



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, April 3, 2015

STAFF REPORTS BY DEPARTMENT



Weekly Report for March 27, 2015 – April 2, 2015

Administrative Services

Weekly Bids Advertised during the week of March 30, 2015

City Manager's Office

Master Council Meeting Agenda Schedule

Community Development

Community Development Department Report for March

Zoning Report

Inspection Report

Health Department

Food Establishment Application Weekly Report

Law Department

Weekly Liquor License Applications Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

April 6, 2015

Human Services Committee

www.cityofevanston.org/humanservices

Rules Committee - canceled

April 7, 2015

No scheduled meetings

April 8, 2015

Design and Project Review Committee

www.cityofevanston.org/dapr

Plan Commission

www.cityofevanston.org/plancommission

April 9, 2015

Environment Board

www.cityofevanston.org/environmentboard

Mental Health Board

www.cityofevanston.org/mentalhealthboard

Sign Review and Appeals Board

www.cityofevanston.org/signreviewboard

April 10, 2015

Utilities Commission

www.cityofevanston.org/utilitiesagendas



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of March 27, 2015 through April 2, 2015.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2590	2357
SERVICE REQUESTS	656	611
TOTAL CHATS	57	53
TOTAL TEXT	51	31

Top 5 Service Requests

Total

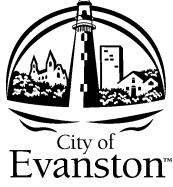
Most requested service requests (Source: PublicStuff - Open/Closed)

1. Building Permit Inspection Request	100
2. Trash – Special Pick-up	71
3. Broken Parking Meter	53
4. Trash – Missed Garbage Pick-up	20
5. Fountain Square Visioning Part II	15

Please see the following page for the Weekly Telephone Wrap up Data

Telephone Wrap-up Data *At the end of each call the 311 staff selects the appropriate Category/Department for the call. The table reflects the activity for the past week.*

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services -Parking	374
Administrative Services -Finance	44
Administrative Services -HR	70
Administrative Services - Other	226
Call Transfer	133
City Manager's Office	79
ComDev / Economic Development	21
ComDev/ Bldg Inspections	267
ComDev / Housing Rehab	9
ComDev / Planning/Zoning	7
Directions	3
Evanston Township	15
Fire Life Safety	42
PublicStuff Request	187
Health	74
Information	528
Law	10
Library	7
Mayor's Office	6
Other	77
Other – Social Services	5
Parks – Maintenance	2
Parks – Programs/Picnics/Permits	20
Parks – Other	21
Parks/Recreation	37
Parks – Forestry	12
Parks- Recreation Programs	25
Police	117
Public Works / Fleet	3
Public Works / Street Sanitation	157
Public Works / Engineering	55
Utilities – Power	1
Utilities – Sewer	5
Utilities – Water	72
TOTAL	2590



Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer
 Ashley King, Assistant Director of Administrative Services
 Tammi Turner, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of March 30, 2015

Date: April 3, 2015

The following is a list of projects that have been advertised and the anticipated date each will be presented to Council.

Bids/RFPs/RFQs advertised during the Week of March 30, 2015

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council Date
RFP 15-34 Design Build Services EV Ecology Center Classroom Extension	Public Works	Seeking proposals from experienced firms to design and build a classroom extension to the Evanston Ecology Center located at 2024 McCormick Boulevard, Evanston.	\$150,000	Apr 28	May 11

Evanston City Council Agenda Schedule - 2015

(PLEASE NOTE: Dates for agenda items are tentative and subject to change.)

2015 Meeting Dates: Jan 12, Jan 20 (Tues), Jan 26, Feb 9, Feb 16 , Feb 23, Mar 9, Mar 16, Mar 23, Apr 13, Apr 20, Apr 27
May 11, May 18, May 26 (Tues), June 8, June 15, June 22, July 13, July 20, July 27, Aug 17, Sept 15 (Tues), Sept 21, Sept 28
Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14, (Jan 11, 2016)

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 D=Discussion C=Communication P=Presentation A=Announcement PR=Proclamation SPB=Special Order Business
 APW=Administration & Public Works PD=Planning & Development HS=Human Services EDC=Economic Development
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
	4/13/2015	Alderman Burrus Retirement	SPB	CC		
CD	4/13/2015	National Fair Housing Month - April	PR	CC	Muenzer	
Library	4/13/2015	National Library Week Apr 12-18	PR	CC	Danczak-Lyons	
CMO	4/13/2015	National Volunteer Week Apr 12-18	PR	CC	Bobkiewicz	
CMO/Public Works	4/13/2015	Earth Day/Arbor Day/Tree City USA Award	A	CC	Bobkiewicz/ Robinson	
Admin Services	4/13/2015	GFOA Award	A	CC	Lyons	
CMO	4/13/2015	Report on US Mail Service	A	CC	Bobkiewicz	
Admin Services	4/13/2015	2015 Duncan Passport Parking Expenses	B	B	Lyons	
Fire	4/13/2015	NIPSTA Membership	B	APW	Klaiber	
Public Works	4/13/2015	Spring Tree Planting Purchase	B	APW	Robinson	
Public Works	4/13/2015	Chicken & Waffles	B	APW	Robinson	
Public Works	4/13/2015	Cold Patch Asphalt Contract	B	APW	Robinson	
Public Works	4/13/2015	CarQuest Parts Renewal	B	APW	Robinson	
Public Works	4/13/2015	Animal Shelter Roof Contract Award	B	APW	Robinson	
Public Works	4/13/2015	Lakeshore Condo Extension	B	APW	Robinson	
Utilities	4/13/2015	1914 Clearwell Repair Engr Svcs	B	APW	Stoneback	
Utilities	4/13/2015	Change Order 3: Heated Intake	B	APW	Stoneback	
Public Works	4/13/2015	Change Order: Dempster Signals	B	APW	Robinson	
CMO/Public Works/PRCS	4/13/2015	Parks & Facilities CIP	B	APW	Robinson/Storlie/ McRae	
PRCS	4/13/2015	Lakefront concession contract award	B	APW	McRae	
PRCS	4/13/2015	Y.O.U. Outreach worker grant contract	B	APW	McRae	
CMO	4/13/2015	1817 Church St Agreement Modification Request	B	APW	Bobkiewicz	
Public Works	4/13/2015	2015 MFT Street Resurfacing	R	APW	Robinson	
CMO/Public Works	4/13/2015	D65 UPN Fiber Network Franchise Agreement	R	APW	Storlie/Robinson	
Public Works	4/13/2015	NU Alley Paving Agreement	R	APW	Robinson	
CMO	4/13/2015	Lease for 1804 Maple (cannabis)	O	APW	Bobkiewicz	Introduction
Law	4/13/2015	Whole Foods Liquor Ords (2)	O	APW	Farrar	Introduction
Law	4/13/2015	Sidewalk consumption of alcohol at wine sellers	O	APW	Farrar	Introduction
Law	4/13/2015	Reduction of Class C Liquor License for Clarke's	O	APW	Farrar	Introduction
Law	4/13/2015	Reduction of Class D Liquor License for Giordano's Restaurant	O	APW	Farrar	Introduction
Law	4/13/2015	Amendment of Class P-1 Liquor License to Allow for Sale of 22 ounce containers for offsite consumption	O	APW	Farrar	Introduction

4/3/2015 10:58 AM

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Law	4/13/2015	Z3 & Z4 Liquor Licenses (EAC and Gibbs-Morrison)	O	APW	Farrar	Introduction
Law	4/13/2015	Creation of a New Liquor License for Craft Wineries	O	APW	Farrar	Introduction
CMO	4/13/2015	Cannabis Tax	O	APW	Bobkiewicz	Action
CMO	4/13/2015	Negotiate Sale 1821 Ridge	O	APW	Bobkiewicz	Action
CMO	4/13/2015	Fair Trade/Sweat Free Uniform Purchasing	D	APW	Bobkiewicz	Ref from Ald Wynne
CD	4/13/2015	1620 Central Street Planned Development	O	PD	Muenzer	Introduction
CD	4/13/2015	Ad Val's Sweets; Epic Burger; Zoning for Fences; Dempster-Main Overlay; 1571 Maple	O	PD	Muenzer	Action
CD	4/13/2015	Basement Bedrooms	D	PD	Muenzer	Ref from Ald Fiske
PRCS	4/13/2015	Gibbs-Morrison Cultural Center Update	B	HS	McRae	
	4/20/2015	CC Meeting Cancelled				
Admin Services	4/27/2015	Public Service Week: May 3-9, 2015	PR	CC	Lyons	
Admin Services	4/27/2015	Employee Service Awards	A	CC	Lyons	
CMO	4/27/2015	Public Hearing for Dempster/Main/Chicago SSA	B	CC	Bobkiewicz	
Admin Serv	4/27/2015	Financial Update	PR	CC	Lyons	
Utilities	4/27/2015	National Drinking Water Week May 3-9	P	APW	Stoneback	
Public Works	4/27/2015	Asphalt Contract Renewal	B	APW	Robinson	
Public Works	4/27/2015	2015 50/50 Sidewalk Program	B	APW	Robinson	
Public Works	4/27/2015	Vehicle Purchase	B	APW	Robinson	
Admin Serv	4/27/2015	Investment Strategies: Institutions	B	APW	Lyons	
Public Works	4/27/2015	Pavement Markings	B	APW	Robinson	
CMO	4/27/2015	Channel 16 Equipment Purchase	B	APW	Storlie	
Admin Services	4/27/2015	Update Letter of Credit Dempster/Dodge & Main/Chicago	R	APW	Lyons	
Admin Serv	4/27/2015	NU Agreement for Parking Spaces at Church St Garage	R	APW	Lyons	
Admin Services	4/27/2015	RV - Trailer Parking	O	APW	Lyons	Introduction
CMO	4/27/2015	Increased Fines for Bikes on Sidewalks	O	APW	Bobkiewicz	Introduction
Law	4/27/2015	Sidewalk Cafes Administrative Revisions	O	APW	Farrar	Introduction
Public Works	4/27/2015	Dryden Lane Street Name	O	APW	Robinson	Introduction
Admin Services	4/27/2015	LEP - M/W/EBE Discussion	D	APW	Lyons	
Public Works	4/27/2015	Public Works Apprenticeship Program	D	APW	Robinson	

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Public Works	4/27/2015	Emerson/Ridge/Green Bay Viaduct	D	APW	Robinson	
CD	4/27/2015	Text Amendment: Personal Service Establishment	O	PD	Muenzer	Introduction
CD	4/27/2015	Inclusion of Affordable Rental Housing	O	PD	Muenzer	Introduction
Law	4/27/2015	Hotel-Motel Tax for B&Bs	O	PD	Farrar	Introduction (Held in Committee 1.26.15)
	5/11/2015	Vogue Fabrics Proclamation	PR	CC		
Public Works	5/11/2015	Public Works Week, May 17-23	PR	APW	Robinson	
Public Works	5/11/2015	Uniform Purchase Contract	B	APW	Robinson	
CMO	5/11/2015	Carl Sandberg Trail	R	Rules	Bobkiewicz	
CD	5/18/2015	Preservation Proclamation & Awards	PR/P	CC	Muenzer	3rd Monday
	5/18/2015	Cahill Plumbing 125 Years	PR	CC		
Admin Services	5/18/2015	FY2015 Budget	B	CC	Lyons	
CD	5/26/2015	Northwestern University Lakefront Subdivision	R	PD	Muenzer	
CE	5/26/2015	Amendments to DAPR Ord	O	PD	Muenzer	Introduction
	6/8/2015	Garden Club of Evanston Centennial	PR	CC	Storlie	
CMO	6/8/2015	SSA Ordinance	O	APW	Bobkiewicz	Introduction
CE	6/8/2015	Zoning Amend: Firearm Ranges	O	PD	Muenzer	Introduction
CMO/Public Works	6/15/2015	Discussion of 2016-18 Parks & Facilities CIP	SP	CC	Robinson/Storlie	
	7/13/2015	National Independent Retailers Month		CC		
Council & Committee Meetings						
Mon, Apr 6	6:00 PM	Human Services Committee				
Mon, Apr 13	6:00 PM	A&PW, P&D, City Council meetings				
Wed, Apr 15	6:30 PM	M/W/EBE Advisory Committee				
Wed, Apr 15	7:00 PM	Harley Clarke Citizens' Committee				
Wed, Apr 22	6:00 PM	Transportation/Parking Committee				
Wed, Apr 22	7:30 PM	Economic Development Committee				
Fri, Apr 24	7:00 AM	Housing & Homelessness Commission				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Mon, Apr 27	6:00 PM	A&PW, P&D, City Council meetings				
DEFERRED						
Dept	Date	Item	Action	Committee	Staff	
Public Works	tba	Solid Waste Recommendation	B	APW	Robinson	
Utilities	TBA	Computerized Maintenance Management System	B	APW	Stoneback	
Law	TBA	22 ounce containers for P-1 Liquor Lic (New #)	O	APW	Farrar	Introduction (Held in Committee 10.13.14)
CD	TBA	Inclusionary Housing	O	PD	Muenzer	Action (Intro on 7/28/14; referred to subcomtte)
Public Works	TBA	BAS Contract - 8 City buildings	B	APW	Robinson	
CMO	TBA	D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv	TBA	Increase Parking Garage Monthly Permit Fee	B	APW	Voss	
Admin Serv	TBA	Amendment to PEHP Resolution	R	APW	Lyons	
Law	TBA	Ord 27-O-12 Cell Phone Ban	O	HS	Grover/Farrar	
PRCS	TBA	Animal Shelter Contract	B	HS		
CD	TBA	Rental Licensing	O	PD		
Public Works	TBA	Ecology Center Greenhouse	B	APW	Robinson	
Law	TBA	Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law	2016	Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)



Memorandum

To: Honorable Mayor, Members of the City Council and City Manager

From: Mark Muenzer, Director of Community Development

Subject: March, 2015 Community Development Department Report

Date: April 2, 2015

Please find attached the Community Development Department report for the month of March. It is organized to include both divisions of the department and reports those activities, meetings and actions that have occurred in March, 2015 as well as activities and meetings that are scheduled at this date for April, 2015. The order of the report is as follows:

1. Planning and Zoning Division
2. Housing and Grants Division
3. Building and Inspection Services Division

Should you have any questions about any item on this report please do not hesitate to contact me.

This update includes recent events or immediate future events involving projects under formal consideration, public meetings or significant recent permitting or enforcement actions.

PLANNING AND ZONING	Zoning Board of Appeals
<p>March 2015 Meetings/Activities</p>	<p>March 3, 2015</p>
	<p>900 Chicago Avenue: Special Use in the C1a District for a Convenience Store and accessory Type 2 Restaurant, <i>Ad Val's Sweet</i>. The ZBA recommended unanimous approval with conditions for hours of operation, employee parking, and a Litter Collection/Garbage Pickup Plan. The case was introduced at P&D and City Council on March 23, 2015.</p>
	<p>1622 Sherman Avenue: Special Use in the D3 District for a Type 2 Restaurant, <i>Epic Burger</i>. The ZBA recommended unanimous approval with conditions for hours of operation, employee parking, and a Litter Collection/Garbage Pickup Plan. The case was introduced at P&D and City Council on March 23, 2015.</p>
	<p>March 17, 2015</p> <p>Meeting cancelled due to a lack of items.</p>
<p>April 2015 Meetings/Activities</p>	<p>April 21, 2015</p>
	<p>1719-1723 Howard Street: Variance for 19 parking spaces where 23 parking spaces are required for a medical office use (ACCESS Community Health Network) and a 22' two-way drive aisle where 24' is required.</p>
	<p>727 Forest Avenue: Variance for a 3-story flat-roofed addition to a 3-story single family residence.</p> <p>2307 Grey Avenue: Variance for a 2.7' interior side yard setback where 5' is required for a second story addition to align with the existing first story at a single family residence.</p>
PLANNING AND ZONING	Plan Commission
<p>March 2015 Meetings/Activities</p>	<p>March 11, 2015</p>
	<p>Planned Development – 1620 Central Street: John Myefski, Myefski Architects, has applied for a Special Use for a Planned Development in the O1-Office District and oCSC-Central Street Overlay District to construct a four-story (45 feet high) multiple-family building with 47 residential units and 54 underground parking spaces. The applicant seeks site development allowances for: 1) the number of parking spaces, 2) the required step-back for the third and fourth floors from Central Street, 3) a landscape buffer for the loading dock in rear, and 4) the building height over the transitional height plane requirement along the south property line. The Plan Commission recommended unanimous approval. The case is scheduled for introduction at the April 13, 2015, P&D meeting.</p>
<p>April 2015 Meetings/Activities</p>	<p>April 8, 2015</p>
	<p>Zoning Ordinance Text Amendment – Personal Service Establishment: A new zoning land use definition for a Personal Service Establishment that would include nail salons, hair salons, barber shops and tanning salons. Staff is proposing a distance separation of 500 feet between such uses for the use to be allowed as a Permitted Use. Special Use approval would be required for establishments located less than 500 feet from an existing Personal Service Establishment. At the February Plan Commission meeting, the case was referred to the Zoning Committee for further refinement. The Zoning Committee reviewed the case on March 18, made minor changes to the proposal and sent it to the Plan Commission without a positive or negative recommendation.</p> <p>Administrative Rules and Procedures of the Plan Commission: Per the Recommendation of the Rules Committee of the Plan Commission in February 2015, the Commission will consider modifications to the Administrative Rules and Procedures of the Plan Commission.</p>

PLANNING AND ZONING	Comprehensive Plan Committee of the Plan Commission
March 2015 Meetings/Activities	March 2015 There was no Comprehensive Plan Committee meeting scheduled in March.
April 2015 Meetings/Activities	April 2015 There is no Comprehensive Plan Committee meeting scheduled in April.
PLANNING AND ZONING	Rules Committee of the Plan Commission
March 2015 Meetings/Activities	March 2015 There was no Rules Committee meeting scheduled in March.
April 2015 Meetings/Activities	April 2015 There is no Rules Committee meeting scheduled in April.
PLANNING AND ZONING	Zoning Committee of the Plan Commission
March 2015 Meetings/Activities	March 18, 2015 Zoning Ordinance Text Amendment – Personal Service Establishment: A new zoning land use definition for a Personal Service Establishment that initially included nail salons, hair salons, barber shops, tanning salons and similar establishments. Staff initially proposed a distance separation of 1,000 feet between such uses to be allowed as a Permitted Use. Special Use approval would be required for establishments located less than 1,000 feet from each other. The Zoning Committee recommended minor changes to the definition and sent the proposal to Plan Commission without a positive or negative recommendation.
April 2015 Meetings/Activities	April 2015 There is no Zoning Committee meeting scheduled in April.
PLANNING AND ZONING	Preservation Commission
March 2015 Meetings/Activities	March 4, 2015 Special meeting to review Northwestern University’s proposed subdivision of the Evanston Campus (east of Sheridan Road – Block 1: from 2 lots to 6 lots). The meeting was continued to April 16, 2015.
	March 17, 2015
	1421 Oak Avenue (L/RHD) - Install new identification free standing sign for Saint Mary’s Parish and Church. Action: Approval of proposed sign of the 6’+ sign including the base; recommended the sign to be parallel to either Oak Avenue or Lake Street or at 45 degree angle.
	2518 Central Park Avenue (L) – Demolish one-story family/sunroom and wood deck at the rear south and west elevations. Construct 2-story addition and wood deck. Action: Approved with condition to continue the datum line.
	1612 Wesley Avenue (L/RHD) – Remove wood deck at rear west elevation. Construct new basement and 1-story addition. Action: Approved with condition to continue the datum line.

March 2015 Meetings/Activities (continued)	731 Colfax Street (NEHD) - Construction of a new single family house with a detached garage/coach house and perimeter fence. Action: Approved.
	1627 Wesley Avenue (L/RHD) – Installation of two 8’x4’ solar hot water collectors on the flat roof section of the house main roof, at a 45 degree angle and oriented to the south. Action: Approved.
	1030 Lake Shore Blvd (C/LSHD) – Construct a 2 nd story addition on the rear above the existing garage. Replace two existing rear windows and add one new exterior door and a new 2 nd floor rear wood deck. Action: Tabled.
	640 Judson Avenue (C/LSHD) – Coach house work only: replace five existing windows, fill in existing opening on north side, fill in existing exterior door opening on the east side, and replace the exterior doors. Action: Approved.
	2030 Orrington Avenue (C/NEHD) – Demolish existing 1960s shed (approx. 10 ft x 4 ft) as well as deck at rear of house. Construct new addition (approx. 10 ft x 10 ft) at rear of house, as well as a new covered porch and deck. Action: Approved.
	1422 Judson Avenue (L/LSHD) Demolish existing detached garage and construct 2-car coach house. Demolish wood deck and covered porch and construct new family room 1-story addition on west rear elevation. Second floor remove double hung window and install new bay window with 5 double hung windows. On south elevation first floor add one casement leaded glass window. Action: Approved
	1019 Michigan Avenue (C/LSHD) First Floor: Demolition of existing shed roofed screened porch at back (east) side of house. Construction of 1-story shed roofed addition to serve as a den. Screened porch is not original to house. Relocation of two AC condenser units to SE corner of house (10' from side lot line). Second floor: in new full bathroom – re-glaze existing window with tempered glass. Action: Tabled.
	2450 Pioneer Road (L) Remove the existing rear porch and the attached existing rear basement entry enclosure to the outside basement stair. A new porch and stair entry enclosure will be added onto the existing foundations. Action: Approved with a request that the applicant consider the use double hung window instead of the casement window.
April 2015 Meetings/Activities	April 2, 2015
	Preservation Sub-Committee for Inventory and Recording of Landmarks on Deeds (Project Start meeting)
	April 16, 2015
	Special Meeting: Northwestern University Proposed subdivision of Evanston campus (Block 1): from 2 Lots to 6 Lots.
	April 21, 2015
	1019 Michigan Avenue (LSHD) - Remove existing rear screen porch. Construct new enclosed porch on larger foot print. Replace glass on 2nd story window on the front with tempered glass. Relocate two AC units to the SE corner of house.
	1030 Lake Shore Blvd (LSHD) - Construct 2-story addition at rear of house and replace two 2 nd floor windows and install new door to open deck.

Staff Review – March 2015	
Preservation Projects Under Review or Approved by Staff	2306 Orrington Avenue (NEHD) - Main house: New exterior concrete stairs and landing at the north sun porch and west kitchen at rear of house; replace 3 storm windows for kitchen area. Remove existing window and apply new stucco and trim band to match existing at north elevation. Attic: Remove existing window and install new custom fit casement escape window at south elevation. Remove existing stucco and replace with new 3-coat stucco finish. New roof on one-story kitchen area at rear west elevation. (Review pending application for Certificate of Appropriateness)
	736 Michigan Avenue (LSHD) - Second floor addition to existing single story construction at the rear of the residence. Zoning variance: The proposed 2nd story addition requires a five foot (5') setback from the property line. The proposed setback is 3.4'. (Permit drawings approved)
	1140 Hinman Avenue (LSHD) - Demolition of existing 2-car detached garage. Construction of new 2-car detached garage. (Permit drawings approved)
	1204 Asbury Avenue (RHD) - South elevation 2nd story: remove 2 windows, infill opening with exterior siding to match existing, and install a pair of casement windows on a new opening. (Permit drawings approved)
	2131 Sheridan Road (L)/ Tech Drive - The project scope consists primarily of masonry & slate roof repairs and window & door restoration. Other work includes flat roof and clerestory repair and the installation of handrails at the west entrance to meet code. (COA application under review)
	2145 Sheridan Road (Landmark lot of record) - New antenna installation on existing structure.
	2121 Orrington Avenue (NEHD) - Replace existing wood picket fence in street side yard and rear yard - same height, material and style.
	1433 Hinman Avenue (L/LSHD) - Repair basement ceiling joists and exterior brick tuck pointing.
	1204 Asbury Avenue (RHD) - South elevation 2nd story: remove 2 windows, infill opening with exterior siding to match existing, and install a pair of casement windows on a new opening.
	707 Colfax Street (NEHD) - Construction of single family home with detached 2-car garage and perimeter fence. Construction of single family home with detached 2-car garage and perimeter fence.
	711 Colfax Street (NEHD) - Construction of single family home with detached 2-car garage and perimeter fence. Construction of single family home with detached 2-car garage and perimeter fence.
	699 Sheridan Road (LSHD) - Modification of 2nd floor east windows and southeast dormer and extend roof over dormer. Add basement windows. Relocate on first floor the kitchen windows and install metal guardrail to below grade stairs. (Permit drawings approved)
	1036 Lake Shore Blvd (LSHD) - Removal of ice shield from flat roof at rear of house and install ice shield with granular surface (white) modified bitumen.
	1306 Davis Street (L/RHD) - Replace existing 3TAB asphalt shingles on house with new architectural fiber glass shingles.
2145 Sheridan Road (Landmark lot of record) - New antenna installation on existing structure. (Permit drawings approved)	

Preservation Projects Under Review or Approved by Staff	634 Foster Street (NEHD) - Replace asphalt shingles with synthetic slate.
	1221 Forest Avenue (LSHD) - Fence in rear yard - replacement in kind (6' wood traditional).
	1218 Forest Avenue (LSHD) - Install new 2nd floor dormers, new windows in new locations, replace existing non-original 2nd floor windows; door and overhead garage door; install new AC condenser and repair existing exterior siding in existing coach house. (Permit drawings approved)
	585 Ingleside Place (L) - Alteration of 2 existing windows, 1 existing door, and 1 new window. (Permit plans under review)
	204 Lake Street (L/LSHD) - Replace single window on west rear elevation with a double window. Replace existing aluminum storm door with wood and glass storm door. (Permit plans approved)
	625 Garrett Place (NEHD) - Remove existing wall AC units and brick the openings, insulate walls and repair plaster (2 at first floor; 3 at second floor and 2 at attic). (Review pending COA application)
	732 Michigan Avenue (LSHD) - Replace existing wood fence (dog ear picket fence) 4 ft high x 126 ft long along the north property line and an interior fence on the south side yard.
	950 Michigan Avenue (L) - Rebuild parapet wall, reuse all bricks, and match mortar to original (courtyard facing north).
	1219 Greenwood Street (RHD) - Replace existing stockade fence with new traditional style wood fence with square lattice at the top along the south property line (6 ft high) and interior north half of rear yard (4 ft high) and along the east rear property line (6 ft high).
	630 Davis Street (L) - Replace 8 roof top AC units on top of flat roof (same capacity).
806 Clinton Place (L) - Tear off existing asphalt shingles and replace with CertainTeed landmark shingles.	

PLANNING AND ZONING	APPROVED & ACTIVE PLANNED DEVELOPMENTS
1890 Maple/1881 Oak	The development of 356 dwelling units is complete. The Final Certificate of Occupancy was issued on March 11, 2015.
North Shore Residence/ Merion 1611 Chicago Ave.	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition has also been issued; construction is ongoing.
1515 Chicago Ave. Hyatt House Extended Stay Hotel	The 8-story 114-room hotel with 33 on-site parking spaces was approved by the City Council on 4/28/2014. The full building permit was issued on 2/27/2015. The construction is ongoing.
Church St. Village 1629-1691 Church	On 08/11/2014, the applicant received an extension to complete the 13 unfinished units in Buildings 2 and 3 and to obtain a building permit for the construction of the last eight-unit Building 1 no later than 08/11/2015. The applicant must complete construction by 08/11/17. The applicant has reactivated the building permits and is working on completing the 13 unfinished units in Buildings 2 and 3.
2454 Oakton St. Sports Dome	The indoor recreation facility (multi-sports dome) was approved by City Council on 08/11/2014.
835 Chicago Ave. (Chicago/Main)	The 9-story 112-unit residential building with office and retail space was approved by the City Council on 07/28/2014. The building permit for foundation work has been approved and is awaiting applicant's pick up.

HOUSING & GRANTS	Housing & Community Development Act Committee
March 2015 Meetings/Activities	March 10, 2015
	The March 10 Housing and Community Development Act (HCDA) Committee meeting included a public hearing for input on the City's 2014 Consolidated Annual Performance and Evaluation Report (CAPER). No comment was received at the meeting or in writing during the 15-day comment period. The HCDA Committee voted unanimously to recommend approval of the CAPER to City Council at its March 23 meeting. The committee allocated incremental CDBG funding in the amount of \$113,318 as follows: \$20,949 to CDBG Administration, \$5,500 to Graffiti Removal, \$9,498 to Summer Youth Employment/Certificate of Rehab, \$25,000 to code Enforcement, and \$54,996 to Alley Paving; actual income returned to the Housing Rehab and Economic Development revolving loan funds is \$28,475 and \$16,900, respectively. City Council approved the 2015-2019 Consolidated Plan and 2015 Action Plan at its meeting on March 9; plans were submitted to HUD for approval on March 12. The CAPER was submitted to HUD for approval on March 27.
April 2015 Meetings/Activities	April 21, 2015
	The April 21 meeting was cancelled due to lack of agenda items requiring action by the committee. The start time of future committee meetings was changed from 7:30 to 7:00 PM. A follow up meeting to the January 27 Human Services Funding meeting is expected to be held in April or May to develop the combined application process for CDBG Public Services and Mental Health Board funding for FY2016.
HOUSING & GRANTS	Housing and Homelessness Commission
March 2015 Meetings/Activities	March 27, 2015
	The meeting was canceled because of a lack of a quorum.
April 2015 Meetings/Activities	April 24, 2015
	The agenda has not been finalized at this point but may include an application from the Alliance to End Homelessness for funding for the HMIS database as well as moving the Handyman program from CDBG to the Affordable Housing Fund.
HOUSING & GRANTS	NSP 2
NSP2 Properties	There are two units of for sale housing, 713 Brummel and 619 Case Place #1. The former is listed at \$195,000 and a revised strategy for the latter is being developed due to the inability of buyers to secure financing. Individuals on the interested parties list who qualify for the program based on self-reported income were contacted about the opportunity to purchase. Offers from households that have not been preliminarily income qualified and started homebuyer counseling will be considered and underwritten as received. Homebuyer counseling will be provided on a one-on-one basis for buyers as needed. June 30 is targeted for the sale of the remaining properties. The wait list for Emerson Square one and two bedroom units that rent at 50% and 60% of area median income and market rate will be open to accept pre-applications between April 20 and April 24. Pre-applications may be picked up at the leasing office during business hours at 1580 Foster Street beginning April 20. Households that meet pre-screening income limits and other eligibility requirements will be placed on the wait list in the order received, following the tenant selection plan.
Rehabilitation/Clearance Work	Information on site remediation has been submitted to the IEPA in order to get a No Final Remediation letter. Disposition of the cleared site will be determined before program closeout.
Land Banked Properties	The ETHS house at 1941 Jackson Ave that is being redeveloped through a partnership with Community Partners for Affordable Housing. will be sold to an income eligible household by CPAH. Priority is being given to ETHS and City of Evanston employees who meet the income restrictions to purchase the home. Staff is developing disposition plans for the cleared lots at 2122 Darrow, 2142 Dewey and 2113 Dewey. 1509 Emerson will be land banked for development as part of the second phase of Emerson Square.
Grant Closeout	The City has expended its \$18.15 million NSP2 grant, as well as a substantial portion of the \$4 million in program income on eligible activities. Staff has completed the compliance review for ownership properties and that process is underway for rental properties. File reviews of all completed properties are being conducted as required for grant closeout.

BUILDING & INSPECTION SERVICES		Housing Rehabilitation
Ward	Address	Status
2	1802 Greenleaf	Request for additional items outside original scope of work were denied.
2	1620 Darrow	Client request for information on existing Rehab Loan for possible Payoff.
2	1314 Darrow	Payoff information and copy of loan documents sent to client 3/4/2015.
2	2109 Cleveland	Client request for information on existing Rehab Loan per Compliance request.
2	2106 Lake	Payoff information and copy of loan documents sent to client 3/4/2015.
2	2006 Lake	Client request for information on existing Rehab Loan per Compliance request.
2	2321 Bradley Place	Client status change. Follow-up required regarding existing Rehab Loan.
2	1314 Fowler	Client request for information on existing Rehab Loan for possible Payoff.
2	1401 Grey	Client request for information on existing Rehab Loan for possible Payoff.
4	1124 Sherman	Release for 5-year forgivable loan recorded. Loan closed.
5	1739 Brown	DEMO – In Progress.
5	1911 Hartrey	Client status change. Follow-up required regarding existing Rehab Loan.
5	1908 Foster	Title search reviewed for accuracy. Information was sent to the client.
5	1933 Jackson	Client status change. Follow-up required regarding existing Rehab Loan.
5	1835 Lemar	Client status change. Follow-up required regarding existing Rehab Loan.
5	1920 Dewey	Funds received, posted and deposited. Release created and recorded. Loan closed.
7	2305 Brown	Client request for information on existing Rehab Loan per Compliance request.
8	1428 Dobson	1 Unit – In Progress.
8	1823 – 1831 Brummel	Patricia Lloyd Townhomes – 5 Units – In Progress.
9	606-C South Blvd	Client request for information on existing Rehab Loan per Compliance request.
9	820 Oakton Unit 3A	Client not eligible for assistance.
9	1519 Cleveland	Client request for information on existing Rehab Loan per Compliance request.
9	1502 ½ South Blvd	Release recorded. Loan closed.

BUILDING & INSPECTION SERVICES		Sign Review and Appeals Board
March 2015 Meetings/Activities	March 12, 2015	
	Meeting was cancelled for lack of agenda items.	
April 2015 Meetings/Activities	April 9, 2015	
	2 items for consideration – Panino's Pizza, 1968 Dempster St. Whole Foods Market, 2748 Green Bay Rd.	

BUILDING & INSPECTION SERVICES		Permit Application Status		
Ward	Property Address	Project Description	Received	Status
1	812 Church	800 Degree Pizza	12/17/14	Approved
1	811 Church	Restaurant – Interior remodel	1/20/15	Under Review
1	820 Foster	Symphony Nursing Facility – Interior remodel	2/18/15	Approved
1	1615 Sherman	Spice and Tea Exchange	3/12/15	Approved
1	1622 Sherman	Epic Burger	3/16/15	Under Review
2	1910 Dempster	Valli Produce – Interior remodel	1/22/15	Approved
2	1910 Greenwood	Addition to commercial structure	1/27/15	Approved
2	1968 Dempster	Dental Office – increasing office size – Interior remodel	2/9/15	Approved
2	2020 Greenwood	Proposed inside storage facility	2/9/15	Under Review
2	1101 Dodge	8 Unit multi-family dwellings	3/6/15	Under Review
3	900 Chicago	Bakery/retail – Interior remodel	2/11/15	Under Review
3	918 Judson	Interior remodel Garden unit	2/18/15	Approved
3	918 Judson	Interior remodel 8 units – condo	3/11/15	Under Review
3	835 Chicago	Foundation only permit – 8 story residential	2/26/15	Approved
3	1241 Chicago	Jimmy Johns – Interior remodel	3/6/15	Under Review
4	1029 Davis	New Building – 5 Retail spaces	9/30/14	Under Review
4	620 Davis	Restaurant	1/30/15	Under Review
4	1603 Orrington	Interior remodel	2/16/15	Under Review
6	3330 Central	Interior remodel	2/9/15	Under Review
7	2751 Ashland	Rocky Miller Stadium – New press box, bleacher and support structures	8/5/14	Under Review
7	2247 Campus – NU	Lakeside Athletic Center – Playing fields relocation/resurfacing	2/23/15	Under Review
7	2145 Sheridan – NU	Lab revisions	3/12/15	Approved
7	1897 Campus – NU	Lacrosse and football fields – parking lot	3/25/15	Under Review
7	1897 Sheridan – NU	University Hall – Office remodel	3/25/15	Approved
8	128-132 Chicago	U-Haul Truck Rental – Interior and exterior remodeling	6/23/14	Under Review
8	1413-1415 Howard	Convert commercial to 6 dwelling units	11/4/14	Under Review
8	1909 -1911 Howard	Day care	3/13/15	Under Review
8	222 Hartrey	Autobarn Automobile repair and storage	3/20/15	Under Review

BUILDING & INSPECTION SERVICES		New Business Application Status		
Ward	Property Address	Business Name	Received	Status
2	920 Pitner Ave.	Devontry, LLC	02/24/2015	Pending inspections.
2	2300-2302 Main St.	Connexion	02/18/2015	Pending inspections.
3	1034 Chicago Ave.	Fiat of Evanston	03/03/2015	General Business License issued 3/24/2015.
3	941 Chicago Ave.	Everyday Cycles & Motion, LLC	02/13/2015	General Business License issued 3/9/2015.
3	1303 Chicago Ave.	Studio Armadi, LLC	11/20/2013	General Business License issued 3/25/2015.
3	1315 Sherman Pl.	Kettelkamp & Kettelkamp Landscape Architecture, LLC	01/09/2015	Pending inspections.
4	922 Davis St	IMC Connect, Inc.	03/31/2015	Application received.
4	618 Davis St	American Mattress, Inc.	03/31/2015	Application received.
4	1569 Sherman Ave.	Body by Marilyn	02/27/2015	Awaiting payment of fees.
4	960 Grove St.	HoneyComb Insurance Co.	03/13/2015	General Business License issued 3/27/2015.
4	1416 Lake St. #2	Beautifully Broken	02/06/2015	Pending inspections.
4	1416 Lake St. #2	Mindstate of Emotions	01/23/2015	Pending inspections.
5	2118 Ashland	Evanston Imprintables (manufacturing)	03/24/2015	Pending inspections.
7	1701 Central	Evanston Imprintables (retail)	03/04/2015	General Business License issued 3/9/2015.
7	2538 Green Bay Rd.	JC Licht, LLC	01/26/2015	Pending inspections.
8	1717 W. Howard St.	Polytechnic Education and Career Service	12/08/2014	Business relocated outside of Evanston.



DATE: April 2, 2015
TO: Wally Bobkiewicz, City Manager
FROM: Mark Muenzer, Director of Community Development
Gary Gerdes, Building and Inspection Services Manager
SUBJECT: Building Permit & Construction Value Financial Report for March, 2015

BUILDING PERMIT FEES

Total Permit Fees Collected for the Month of March 2015	\$ 416,779
Total Permit Fees Collected Fiscal Year 2015	\$ 1,874,895
Total Permit fees Collected for the Month of March 2014	\$ 142,526
Total Permit Fees Collected Fiscal Year 2014	\$ 1,681,555

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR MARCH 2015	\$ 18,112,092
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2015	\$ 98,554,977
TOTAL CONSTRUCTION VALUE FOR MARCH 2014	\$ 6,748,045
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2014	\$ 143,383,468



Memorandum

To: Honorable Mayor and Members of the City Council

From: Damir Latinovic, Interim Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: April 3, 2015

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

Please contact me at 847/448-8675 or dlatinovic@cityofevanston.org if you have any questions or need additional information.

Zoning Weekly Update
Cases Received and Pending, March 27 - April 2, 2015

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	1622 Sherman Avenue	Building Permit	Interior remodeling for Type 2 restaurant (dba Epic Burger)	03/18/15	pending Special Use
1	1735 Benson Avenue	Building Permit	Exterior façade renovations to Type 1 restaurant (dba The Stained Glass)	03/26/15	DAPR 04/15/15
1	601-721 University Place	Zoning Analysis	Proposed subdivision in U1 District (Northwestern University)	12/29/14	pending additional info from applicant
2	1005 Dewey Avenue	Building Permit	Construct 2-car detached garage at SFR	03/31/15	compliant
2	1101 Dodge Avenue	Building Permit	Convert vacant building into multi-family residence	03/18/15	DAPR 04/15/15
2	1315 McDaniel Avenue A	Building Permit	Add egress windows in basement at MFR	04/02/15	pending staff review
2	1315 McDaniel Avenue B	Building Permit	Add egress windows in basement at MFR	04/02/15	pending staff review
2	1815 Ridge Avenue	Zoning Analysis	Construct 9-story, 155 DU/mixed use building (Planned Development)	08/19/14	pending additional info from applicant
2	2020 Greenwood Street	Building Permit	Convert existing factory into self-storage facility	02/25/15	DAPR 04/15/15
3	1226 Judson Avenue	Zoning Analysis	Construct 1-story addition at SFR	03/31/15	compliant
3	1336 Chicago Avenue	Building Permit	Add exterior lights at commercial property	04/01/15	pending staff review
3	900 Chicago Avenue	Building Permit	Interior remodeling for Convenience Store and Type 2 Restaurant	03/06/15	pending Special Use
4	620 Davis Street	Building Permit	Interior/exterior (storefront) remodeling for Type 1 restaurant (Boiling Point)	02/04/15	pending DAPR
5	1910 Wesley Avenue	Zoning Analysis	Construct one-car attached garage at single family residence	03/27/15	noncompliant
5	2419 Church Street	Building Permit	Construct 2-car detached garage at SFR	03/31/15	compliant
6	2140 Lincolnwood Drive	Building Permit	Construct 2-story addition at SFR (revisions)	03/30/15	compliant
6	2235 Campus Drive	Building Permit	Field turf repairs, exterior lighting modifications (Northwestern University)	03/30/15	pending DAPR
6	2321 Hastings Avenue	Building Permit	Construct 1-story addition with 2-car detached garage at SFR (revisions)	03/31/15	compliant
6	2407 Noyes Street	Building Permit	Construct 1-story addition at SFR	03/31/15	compliant
6	3040 Harrison Street	Building Permit	Replace existing driveway, sidewalks, and landings at SFR	03/31/15	compliant
6	3146 Harrison Street	Building Permit	Construct 1-story addition w/ rear deck at SFR	03/30/15	compliant
6	3330 Central Street	Building Permit	Interior/exterior remodeling (Starbucks)	02/12/15	pending additional info from applicant
7	1812 Central Street	Building Permit	Interior remodeling for spa/nail salon (dba Afsan's Proesthetic Spa)	04/01/15	pending staff review
7	2651 Stewart Avenue	Zoning Analysis	Replace gravel parking pad with asphalt at SFR	03/31/15	compliant
7	2751 Ashland Avenue (formerly 1600 Isabella)	Building Permit	Interior/exterior additions to NU Baseball Field	08/19/14	pending DAPR

7	2753 Girard Avenue	Building Permit	Construct 2-story addition to SFR	04/01/15	pending staff review
8	128-130 Chicago Avenue	Building Permit	Interior/exterior remodeling for change of use (retail service use: U-Haul)	06/26/14	pending DAPR
8	1510 Brummel Street	Building Permit	Construct 1-story addition, rear yard patio at SFR	03/31/15	compliant
8	1909-11 Howard Street	Building Permit	Interior/exterior remodeling (child day care)	03/19/15	DAPR 04/15/15
8	222 Hartrey Avenue	Building Permit	Interior/exterior remodeling (Autobarn)	03/26/15	DAPR 04/15/15
8	805 Mulford Street	Zoning Analysis	Construct new 8-unit condo building with 12 underground parking spaces	01/07/15	pending additional info from applicant
9	1318 Washington Street	Building Permit	Construct deck at SFR	04/02/15	pending staff review
9	1435 Cleveland Street	Building Permit	Construct front porch extension at SFR	03/31/15	compliant
9	825 Asbury Avenue	Zoning Analysis	Construct second story addition to SFR	04/02/15	noncompliant

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	711 Emerson Street	Zoning Complaint	Open parking location and parking stall size	01/20/15	2nd violation letter mailed 03/02/15
2	1804 Washington Street	Zoning Complaint	Automobile Repair establishment in residential district	09/16/14	Drive-by insp. on-going
3	727 Forest Avenue	Major Variance	Height variance for a 3-story addition to a 3-story single family residence	03/09/15	ZBA 04/21/15
4	1323 Ashland Avenue	Major Variance	Interior side yard setbacks for dormer addition, dormer location, interior side yard setback for a detached garage	03/20/15	ZBA 05/05/15 & pending DAPR
6	2109 Central Park Avenue	Zoning Complaint	Illegal Fence	03/12/15	Violation letter mailed 3/16/15
6	2320 Isabella Street	Minor Variance	Building lot coverage for 1-story addition	02/19/15	pending additional info from applicant
6	2411 Noyes Street	Minor Variance	Side yard setback, 2-story addition	03/25/15	determination after 04/06/15
6	2747 Crawford Avenue	Minor Variance	Rear yard setback for a 2-car detached garage	03/27/15	determination after 04/14/15
7	2307 Grey Avenue	Major Variance	Interior side yard setback for a second story addition to SFR	03/20/15	ZBA 04/21/15 & DAPR 04/08/15
8	1719-1723 Howard Street	Major Variance	19 parking spaces where 23 are required & 22' aisle width where 24' is required for medical office	02/10/15	ZBA 04/21/15



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: April 3, 2015

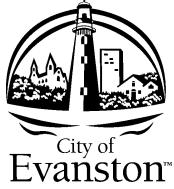
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update
Cases Received, March 30 - April 03, 2015

Field Reports

Ward	Property Address	Construction Type	Inspector notes	Received
1	1515 Chicago Avenue (Hyatt House)	Foundation	Job is on the last portion of the stair wells and elevator shafts. Overhead protection for the public right of way at the west frontage has been installed. Steel work should start in a couple of weeks. Lane reduction has been installed with vehicular barricades, proper signage and fences. Job has been regraded to a rough sub-grade and is in good clean condition through out.	4/2/2015
1	1619 Chicago Avenue (The Merion)	Residential Addition	Job site activity has resumed with excavation. Streets and sidewalks are clean. Fences in good condition.	4/1/2015
1	728 Lincoln Street (Kendall Place)	New Residential Building (SFRs)	Job site is active and in good condition. Three new foundations are underway. Fences and sidewalks are in good condition and soil erosion reports are up to date.	3/30/2015
2	2008 Dempster Street (Goldfish Swim School)	Interior Remodel	Job is active and well maintained. Loose wind screens have been re-secured. Interior construction work is proceeding forward. Pool is now roughed-in. No debris observed in the public right of way.	3/30/2015
3	425 Dempster Street (Chiaravalle Montessori School)	Commercial Addition	Job site is being maintained. Protective barrier has been installed around the skirting of modular classroom. Interior construction is proceeding forward. No debris was observed in the public right of way.	3/30/2015
3	414-424 South Boulevard	Monitoring	No construction or auto repair activity was identified at the time of inspection	4/1/2015
4	1026 Davis Street (Taco Diablo/LuLu's)	Demolition	Job is not active. Wind screens are in place and secured. No debris in the public right of way.	3/30/2015
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Job site is active and being maintained. Wind screens are in place and secured. No debris observed in the public right of way.	3/30/2015
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Job site fences and silt fences comply. South towers are topped out and two north towers at first and second levels.	4/1/2015
8	222 Hartrey Avenue (Autobarn)	Roof	Job is currently installing a new flat roof membrane system. The site is secure with construction fences and locking gates. There is no dust and debris is controlled with on-site dumpsters.	4/1/2015
8	1216-1226 Harvard Terrace	Monitoring	No construction activity has been observed.	4/1/2015
9	702 South Boulevard	Monitoring	No auto repair activity was observed at the time of inspection.	3/30/2015



Memorandum

To: Honorable Mayor and Members of the City Council

From: Carl Caneva, Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: April 2, 2015

There have been no food establishment applications received this week.

Please contact me at 847/859.7831 or ccaneva@cityofevanston.org if you have any questions or need additional information.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: April 3, 2015

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, date received and current status.

Please contact me at (847) 448-8160 or twhittington@cityofevanston.org if you have any questions or need additional information.

**Liquor Licensing Weekly Report
Liquor Applications Received and Pending**

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROPOSED HOURS for LIQUOR SALES	DATE REC'D	STATUS¹
2	Valli Produce	1910 Dempster	F	Grocery Store	8 am – 10 pm; Sun-Sat	03/18/15	April 16, 2015 Liquor Board Meeting
7	Whole Foods Market	2478 Green Bay Road	F-1	Grocery Store with onsite consumption	8 am – 10 pm; Sun-Sat	04/27/15	Pending City Council Approval

¹ Applicants are first noticed to the Liquor Licensing Review Board before proceeding to City Council



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING APRIL 3, 2015

See You Next Week!

On Wednesday, the NWMC Executive Board met and set the agenda for next week's full membership meeting. Highlighting the Wednesday, April 8 NWMC Board meeting agenda will be consideration of the FY2015-2016 NWMC Budget, which is balanced and does not call for an increase in membership dues. The board will also receive a report from the NWMC Nominating Committee, who will report the recommended slate of NWMC officers for FY15-16. Finally, the board will discuss plans for the June 24 NWMC Annual Gala (see related article below) and receive an update on all the action from the capitol as the General Assembly readies for the home stretch of the spring session. We look forward to seeing you all next week!
Staff contacts: Mark Fowler, Larry Bury

Planning for NWMC Annual Gala in Full Swing – How Competitive Are You?

Staff is busy finalizing the event and sponsorship information for the NWMC Annual Gala, scheduled for Wednesday, June 24 at the Hilton Orrington Hotel in *Evanston*. As previously reported, the Conference has discontinued the annual golf outing; therefore, the Gala will now serve as the premier fundraising event for the organization.

One of the highlights of the evening will be a silent auction of baskets prepared by NWMC members. Details on this "friendly" competition will be sent to the membership shortly. **Surely, you can't be outdone by your neighbor, can you?** Start planning today! *Staff contacts: Marina Durso, Karol Heneghan, Mark Fowler, Larry Bury*

Register Today for the Spring NWMC Surplus Vehicle & Equipment Auction!

Now that the snow has finally melted, it's a good time to take a good look at your fleet. If you see rust, wear and tear, safety issues or plain old lot rot, turn surplus vehicles and equipment into cash by selling them at the NWMC Surplus Vehicle and Equipment Auction on Tuesday, May 12, 1:00 p.m. at America's Auto Auction Chicago, 14001 S. Karlov Avenue in Crestwood.

To date, nine municipalities will be participating in the inaugural event at America's Auto Auction and there is still plenty of room available. Please visit <http://www.nwmc-cog.org/Products-and-Services/Auction/NWMC-Americas-Auto-Auction-Registration-Packet-03.aspx> to download the registration packet or obtain additional information. Please contact staff or General Sales Manager, Fred Uhter, 773-294-7213, 708-389-4488 or fred.uhter@americasautoauction.com for questions or additional information.
Staff contact: Ellen Dayan

Time to Enroll in the NWMC EAP

The Conference is pleased to offer participation in the NWMC Employee Assistance Program (EAP) to municipalities, townships, park districts and libraries. Bensinger, DuPont & Associates (BDA) is the program provider and offers confidential, cost free referrals and assessment services twenty-four hours a day for employees and their families. Areas of assistance include dealing with issues such as substance abuse, mental health, family and marital problems, financial and legal matters.

The fee to participate in the program is \$25.00 per employee per year and the contract term is May 1, 2015 through April 30, 2016. To join the program or obtain additional information, please contact Karol Heneghan, 847-296-9200, ext. 124 or kheneghan@nwmc-cog.org. *Staff contact: Karol Heneghan*

Ford Announces Escape, Focus Order Cut Off Dates

Currie Motors has just advised the Suburban Purchasing Cooperative (SPC) that Ford Motor Company has announced the factory order cut off dates for the Escape and Focus. The order cut-off date for the 2015 Ford Escape S (Contract #129) was always April, 2015, but the firm date of Monday, April 6 has now been announced. The order cut off for the 2015 Ford Focus S (Contract #115) is Monday, June 1.

The SPC will submit model year roll over requests to Ford through the program vendor, Currie Motors. For questions or additional information, please contact staff or Tom Sullivan, 815-464-9200 or CurrieFleet@gmail.com. *Staff contact: Ellen Dayan*

Calling All PIO's!! NWMC Communicators Committee to Meet April 15

The next NWMC Local Government Communicators Committee meeting will be held on Wednesday, April 15, 11:30 a.m. to 1:00 p.m. at the *Niles Village Hall*. The committee meets on a quarterly basis and consists of Public Information Officers (PIOs) and related staff from NWMC members who have primary responsibility for communications outreach. The meetings serve as a forum to discuss communications-related issues that are relevant to all Conference members. Topics for discussion often include best practices and innovations in outreach to residents, emergency communications, special events planning, newsletter design and production and more. Please consider assigning a staff member to become involved in this important committee.

Future meetings of the Communicators Committee will be held on July 15 and October 21. For more information or to add a staff member to the committee email list, please contact NWMC staff or *Chairperson and Skokie Director of Marketing and Communications Ann Tennes*, ann.tennes@skokie.org or 847-933-8234. *Staff contacts: Mark Fowler, Chris Staron*

Register Now for the IML Lobby Day

The Illinois Municipal League (IML) will hold its annual lobby day on Wednesday, April 29 in Springfield. The day will begin with a 9:00 a.m. briefing at the IML offices, followed by a day full of lobbying legislators on issues of importance to local governments. The day will culminate with a 6:00 p.m. reception at the Governor's mansion.

To register for IML Lobby Day, please visit <http://legislative.impl.org/page.cfm?key=14734>. Please note the deadline to register is Wednesday, April 22. We hope to see you there! *Staff contacts: Mark Fowler, Larry Bury*

Share Your Opinions on the IEPA Revolving Loan Fund

On Tuesday, staff forwarded an email seeking input on the Illinois Environmental Protection Agency's (IEPA) state revolving loan fund for water infrastructure. From the email:

The Illinois Environmental Protection Agency, the Metropolitan Mayors Caucus and the Metropolitan Planning Council are working together to explore ways to improve access to the State Revolving Fund (SRF) for water and wastewater infrastructure improvement projects.

The [State Revolving Fund](#), also known as the Illinois Clean Water Initiative provides low-interest loans for drinking water and wastewater treatment plants and distribution and collection systems. Wet weather/stormwater management infrastructure projects will also be eligible for low-interest loans, as well.

We are interested in hearing from municipalities and associated consultants who have gone through the loan application process in the past in order to better understand program performance and inform potential improvements for the program.

*This survey, <https://www.surveymonkey.com/s/O6Z6MFX>, is voluntary and information will be kept confidential. All survey responses will be made anonymous when shared with the IEPA or any other organization. We appreciate your candid and thorough feedback by **Friday, April 17, 2015**.*

Please contact Metropolitan Mayors Caucus Director of Environmental Initiatives Edith Makra with any questions, emakra@mayorscaucus.org or 312-201-4506. *Staff contact: Mark Fowler*

Meetings and Events

NWMC Full Board Meeting will be held on Wednesday, April 8, at 7:00 p.m. at Oakton Community College, Room 1604, in *Des Plaines*.

NWMC Legislative Committee will meet on Wednesday, April 15 at 8:30 a.m. at NWMC offices in *Des Plaines*.

NWMC Environmental Best Practices Committee will meet on Wednesday, April 22 at 2:00 p.m. at NWMC offices in *Des Plaines*.

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, April 28 at 10:30 a.m. at NWMC offices in *Des Plaines*. **Please note this is the fourth Tuesday.**

NWMC Transportation Committee will meet on Thursday, April 30 at 8:30 a.m. at NWMC offices in *Des Plaines*. **Please note that this is the fifth Thursday.**