



**Application form:
Community Planning Program and
Local Technical Assistance Program**

DEADLINE: Noon on Thursday, June 25, 2015

This application form is online at www.rtachicago.com/applications. You may submit the form by email to applications@rtachicago.com.

Upon receipt of application, you will receive an e-mail verifying that your application has been received.

1. Name of Applicant:

Damir Latinovic, City of Evanston

2. Main Contact for Application:

Name: Damir Latinovic

Title: Planning and Zoning Administrator, City of Evanston

Phone number: 847.448.8675

Email: dlatinovic@cityofevanston.org

3. Type of Applicant (please check any that apply):

Local government

Multijurisdictional group* \longrightarrow Please list the members of the group (including government and nongovernmental organizations):

Nongovernmental organization* \longrightarrow Name of local government partner(s):

*Applications submitted by multijurisdictional groups and nongovernmental organizations must include a letter indicating support from each relevant local government. See the FAQs for more information. Nongovernmental applicants are strongly encouraged to contact CMAP, RTA, or CCDPH prior to submitting their application to discuss their project and the demonstration of local support.

4. Project Type (please check any that apply):

Please check all statements below that describe characteristics of your project. (This will help us determine whether your project is best handled by CMAP, RTA, or CCDPH.)

- My project involves preparation of a plan.
- My project helps to implement a past plan.
- My project links land use, transportation, and housing.
- My project has direct relevance to public transit and supports the use of the existing transit system.
- My project is a bicycle, pedestrian, or active transportation plan in suburban Cook County.
- My project is not directly related to transportation or land use, but implements GO TO 2040 in other ways.

5. Local Match Requirement (please initial to indicate you are aware of the local match requirements):

I am aware that a local match will be required for most projects, and understand that if my project is selected it is up to the project applicant to contribute a local match. (See the program guide for further details on local match requirements.)

- Yes, I understand that applicants will be required to contribute a local match.

6. Project Location:

Please provide a brief description of the location of your project. You may include a map if that helps to describe location, but this is not required. If your project helps to implement a past plan, please include a link to that plan.

The Manual of Design Guidelines document is reference throughout the City of Evanston Code and would be applied to private developments across the entire City of Evanston.

7. Project Description:

Please tell us what you would like to do in your community, and what assistance is needed. If you have more than one idea, please submit a separate application for each project. Please be specific, but also brief (less than two pages per project idea)—we simply want to have a basic understanding of what you want to do. Program staff will follow-up with you if we need any additional information to fully understand your proposed project.

(Please include any additional information that is relevant, preferably by providing links to online documents.)

See Attached Project Description Attachment

Project Description
Manual of Design Guidelines

The Manual of Design Guidelines document is referenced throughout the City of Evanston Zoning Ordinance. The document, however, was never created and adopted by the City Council. The City of Evanston's Planning and Zoning Division of the Community Development Department has identified creation and adoption of the Manual as a top priority for compliance with the City Code and to better implement various plans and studies adopted by the City. Therefore, the City of Evanston is submitting this application for assistance in preparation and adoption of the Manual of Design Guidelines.

The 2000 Evanston Comprehensive General Plan identified City's distinct character as one of its core assets. Among other things, this City's character is defined by the diversity of its architecture, tree-lined streets, and convenient mix of building forms and land uses that promotes walking, bicycling and transit ridership. In addition, since 2000, the City has also adopted various area specific plans and studies: 2014 Main Street Station Area TOD Study, 2009 Downtown Evanston Plan, 2009 West Evanston Master Plan, 2007 Central Street Master Plan and 2000 Chicago Avenue Corridor Recommendations Report. While two of these plans (Central Street Master Plan and West Evanston Master Plan) have resulted in some changes to the Zoning Ordinance to aid in implementation of the plans, other plans are still waiting for implementation strategies that will reinforce the need for quality site design and building architecture consistent with those plans.

In addition, in 2014 the City amended its Site Plan and Appearance Review process and Committee and expanded that role to focus more on the design of projects and not only on site plan review. The process and committee were renamed into Design and Project Review and Design and Project Review Committee (DAPR), comprised of staff members from various departments, with a requirement that any project (other than single-family and two-family buildings and uses) must be reviewed and approved by DAPR Committee before issuance of the building permit. In reality, most large scale projects that have the most impact on surrounding properties and character of the neighborhoods are reviewed at least twice as they go through the zoning approval process prior to the issuance of the building permit. The DAPR Ordinance also includes reference to the Manual of Design Guidelines, which does not exist, but it must be referenced when committee members evaluate and conduct project review.

The lack of Manual of Design Guidelines prevents staff and applicants from implementing previous plans to achieve desirable projects and built environment. Most importantly, since the Zoning Ordinance specifically references compliance with the document as part of guidelines and standards of approval of Planned Developments in all zoning district, the City may be subject to lawsuits alleging arbitrary project review.

As such, development and adoption of the Manual of Design Guidelines is one of the top priorities for the department. The assistance from RTA and/or CMAP would be greatly appreciated.