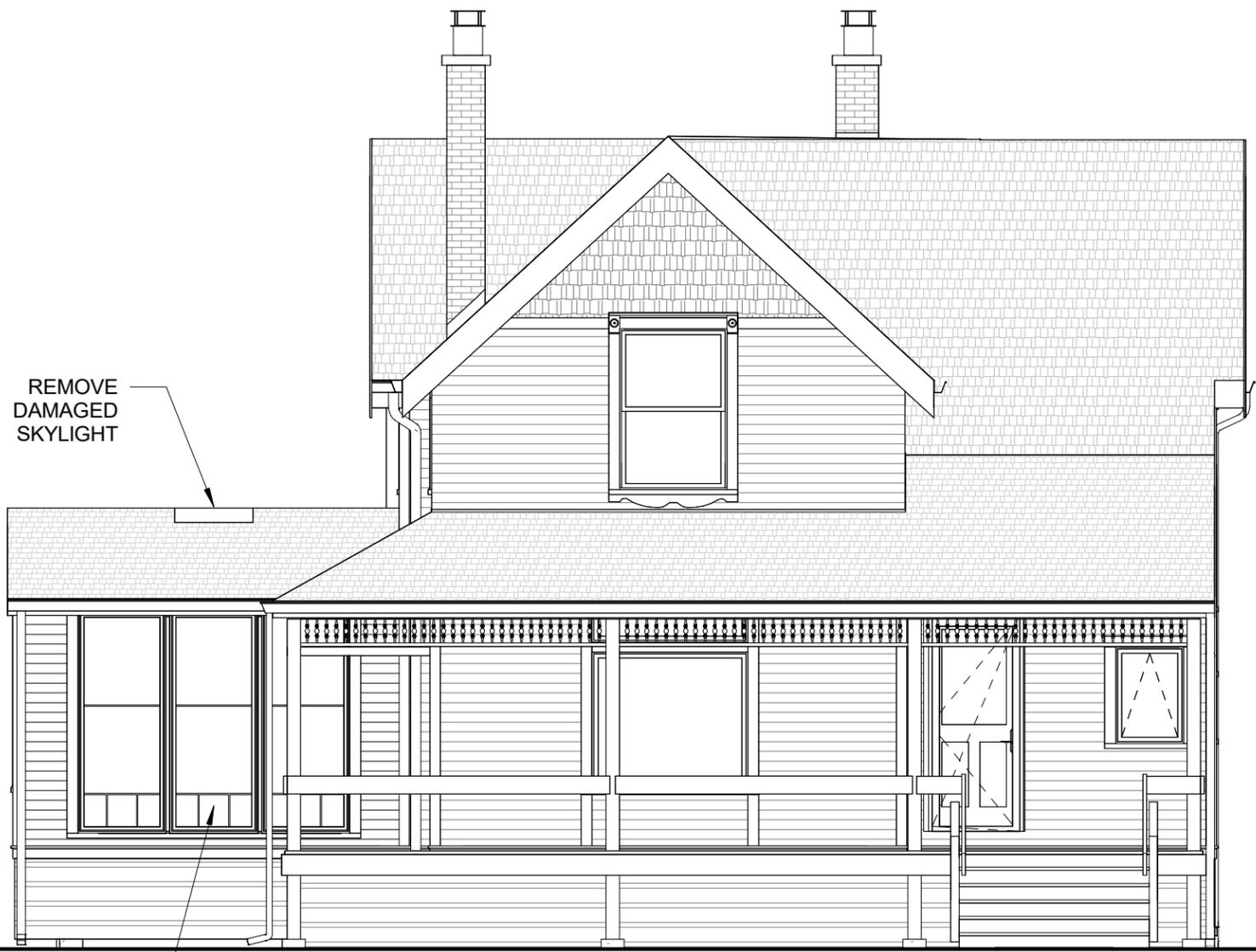
1 BASEMENT PLAN - PROPOSED
 3/16" = 1'-0"



1 FIRST FLOOR - PROPOSED
 3/16" = 1'-0"



1 SECOND FLOOR - PROPOSED
3/16" = 1'-0"



REMOVE
DAMAGED
SKYLIGHT

REMOVE
SCREENS

① EAST ELEVATION - EXISTING
3/16" = 1'-0"



NEW ASPHALT
SHINGLES TO MATCH
EXISTING, WHERE
SKYLIGHT HAS BEEN
REMOVED

NEW VELUX
SKYLIGHT

MARVIN ELEVATE SLIDING
DOOR W/ RAILING ON INTERIOR

NO CHANGE TO SIDING
OR SKIRT BOARDS

② EAST ELEVATION - PROPOSED
3/16" = 1'-0"



REMOVE SHED ROOF TO
ACCOMMODATE NEW
DORMER

① NORTH ELEVATION - EXISTING
3/16" = 1'-0"



① NORTH ELEVATION - PROPOSED
 3/16" = 1'-0"

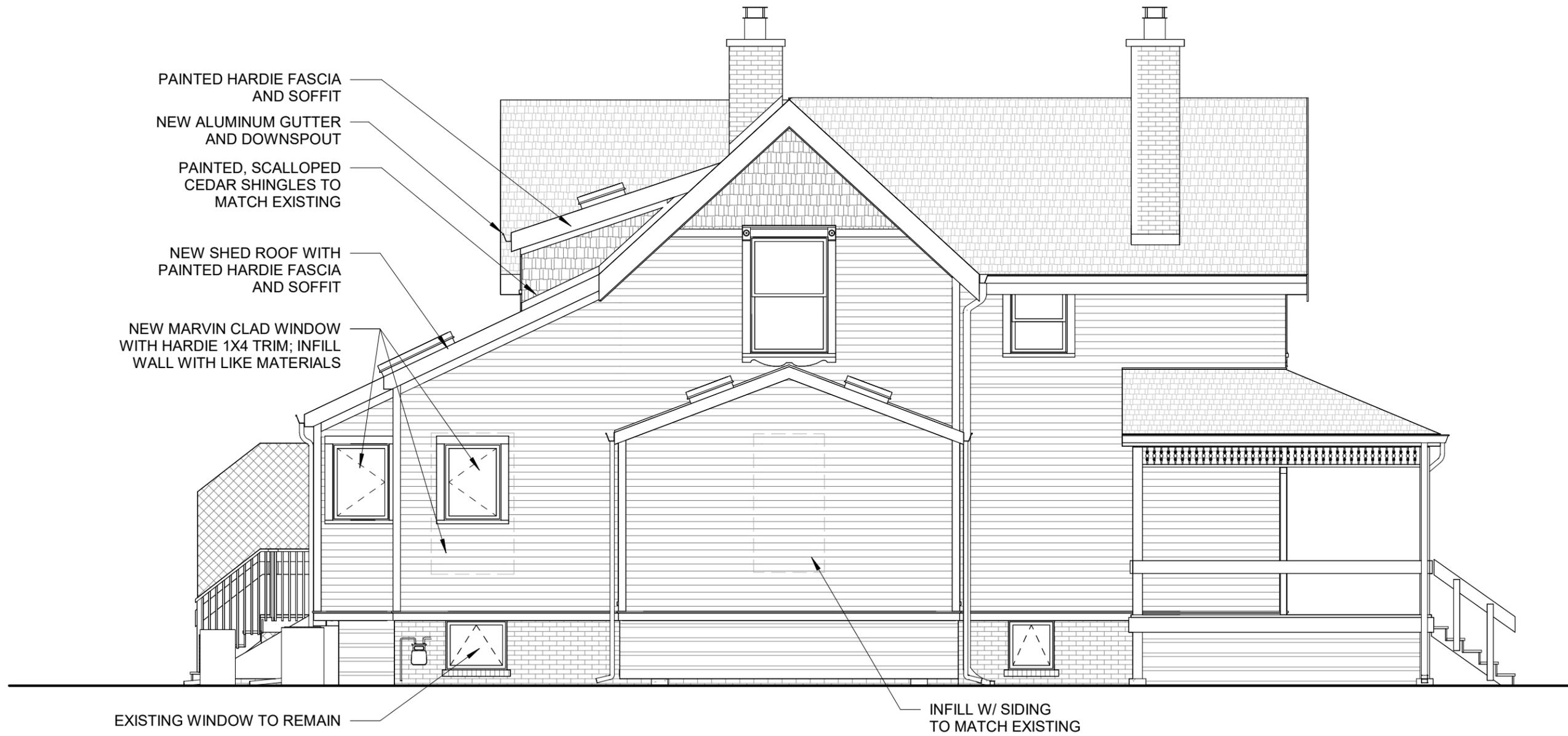
BURNS RESIDENCE

Date: 11/11/2024

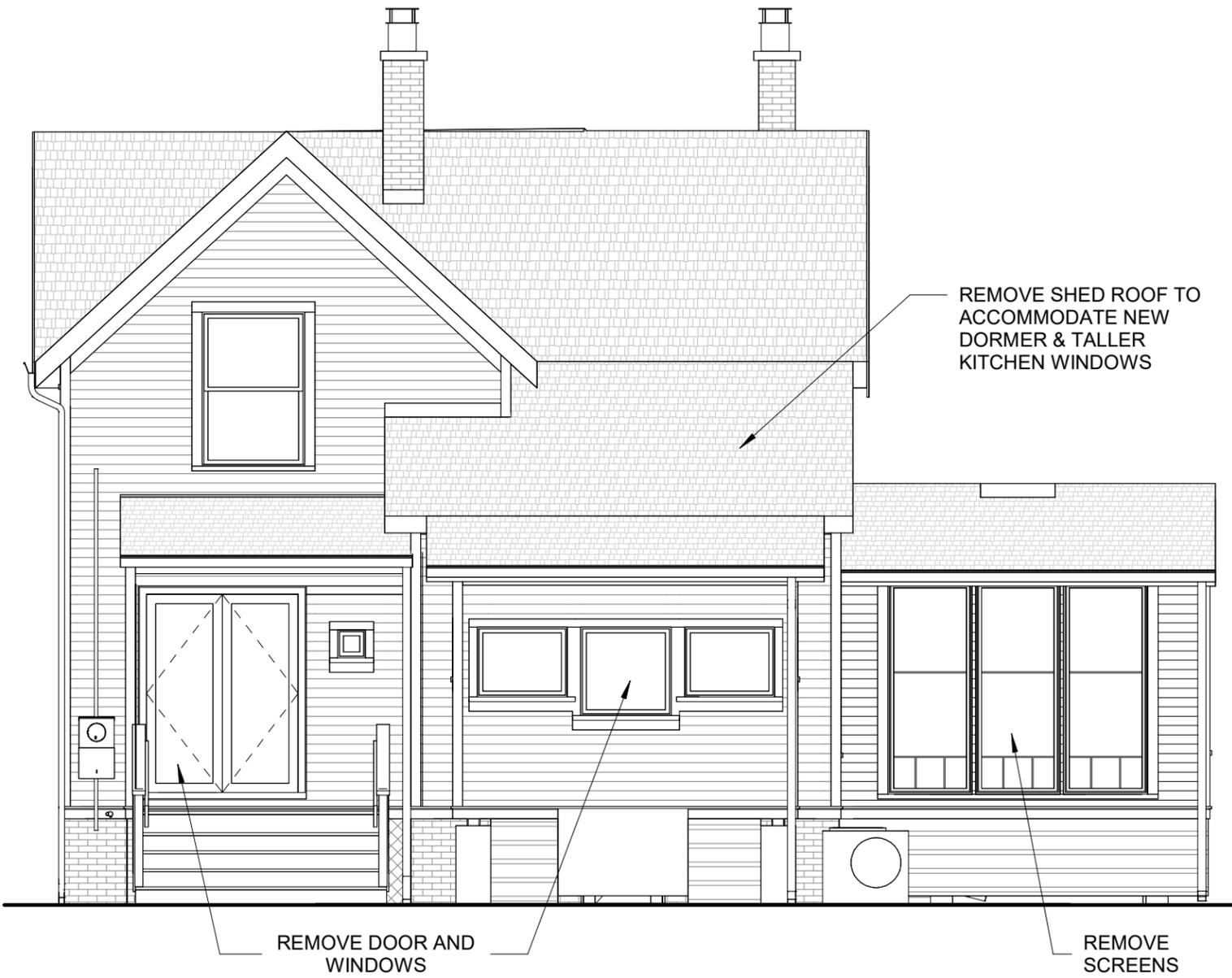
Project #2412



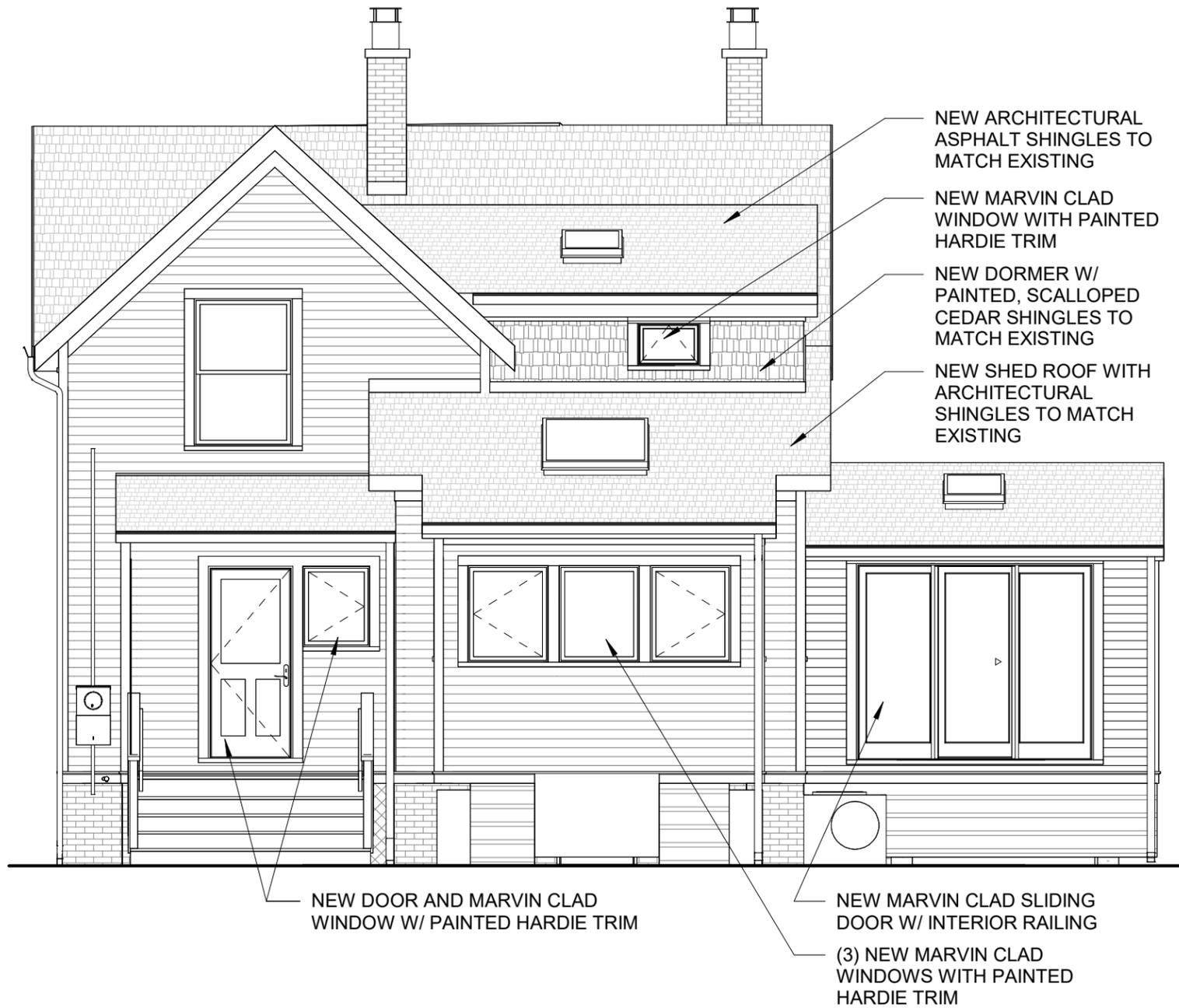
1 SOUTH ELEVATION - EXISTING
 3/16" = 1'-0"



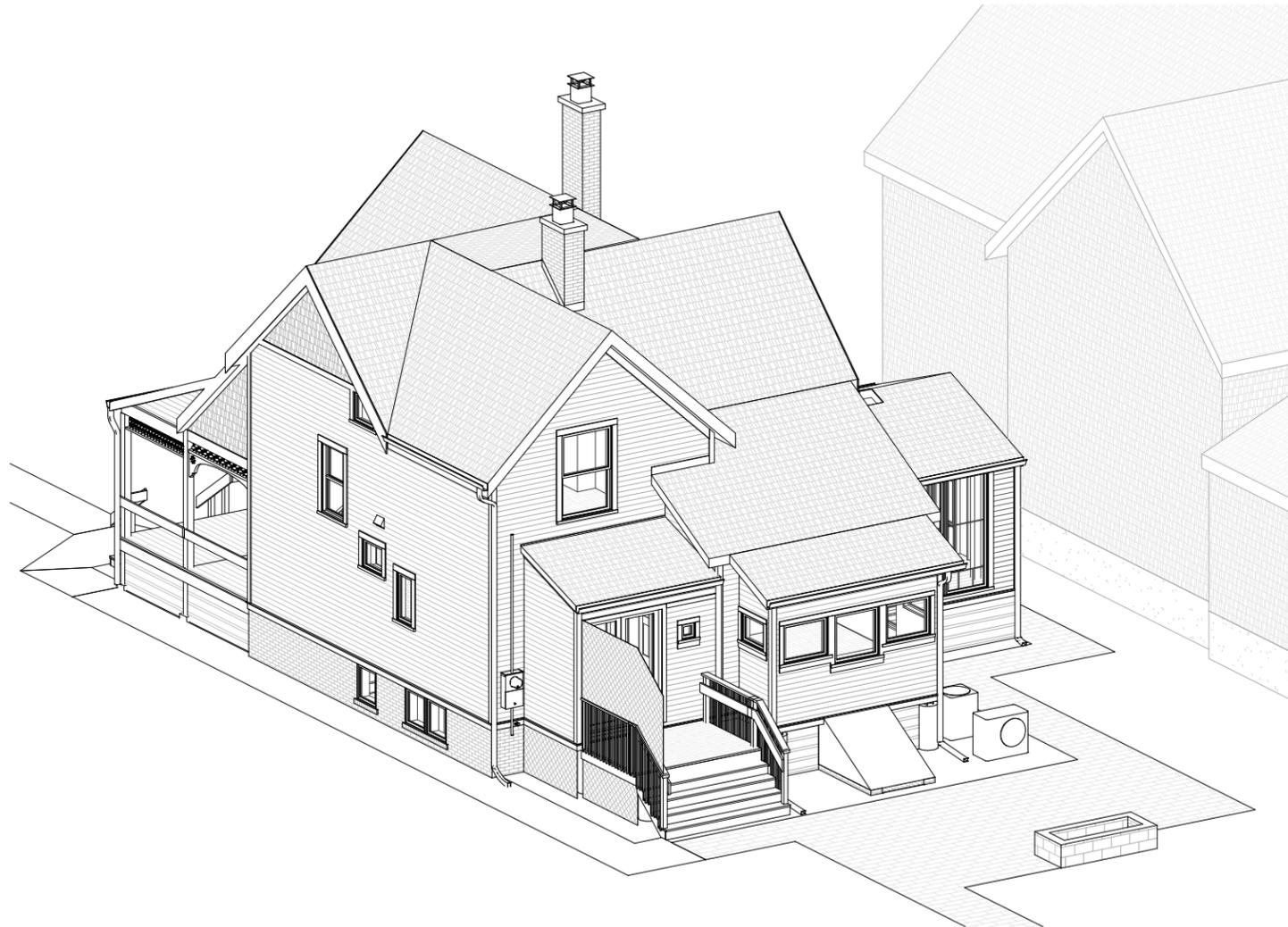
① SOUTH ELEVATION - PROPOSED
 3/16" = 1'-0"



① WEST ELEVATION - EXISTING
3/16" = 1'-0"



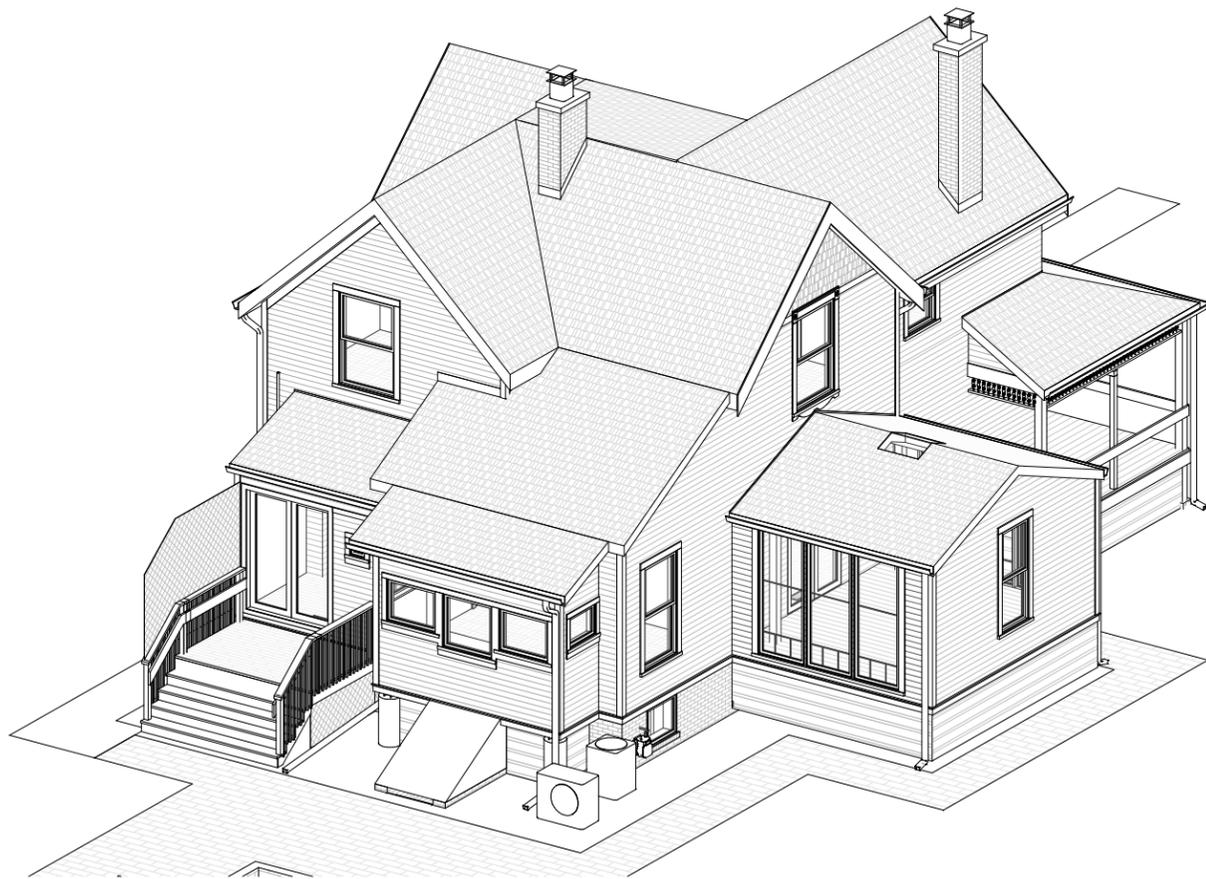
② WEST ELEVATION - PROPOSED
3/16" = 1'-0"



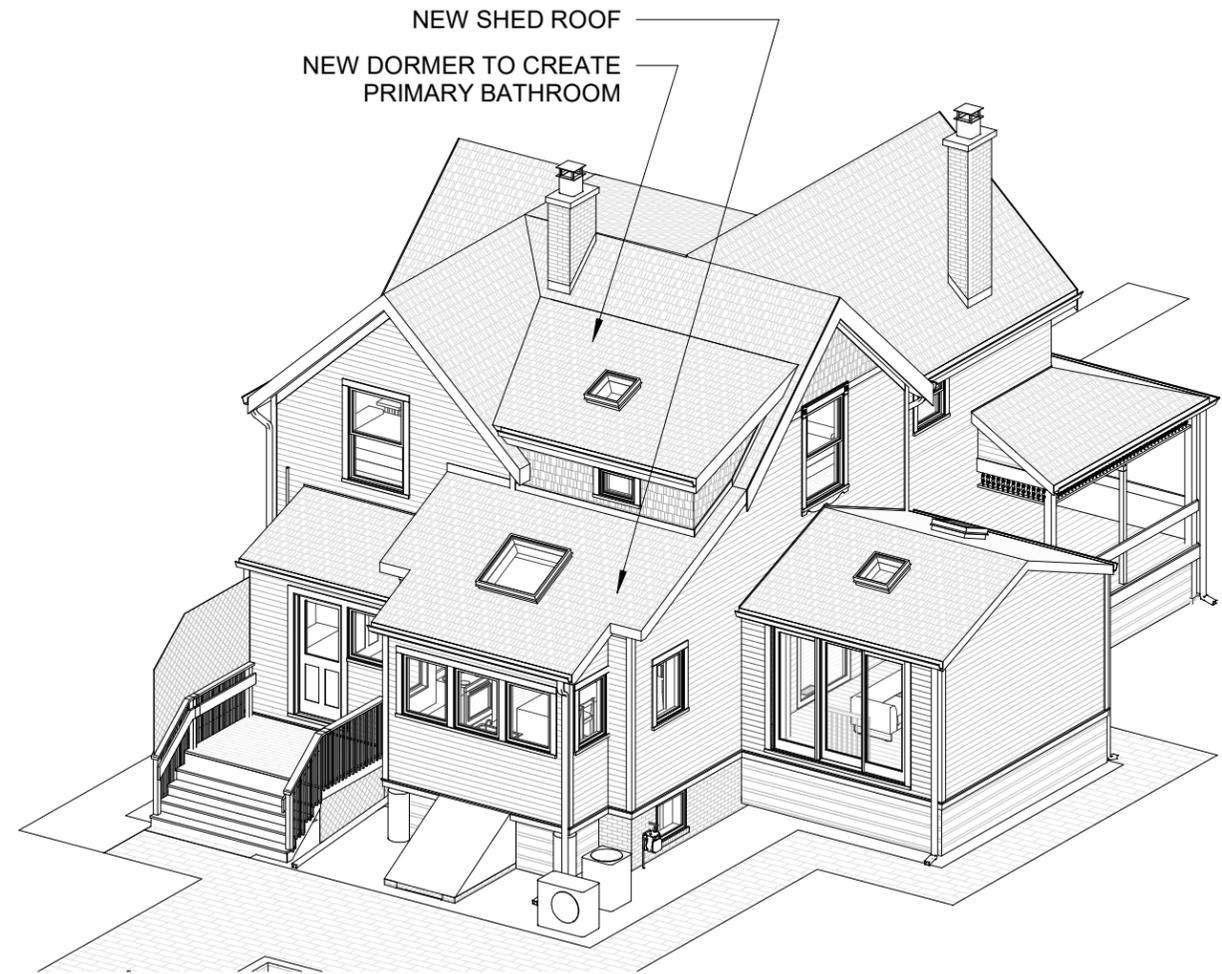
① NORTHWEST AXON - EXISTING



② NORTHWEST AXON - PROPOSED



① SOUTHWEST AXON -EXISTING



② SOUTHWEST AXON - PROPOSED



① SOUTHEAST PERSPECTIVE - EXISTING



② SOUTHEAST PERSPECTIVE - PROPOSED



① SOUTHWEST PERSPECTIVE - EXISTING



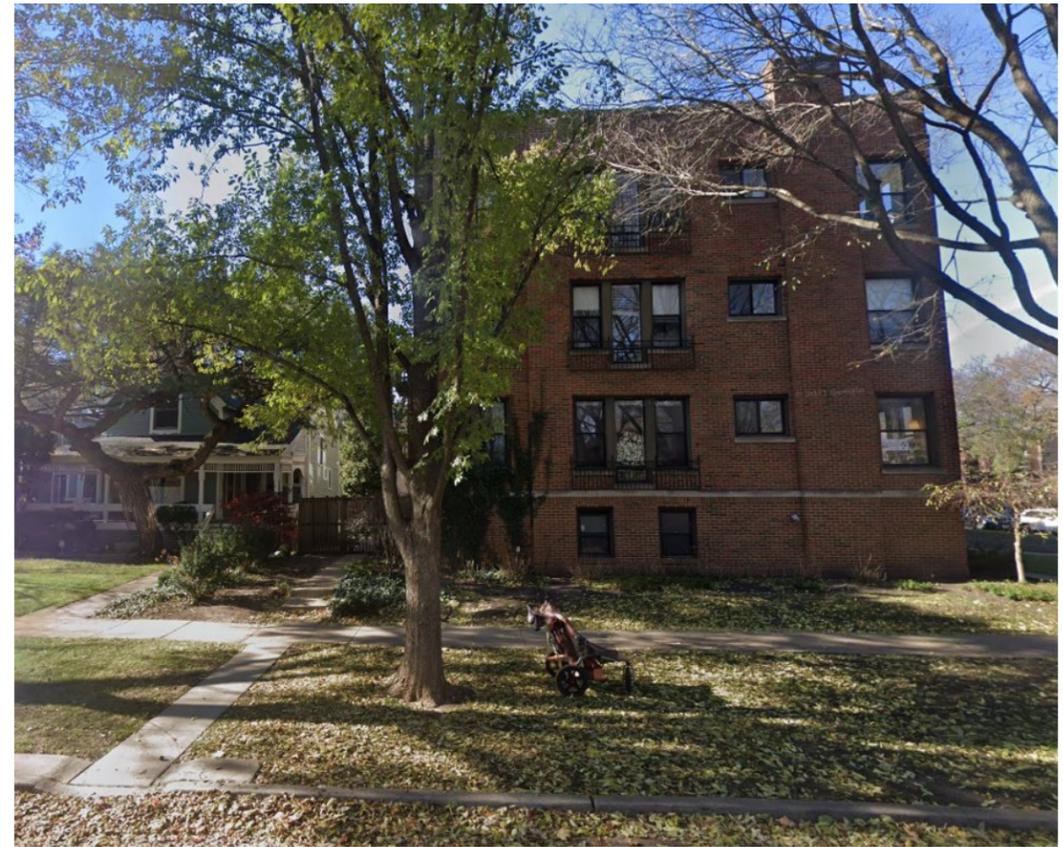
② SOUTHWEST PERSPECTIVE - PROPOSED



① NORTHWEST PERSPECTIVE - EXISTING



② NORTHWEST PERSPECTIVE- PROPOSED



VIEWS FROM THE STREET



REAR VIEWS



VIEWS FROM THE ALLEY

H.R. SMITH
R.R. HANSEN

MEMBERS
Illinois Professional Land Surveyors Association
American Congress on Surveying and Mapping
National Society of Professional Surveyors

PLAT OF SURVEY

B.H. SUHR & COMPANY, INC.

Professional Design Firm
License No. 164-002871

ESTABLISHED IN 1911

840 CUSTER AVENUE, EVANSTON, ILLINOIS 60202

TELEPHONE (847) 864-6315

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TELEPHONE (773) 273-5315

BOOK 03 PAGE 373

ORDER NO. 03-373

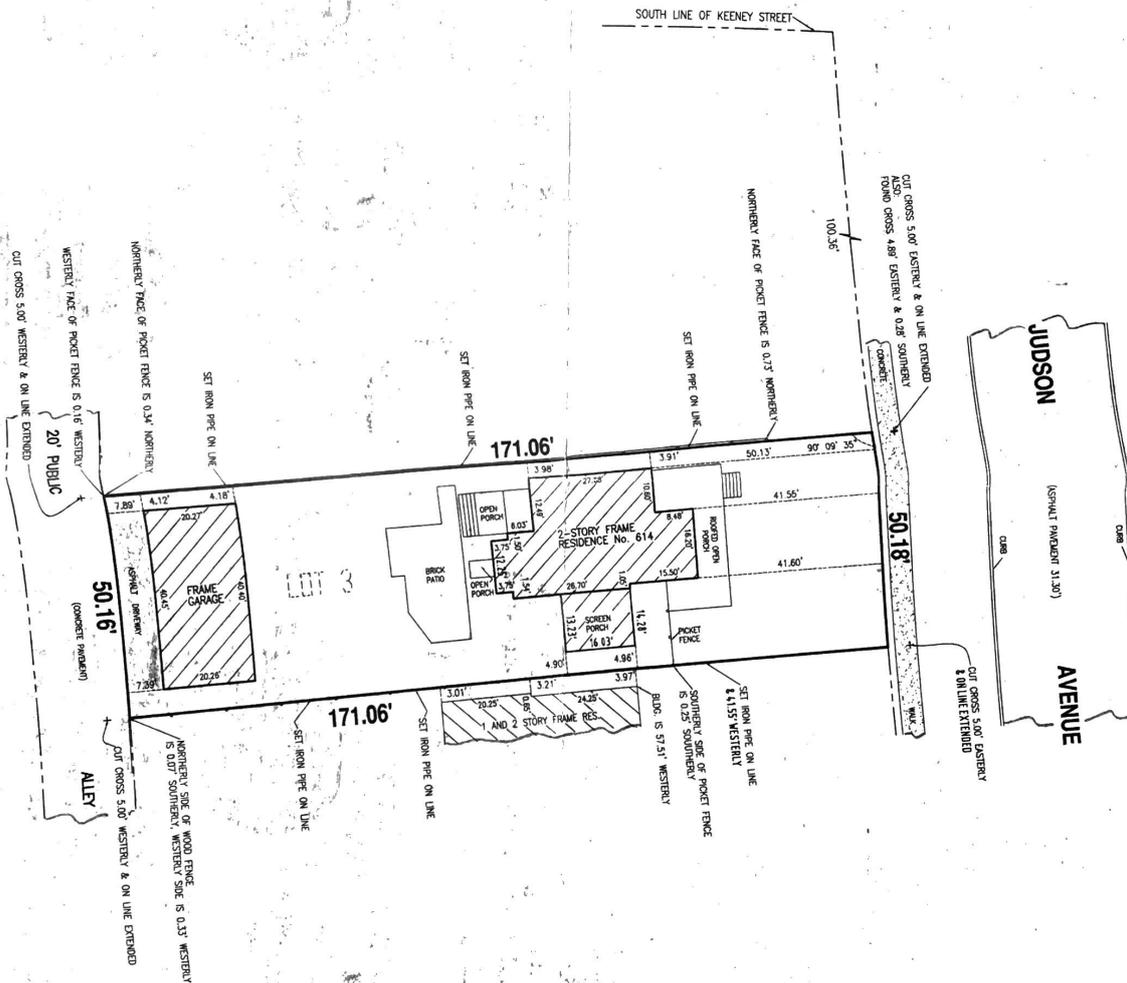
EVANSTON, JUNE 16, 20 03

ORDERED BY LLOYD GADAU

FOR

LOT 3 IN BLOCK 4 IN KEENEY AND RINN'S ADDITION TO EVANSTON, BEING A SUBDIVISION IN SECTION 19, TOWNSHIP 41 NORTH, RANGE 14, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 614 JUDSON AVENUE, EVANSTON, ILLINOIS.



STATE OF ILLINOIS } ss.
COUNTY OF COOK }

EVANSTON, JUNE 16, 20 03

We hereby certify that the buildings on lot shown are within property lines and that the adjoining improvements do not encroach on said premises, unless noted hereon.



Robert R. Suhr
SURVEYOR

STATE OF ILLINOIS } ss.
COUNTY OF COOK }

EVANSTON, JUNE 16, 20 03

This is to certify that we have surveyed the above described property and the above plat correctly represents said survey. This professional service conforms to the current Illinois Minimum Standards for a boundary survey.

B.H. SUHR & COMPANY, INC.
SURVEYORS

By *Robert R. Suhr*
License Expiration Date 11/30/04
© 2003 B. H. Suhr & Company, Inc.
All rights reserved.

The description on this plat was provided to us by the client, and does not guarantee ownership, and should be compared to your Deed, Abstract or Certificate of Title. All building restrictions, building lines and easements may or may not be shown, check your Deed, Abstract, Title Report, and local ordinances, no responsibility is assumed by Surveyor. Compare all points before building by name and report any discrepancy at once. Dimensions are shown in feet and decimal parts thereof, no dimension is to be assumed by scaling.