



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: July 11, 2025

STAFF REPORTS BY DEPARTMENT

Weekly Report for July 7, 2025 – July 11, 2025

City Manager's Office

Weekly Bids Advertised

Community Development

Weekly Zoning Report

Weekly Field Inspection Report

Monthly CV/Permit Fee Report

Health Department

Weekly Health Department Report

Law Department

Weekly Liquor License Application Report

Clerk's Office

No Report

Legislative Reading

NWMC Weekly Briefing

**STANDING COMMITTEES OF THE COUNCIL &
MAYORAL APPOINTED BOARDS, COMMISSIONS & COMMITTEES**

Monday, July 14, 2025

5:00 PM: [Administration & Public Works Committee](#)

5:30 PM: [Planning & Development Committee](#)

6:00 PM: [City Council](#)

Tuesday, July 15, 2025

4:00 PM: [NU-City Committee: Special Meeting](#)

7:00 PM: [Housing & Community Development Committee](#)

7:00 PM: [Preservation Commission](#)

Wednesday, July 16, 2025

6:00 PM: [MWDEBE Development Committee](#)

Thursday, July 17, 2025

6:00 PM: [Parks and Recreation Board](#)

Friday, July 18, 2025

7:15 AM: [Utilities Commission](#)

Check the City's Calendar for updates

[City of Evanston - Calendar](#)

City of Evanston Committee Webpage:

[City of Evanston – Boards, Commissions and Committees](#)



Memorandum

To: Luke Stowe, City Manager

From: Hitesh Desai, CFO/ City Treasurer
Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of July 7, 2025

Date: July 11, 2025

The following is a list of advertised projects and the anticipated date each will be presented to the Council or Library Board.

Bids/RFPs/RFQs sent during the Week of July 7, 2025

Bid/RFP/RFQ Name	Requesting Dept.	Description of Project	Budget Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Food Scraps Program	PWA	The City of Evanston's Public Works Department is seeking Qualifications from experienced the Firms for: Collection, Transportation, and Disposal of Food Scraps.	\$TBD	08/19	09/08
High Lift #7 Engineering Design Services	PWA	The City of Evanston's Public Works Agency is seeking proposals from experienced firms for: Professional engineering services to provide design and construction services to replace the High Lift Pump #7 natural gas engine. The design shall be conducted based on generally accepted Water Sector guidance documents, procedures, and Best Practices.	\$5,105,000	08/12	09/08



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: July 11, 2025

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, zoning district, the type of application submitted, a description of the project, date received, and current status.

Please contact me at (224) 296-4489 or ewilliams@cityofevanston.org if you have any questions or need additional information.

Cases Received and Pending, July 2, 2025 to July 9, 2025

Backlog (business days received until reviewed):

Volume (number of cases pending initial staff review):

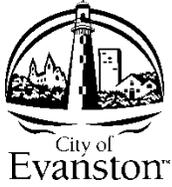
Zoning Reviews (Larger Projects)

Ward	Property Address	Zoning	Type	Project Description	Received	Status
2	1206 Dewey Avenue	R3	Building Permit	Addition and remodel with ADU in basement	04/16/25	non-compliant, pending minor variation application submittal from the applicant
2	1615 Dodge Avenue	R3	Building Permit	Garage	05/02/25	pending additional information from the applicant
2	1425 Pitner Avenue	R2	Building Permit	New home	06/20/25	pending additional information from the applicant
2	1600 Dempster Street	R2	Building Permit	New 2nd-story addition and porch	07/03/24	pending staff review
3	1300 Chicago Avenue (1300-1306 Chicago Avenue), 601-615 Dempster Street, 1307 Sherman Place	B1/oDM	Zoning Analysis	Planned Development for a new 7-story mixed-use building with ground floor retail, enclosed parking on ground floor, 65 dwelling units, and modification of the existing 2-story retail building with 2 dwelling units above	06/24/24	non-compliant, pending additional information/revisions from the applicant
4	960 Grove Street	D1	Building Permit	Conversion of existing building to 32 dwelling units	04/29/25	non-compliant, pending revisions or variation application from the applicant
4	1019 Dempster Street	R5	Building Permit	Basement ADU	05/06/25	pending staff review
4	1550-1562 Maple Avenue	D4/R6	Zoning Analysis	New 7-story multi-family residential building with 42 dwelling units and 67 parking spaces	05/08/25	pending additional information from the applicant
4	1596 Sherman Street	D3	Administrative Review Use	Use review to allow a new type 2, fast-casual restaurant within an existing commercial space	07/09/25	pending staff review
5	1418 Noyes Street	R3	Building Permit	2-story addition and 2-story detached accessory building for an ADU	04/28/25	pending staff review
5	908 Hamlin Street	R4a	Building Permit	Attached ADU addition to existing 2-family dwelling	05/06/25	pending staff review
5	1103 Emerson Street	R6	Zoning Analysis	Demolition of existing structures (2-flat & 4-flat) and construction of a 5-story building with 6 rooming units (including 18 bedrooms), 24 dwelling units, and 5 on-site parking stalls.	07/08/25	pending staff review
6	3233 Central Street	R4/oCS	Zoning Analysis	Construct 10 townhomes (single-family attached)	03/03/25	non-compliant, pending revisions from the applicant
6	2316 Hartzell Street	R1	Building Permit	New single-family detached residence and 3-car garage	04/14/25	non-compliant, pending revisions from the applicant
6	2304 Prospect Avenue	R1	Building Permit	Detached garage	04/18/25	non-compliant, pending revisions from the applicant
6	2320 Pioneer Road	R4	Zoning Analysis	Convert Pioneer Place building from assisted living to independent living, reduces units/beds from 218 to 205, addition of 40 parking spaces within two new parking lots and two expanded parking lots, exterior modification to the building, and various other site improvements (Three Crowns Park)	05/07/25	pending additional information from the applicant
6	2241 Lincolnwood Drive	R1	Building Permit	Addition	06/11/25	pending additional information from the applicant
7	1731 Jenks Street	R1	Building Permit	Garage	03/06/25	non-compliant, pending revisions from the applicant
7	1915 Grant Street	R3	Building Permit	Construction of 12 efficiency homes	05/05/25	pending additional information from the applicant
7	719 Central Street	R1	Building Permit	2nd story addition	06/25/25	pending additional information from the applicant

Pending building permit and zoning analysis reviews older than 6 months where there has not been activity are periodically removed from the zoning report.

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	605 Davis Street	D2/D3	Planned Development	New 31-story mixed-use tower with 445 dwelling units, including 89 on-site inclusionary dwelling units, 3,200 sf of ground floor commercial space, and 80 parking spaces with additional spaces to be leased within City garages	05/08/25	pending LUC on 07/23/2025
1	1621-31 Chicago Avenue	D3	Minor Planned Development Adjustment	Modifications to the building footprint, interior layout, exterior design, and a reduction in height from 12 stories to 11 stories. 41 interior parking stalls are proposed on the 2nd floor, and 3 parking stalls to be leased from the City within the Church St. garage.	05/13/25	Pending CC 07/14/25
2	900 Clark Street	RP	Planned Development	New 27-story mixed-use building with ground floor retail and 383 dwelling units	01/28/25	pending additional information from the applicant
3	1028 Chicago Avenue	C2	Sign Variation	Sign height for 2 wall signs, one on the north facade and one on the south facade (Oscar Isberian Rugs)	02/11/25	pending additional information from the applicant
4	620 Grove Street	D2	Special Use	Special Use for a Religious Institution	06/04/25	pending LUC on 08/13/2025
4	1002 Asbury Avenue	R1	Minor Variation	Patio located within street side yard	06/13/25	determination after 07/11/25
4	1609 Maple Ave #2	D2	Special Use	Special use to allow a resale shop in the D2 zone district	07/10/25	pending staff review
6	3434 Central Street	R2	Planned Development	New 2-story 19,952 sf and 38 parking spaces for a Daycare Center - Child	05/13/25	pending additional information from the applicant
6	2900 Central Street	B1a/oCSC	Special Use	Special Use for a Kennel to permit overnight boarding of adoptable dogs associated with a retail goods and services pet store	05/30/25	LUC recommended approval on 07/09/2024; pending future P&D and City Council hearings
6	2716 Ewing Avenue	R1	Minor Variation	Building lot coverage, impervious surface coverage, front yard and rear yard setback for the construction of a 2nd story and a 2-story addition to existing 1.5 story single-family residence	06/05/25	determination after 07/22/25
7	1501 Central Street	U2	Planned Development	New softball stadium with capacity for 1,326 spectators, new locker rooms, team areas, press box, new lighting, and amplified sound system (Northwestern).	05/19/25	pending P&D review on 07/25/25 and future City Council hearing
7	2102 Grant Street	R1	Major Variation	1st floor, 1-story addition to a single-family home	06/30/25	pending staff review
8	707 W Howard St.	B3	Text Amendment & Special Use	Zoning text amendment to allow performance entertainment venues as a special use within the B3 zone district	07/02/25	pending additional information from applicant
8	815 Howard St	B3	Special Use	New vet clinic within an existing commercial building	07/08/25	pending staff review



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: July, 11 2025

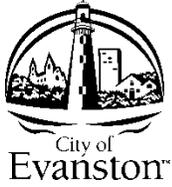
Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

Please contact me at [davidwilson@cityofevanston.org](mailto: davidwilson@cityofevanston.org) if you have any questions or need additional information.

Weekly Field Inspection Report

Friday, July 4, 2025

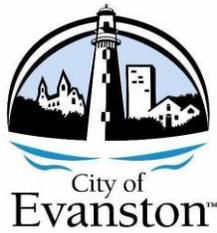
Ward	Property Address	Construction Type	Inspector Notes	Received
*	*	*	*	*
4	1012 Church Street Northlight Theater	Assembly	No changes. CMU installation continues onsite. The alleyway has been closed with offsite parking provided for residents.	7/10/2025
*	*	*	*	*
*	Truck Route	*	No changes. Truck route continues to be monitored for speed and debris.	7/10/2025
7	1501 Central Street	New Construction	No changes. Steel construction continues. Canopy has been prepped for installation. Street sweepers continue to address roadway dust and debris. All trucks continue to pass through truck washing station with manual washing of trucks and street. Construction fence is in place and in good condition.	7/10/2025
*	*	*	*	*
*	*	*	*	*



To: Luke Stowe, City Manager
From: Angela Butler, Permit Services Supervisor
Subject: Monthly Construction Valuation and Permit Fee Report
Date: July 11, 2025

Enclosed is the monthly construction valuation and permit fee report. The report compares current month and year-to-date totals with those from 2024.

Please contact me at abutler@cityofevanston.org if you have any questions or need additional information.



DATE: July 11, 2025
 TO: Luke Stowe, City Manager
 FROM: Angela Butler, Permit Services Supervisor
 SUBJECT: June 2025 Construction Valuation and Permit Fee Report

BUILDING PERMIT FEES

Total Permit Fees Collected for the Month of June 2025	\$249,393.65
Total Permit Fees Collected Fiscal Year 2025	\$8,926,141.62
Total Permit fees Collected for the Month of June 2024	\$656,553.42
Total Permit Fees Collected Fiscal Year 2024	\$4,074,008.43

CONSTRUCTION VALUES

Total Construction Value for June 2025	\$597,978,232.00
Total Construction Value Fiscal Year 2025	\$1,039,300,227.00
Total Construction Value for June 2024	\$ 34,070,186.00
Total Construction Value Fiscal Year 2024	\$ 191,643,327.00



Memorandum

To: Honorable Mayor and Members of the City Council

From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: July 4, 2025

Ward	Property Address	Business Name	Date Received	Current Status
4	1596 Sherman	Wafflavor	6/4/25	Pending review and permits
7	2545 Prairie	Burl	2/27/25	Pending Review and Permits
1	720 Clark St	Te' Amo	1/22/2025	Pending Building Permit
8	751 Howard St	Sabrosura Coffee Bar	1/09/2025	Pending Review & Inspections
4	1549 Sherman Ave	Mr. Cachito	12/26/2024	Inspections complete – Opening Soon
8	1717 Howard St	Showkey African Cuisine	8/26/2024	Pending Permit Application
8	565 Howard St	T & E Productions	8/22/2024	Pending Permit Issuance
3	1310 ½ Chicago Ave	Peeled Juice Bar	5/9/2024	Pending Permit Issuance and plan review
7	1995 Campus Dr	NU Center East Lawn Redevelopment	4/5/2024	Building Permit Issued-Pending Inspections
7	2012 Central	Outdoor Café–Boba Tea & sandwiches	3/23/25	Pending Plan Review
1	724 Clark	Pho Ever Ramen & Bubble Tea	3/28/25	Pending Inspections
1	817 Noyes	Fred's Bread	4/9/25	Pending Inspections
4	810 Grove	Ti'an Bistro	4/22/25	Pending Review
7	1921 Central	Tallgrass	4/17/25	Pending Review



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: July 11, 2025

Enclosed is the weekly report of liquor applications received and pending. The report, organized by ward, includes the business address, the type and description of license requested, and current status.

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of July 11, 2025

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
5	Free Flow Kitchen	1623 Simpson St. Evanston, IL 60201	C	Restaurant	7 a.m. — 1 a.m. (Mon-Wed); 7 a.m. — 2a.m. (Thur-Sun)	Application pending
1	Evanston History Center	225 Greenwood St. Evanston IL, 60201	E	Small Entertainment Venue	11 a.m. — 1 a.m. (Mon-Thu) 11 a.m. — 2 a.m. (Fri-Sat); 12 p.m. — 1 a.m. (Sun)	Application pending



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING JULY 11, 2025

Extended Opportunity to Volunteer for a NWMC Committee

The annual call for volunteers to serve on one or more of the various NWMC core or non-core committees, such as the Bicycle and Pedestrian, Finance, Legislative and/or Transportation committees, has been extended. Members interested in serving are requested to return completed registration forms by Friday, July 18 to Larry Bury, lbury@nwmc-cog.org. *Staff contacts: Mark Fowler, Larry Bury*

Join Deerfield, Evanston, Glenview, Lake Bluff, Lincolnshire & Skokie at the July 22 Auction!

The summer NWMC Surplus Vehicle & Equipment Auction will be held at noon on Tuesday, July 22 at America's Auto Auction (America's AA) in Crestwood. Thank you to *Deerfield, Evanston, Glenview, Hickory Hills, Homewood, Lake Bluff, Lincolnshire, Park Forest, Pleasantdale, Skokie* and Wheaton for registering vehicles for sale! Vehicles and equipment can be listed right up to the sale date, so please contact staff or America's AA Sales Executive Manager Maria Cortez, maria.cortez@americasautoauction.com, 708-389-4488 (office) or 708-676-1887 (mobile) for more information. *Staff contact: Ellen Dayan*

RSVP Today for the July 31 SPC Supplier Showcase

The 2025 SPC Supplier Showcase will be held on Thursday, July 31, from 10:00 a.m. to 1:00 p.m. at Oakton College, 1600 E. Golf Road in *Des Plaines*. The Showcase will be held in the Footlik Theater and PAC Lobby with parking available in Lot A. This is a free event for attendees with a boxed lunch provided by the SPC sponsoring Councils of Government – Northwest Municipal Conference (NWMC), DuPage Mayors and Managers Conference (DMMC), South Suburban Mayors and Managers Association (SSMMA) and Will County Government League (WCGL).

Thanks to SPC partner Sourcewell, their presentation “Strategic Sourcing Toolkit – Move to Strategic Sourcing” will be eligible for one contact hour toward Continuing Education Unit (CEU) credits. Sourcewell will provide attendees with a certificate of completion to submit to their respective professional organizations.

The SPC Supplier Showcase presents a unique opportunity for local government officials from the SPC's participating councils of government and others to meet one-on-one with SPC suppliers at one time. NWMC, DMMC, SSMMA and WCGL members and staff will be onsite to learn about the products, services and solutions offered by the SPC to help you better serve your communities.

The Showcase offers a flexible, open house format, so attendees have two hours, from 10:00 a.m. until noon, to stop by when convenient. SPC suppliers that will have individual display areas where you can discuss your joint purchasing needs include: Al Warren Oil Co., Currie Motors Commercial Center, EJ Equipment, Foster Coach Sales, Granit Telecom, High Star Traffic, Sicalco, Ltd., Sutton Ford and Warehouse Direct, plus America's Auto Auction for municipal auction services. Sourcewell representative will be there as well as some of their suppliers including Aries Industries, Securitas Technology and Terex Utilities.

The schedule is as follows:

- 10:00 a.m. – noon: Supplier Showcase - PAC Lobby
Vehicle demonstration in Parking Lot A
- Noon – 1:00 p.m.: Box lunch and Sourcewell Presentation “Strategic Sourcing Toolkit – Move to Strategic Sourcing” – Aaron Peterson, Sourcewell Government Account Representative

Please register by Wednesday, July 23 using this link: [SPC Supplier Showcase Registration - Attendees](#). For additional information, please contact NWMC Purchasing Director Ellen Dayan, 847-296-9203 or edayan@nwmc-cog.org. *Staff contact: Ellen Dayan*

IDOT Soliciting Municipal Feedback on Transportation Strategies, Implementation Guide

The Illinois Department of Transportation (IDOT) is currently developing Walk Roll Illinois, the 2025 Illinois Active Transportation Plan and requests municipal feedback [via this survey](#). Additionally, IDOT has created a draft [Local Implementation Guide](#) to assist “local agency partners who are working to enhance active transportation within their jurisdictions.” IDOT [also requests feedback on the guide](#) to identify what will be most useful for Illinois communities. Assistance in sharing this survey with local transportation staff is appreciated. *Staff Contacts: Eric Czarnota, Brian Larson*

Submit Your Projects for the Transportation Resilience Improvement Plan

CMAP is soliciting transportation resilience projects for inclusion in the [Transportation Resilience Improvement Plan \(TRIP\)](#) project list. The TRIP is intended to inform transportation planning and decision making. It will also position northeastern Illinois to better compete for federal investment opportunities, including the [Federal Highway Administration’s \(FHWA\) Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation Discretionary Grant Program](#), which fund investments in increased transportation resilience to natural hazards.

To develop TRIP, CMAP assessed the climate risks to, and vulnerability of, the transportation system. The [Risk-based Vulnerability Assessment](#) found that flooding poses the biggest threat, impacting all transportation infrastructure, service operations, and users. Extreme heat and severe storms impact service operations and active transportation users, also posing a threat to rail infrastructure, electrical service, and backup power. The [assessment data](#) is available on CMAP’s Data Hub and as a [map](#) to help identify projects, inform project selection, and incorporate into local planning activities. If you have any questions please contact Project Manager Kate Evasic, kevasic@cmap.illinois.gov or Project Director Cassandra Bhat, Cassandra.bhat@icf.com. *Staff Contacts: Eric Czarnota, Brian Larson*

Apply Now to Light Up the Holidays

From the desk of Metropolitan Mayors Caucus Manager of Housing Initiatives Ben Schnelle:

The Metropolitan Mayors Caucus is proud to partner with ComEd to administer the Powering the Holidays grant program, which provides grants for community-based holiday lighting events.

The application period is open now until 11:59 p.m. CDT on August 29, 2025. To learn more or apply, visit the [Powering the Holidays Program](#).

Municipalities, townships, counties and local governments in ComEd's service territory are eligible to apply for competitive grants up to \$2,500. Not-for-profit organizations may also be eligible if they partner with at least one municipality or government institution. Grant recipients may use their funds for any holiday lighting between November 1st, 2025 – February 13th, 2026.

This marks the 5th year of the ComEd Powering the Holidays Program. To learn more about how grants have been utilized by communities throughout the program’s history, please visit the Powering the Holidays Program.

Please feel welcome to contact Ben Schnelle at bschnelle@mayorscaucus.org if you have any questions about the program. *Staff contact: Larry Bury*

Treasurer Frerichs to Host Local Officials Appreciation Picnic at the State Fair

On Saturday, August 16, Illinois State Treasurer Michael Frerichs is hosting the “Local Officials Appreciation Picnic” at the Illinois State Fair in Springfield to recognize “the outstanding service of local officials.” The picnic will be held from Noon to 2:00 p.m. at the Director’s Lawn at the Illinois State Fairgrounds in Springfield. This free event also includes free admission to the State Fair with a ticket to the picnic and parking is only \$5. A BBQ lunch, beverages (water, lemonade, and iced tea) and desserts will be provided to all guests.

The NWMC, along with our regional Council of Government partners, is again proud to be a “Participating Organization” in the event and encourages our member officials and their families to attend and spend the day at the State Fair. Please complete the [registration form](#) to receive tickets and additional information. For more information,

please email illinoisfunds@illinoistreasurer.gov or call Erin Sloan, 217-685-2584 or Marty McCormack, 217-670-3849. *Staff contact: Mark Fowler*

Newsy Items of the Week

Daily Herald: [‘To see this in my lifetime is huge’: Regional 911 facility set to debut in Libertyville](#)

Daily Herald: [‘Stand up for our hometowns’: Suburban mayors slam transit proposal](#)

Chicago Tribune: [Labor and disability advocates at odds over future of Chicago-area paratransit](#)

Daily Herald: [Schaumburg lowering requirements for electric-vehicle capability at new multifamily buildings](#)

Chicago Tribune: [Glenview starts composting, joining Glencoe, Skokie, Northbrook, Evanston with programs](#)

Daily Herald: [Vape vending machines facing pushback from some suburbs](#)

Daily Herald: [‘It’s just getting out of control’: More towns restricting kids from electric bikes and scooters](#)

Meetings and Events

NWMC Surplus Vehicle & Equipment Auction will be held on Tuesday, July 22 at noon at America’s Auto Auction, 14001 Karlov Avenue, Crestwood.

Northwest Council of Mayors Technical Committee will meet on Friday, July 25 at 8:30 a.m. – location TBD.

Suburban Purchasing Cooperative Supplier Showcase will be held on Thursday, July 31 from 10:00 a.m. to 1:00 p.m. at Oakton College in Des Plaines.

NWMC Staff

Mark Fowler	Executive Director	mfowler@nwmc-cog.org
Larry Bury	Deputy Director	lbury@nwmc-cog.org
Eric Czarnota	Program Associate for Transportation	eczarnota@nwmc-cog.org
Ellen Dayan, CPPB	Purchasing Director	edayan@nwmc-cog.org
Marina Durso	Executive Assistant	mdurso@nwmc-cog.org
Brian Larson	Program Associate for Transportation	blarson@nwmc-cog.org
Chris Staron	Policy Analyst	cstaron@nwmc-cog.org

Phone: 847-296-9200 www.nwmc-cog.org