

# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: Friday, May 30, 2014

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for May 23, 2014 – May 29, 2014

### **Administrative Services**

Bids Advertised Week of May 26, 2014

### **City Manager's Office**

Master Council Meeting Agenda Schedule

### **Community Development**

Zoning Report  
Monthly Report

### **Economic Development**

Monthly Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**June 2, 2014**

Rules Committee

Ladd Arboretum Committee

Human Services Committee

[www.cityofevanston.org/humanservices](http://www.cityofevanston.org/humanservices)

**June 3, 2014**

Arts Council's Arts & Business Committee

Zoning Board of Appeals - **Cancelled**

**June 4, 2014**

Site Plan & Appearance Review Committee - **Cancelled**

**June 5, 2014**

Arts Council's Community Relations Committee

Commission on Aging

[www.cityofevanston.org/commissiononaging](http://www.cityofevanston.org/commissiononaging)

Mayor's Downtown Performing Arts Center Task Force

**June 6, 2014**

None



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of May 16, 2014 through May 22, 2014. Please note 311 was closed for Memorial Day 5/26/2014.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2653</b>	<b>2751</b>
<b>SERVICE REQUESTS</b>	<b>614</b>	<b>562</b>
<b>TOTAL CHATS</b>	<b>45</b>	<b>67</b>
<b>TOTAL TEXT</b>	<b>14</b>	<b>4</b>

## Top 5 Service Requests

## Total

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

1. Building Permit Inspection Request	114
2. Broken Parking Meter	59
3. Trash – Special Pick-up	30
4. Tree Evaluation	25
5. Yard Waste	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.*

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services -Parking	289
Administrative Services -Finance	50
Administrative Services -HR	113
Administrative Services - Other	226
Call Transfer	151
City Manager's Office	77
ComDev / Economic Development	24
ComDev/ Bldg Inspections	270
ComDev / Housing Rehab	8
ComDev / Planning/Zoning	13
Directions	10
Evanston Township	18
Fire Life Safety	17
PublicStuff Request	96
Health	69
Information	491
Law	3
Library	9
Mayor's Office	3
Other	36
Other – Social Services	12
Parks – Maintenance	23
Parks – Programs/Picnics/Permits	41
Parks – Other	22
Parks/Recreation	93
Parks – Forestry	96
Parks- Recreation Programs	39
Police	69
Public Works / Fleet	1
Public Works / Street Sanitation	121
Public Works / Engineering	96
Utilities – Power	8
Utilities – Sewer	8
Utilities – Water	51
<b>TOTAL</b>	<b>2653</b>



# Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer  
Tammi Turner, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of May 27, 2014

Date: May 30, 2014

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 May 27, 2014

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council Date
Bid 14-44 Healthy Homes: Lead Remediation in Low Income Housing	Health	Work on this project includes the remediation of lead in low income housing in Evanston, Illinois. Remediation activities include Lead Abatement, Encapsulation, Soil Removal and Replacement, and any other approved alternative methods of lead removal.	\$90,000	Jun 24	Jul 14

## Evanston City Council Agenda Schedule - 2014

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

**2014 Meeting Dates: Jan 13, Jan 21 (Tues), Jan 27, Feb 10, Feb 17, Feb 24, Mar 10, Mar 17, Mar 24, Apr 8 (Tues), Apr 28**

**May 12, May 19, May 27 (Tues), June 9, June 16, June 23, July 14, July 21, July 28, Aug 11, Sept 8, Sept 15, Sept 22**

**Oct 13, Oct 20, Oct 27, Nov 10, Nov 17, Nov 24, Dec 8**

B=Business of the City by Motion    R=Resolution    O=Ordinance

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
Admins Services	6/9/2014	GFOA CAFR Award	A	CC	Lyons	
Admins Services	6/9/2014	IPBC Presentation	P	CC	Lyons	
Admins Services	6/9/2014	Discussion of City's Financial Policies	D	CC	Lyons	
Admins Services	6/9/2014	Annual Accela/Permit and Maintenance Software Contract	B	CC	Lyons	
Utilities	6/9/2014	Washington Street Water Main Lining Contract	B	APW	Stoneback	
Public Works	6/9/2014	Elevator Maintenance Renewal fro Municipal Bldgs	B	APW	Robinson	
Public Works	6/9/2014	Soccer Field Grant - OSLAD	B	APW	Robinson	
Admin Services	6/9/2014	Prevailing Wage	R	APW	Lyons	
Police	6/9/2014	69-O-14: Cell phone fines, seatbelts, etc	O	APW	Eddington	Introduction
Public Works	6/9/2014	Ord 64-O-14: Alley Paving No 1511	O	CC	Robinson	Action
CMO	6/9/2014	Ord 60-O-14; MWEBE/LEP	O	CC	Bobkiewicz	Action
Health/CD	6/9/2014	SWC: Café Mozart	B	PD	Thomas-Smith	
CD	6/9/2014	Amendment to Agreement for Main Street Transit-Oriented Development Study & Plan	R	PD	Muenzer	
CD	6/9/2014	Adoption of Main Street Transit-Oriented Development Study	R	PD	Muenzer	
CD	6/9/2014	910 Hinman parking Variance	O	PD	Muenzer	Introduction
CD	6/9/2014	802 Florence parking Variance	O	PD	Muenzer	Introduction
CD	6/9/2014	Ordinance 57-O-14 Amending Definition and Land Use Regulations for Craft-Breweries	O	CC	Muenzer	Action (continued from 5/27)
CMO	6/9/2014	Façade Imp: Homestead meats	B	EDC	Bobkiewicz	
Law	6/9/2014	Release of Exec Session Minutes/Workers Comp	B	CC	Farrar/Lyons	Exec Session
CMO	6/16/2014	Downtown Evanston	B	CC	Nyden	
Admins Services	6/16/2014	Continuation: CIP Facilities	D	CC	Lyons	Third Monday
CMO	6/16/2014	Plastic Bag Ban	D	CC	Bobkiewicz/Hurley	
Mayor	6/23/2014	IRMCO's 100th Anniversary	PR	CC	Francellno	
Utilities	6/23/2014	Water Meter Purchase	B	APW	Stoneback	
Admin Services	6/23/2014	Police and Firefighter pension actuary	B	APW	Lyons	
Public Works	6/23/2014	Vehicle Purchase	B	APW	Robinson	
Public Works	6/23/2014	Davis Streetscape Furniture	B	APW	Robinson	
Public Works	6/23/2014	50/50 Sidewalk Contract	B	APW	Robinson	
Public Works	6/23/2014	SNAP Lighting	B	APW	Robinson	
Admin Services	6/23/2014	Deputy Treasurer	R	APW	Lyons	

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Law	6/23/2014	Release of Exec Session Minutes	R	APW	Farrar	
Police/Law	6/23/2014	School Resource Officers @ ETHS	R	APW	Eddington/Farrar	
Utilities	6/23/2014	IEPA Loan Authorization	O	APW	Stoneback	Introduction
CD	6/23/2014	Amendments to the Inclusionary Housing Ordinance	O	PD	Muenzer	Introduction
CMO	6/23/2014	Res 12-R-14: Autobarn Sales Tax Sharing	R	EDC	Bobkiewicz	Held at Council Apr 8
CMO	6/23/2014	FEW Spirits	B	EDC	Bobkiewicz	
PRCS	7/14/2014	National Park/Recreation Month	PR	CC	Mayor	
CD	7/14/2014	CPAH Application for Affordable Housing HOME Loan	B	PD	Muenzer	
CD	7/14/2014	Loan application to the Affordable Housing Fund for 319 Dempster	B	PD	Muenzer	
CMO	7/14/2014	Human Rights (LGBT)	R	HS	Bobkiewicz	Introduction
CD	7/14/2014	Emergency Solutions Grant (ESG) Subrecipients	B	HS	Muenzer	
Mayor	7/21/2014	St. Francis Hospital 40 Yr EMS	PR	CC	Francellino/Klaiber	
	7/21/2014	Snow Issues Update				
PRCS	7/21/2014	Piven, Next, Actors Gym, Art Encounter Leases	B	HS	McRae	
PRCS	7/21/2014	Golf Course Lease	B	HS	McRae	
CD	7/28/2014	Housing Authority of Cook County application for HOME funds	B	PD	Muenzer	
<b>Council &amp; Committee Meetings</b>						
Mon, June 2	6:00 PM	Rules Committee				
Mon, June 2	7:30 PM	Human Services Committee				
Mon, June 9	6:00 PM	A&PW, P&D, City Council				
Wed, June 11	7:00 PM	NU-City Committee				
Mon, June 16	7:00 PM	City Council meeting				
Tues, June 17	7:30 PM	Housing & Community Development Act Ctte				
Wed, June 18	6:30 PM	M/W/EBE Advisory Committee				
Mon, June 23	6:00 PM	A&PW, P&D, City Council				
Wed, June 25	6:00 PM	Transportation/Parking Committee				
Wed, June 25	7:30 PM	Economic Development Committee				
Fri, June 27	7:00 AM	Housing & Homelessness Commission				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Dept	Date	Item	Action	Committee	Staff	
Public Works	TBA	BAS Contract - 8 City buildings	B	APW	Robinson	
CD	TBA	Ord 32-O-14: 835 Chicago Ave	O	CC	Muenzer	Action: Introduced 3.24.14
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		
CD	TBA	Zoning for Medical Cannabis	O	PD		
CD	TBA	Urban Farms Spc Use	O	PD		
CD	TBA	Neighborhood Gardens Spc Use	O	PD		
Public Works	TBA	Ecology Center Greenhouse	B	APW	Robinson	
Law	TBA	Title 9 City Code Amendments	O		Farrar	(Introduced 1.27.14)





# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Lorrie Pearson, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: May 30, 2014

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 847/448-8674 or [lpearson@cityofevanston.org](mailto:lpearson@cityofevanston.org) if you have any questions or need additional information.

## Zoning Weekly Update

### Cases Received and Pending, May 23 - May 29, 2014

#### Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	2330 Orrington Avenue	Zoning Analysis	Construct paver patio in rear yard	05/08/14	pending staff review
1	411 Grove Street	Zoning Analysis	Install landing, steps and patio at SFR	05/22/14	pending staff review
1	711 Emerson Street	Building Permit	Int./ext. remodeling to convert SFR to MFR (3 units), estab. 2 open prkng sp.	05/08/14	pending Preservation
2	1320 Ashland Avenue	Building Permit	Int/ext. remodeling at SFR	05/22/14	pending staff review
2	1602 Ashland Avenue	Building Permit	Construct fence	05/23/14	pending Preservation
2	1840 Oak Avenue	Zoning Analysis	Reduce required off-street parking requirement for existing office building	05/02/14	pending additional info from applicant
3	1011 Sheridan Road	Building Permit	Construct new deck, rear patio at SFR	05/15/14	pending staff review
3	223 Kedzie Street	Building Permit	Construct 2-car det. garage using shared driveway with neighbor	05/08/14	pending staff review
4	1026 Davis Street	Building Permit	Demolish existing, construct 2-story building (Type 1 restaurant/retail)	05/14/14	pending staff review
4	1239 Oak Avenue	Building Permit	Front porch addition; replace rear deck	05/29/14	pending staff review
4	923 Ridge Court	Building Permit	Construct 1-story, 4-car detached garage/coach house	05/19/14	pending staff review
5	1000 Foster Street	Zoning Analysis	Demolish existing and construct 3-story mixed-use commercial & 2 DUs	03/21/14	pending additional info from applicant
5	1019 Simpson Street	Zoning Analysis	Demolish SFR and construct 4 DU structure with temporary coach house	04/07/14	pending revisions
5	1935 Wesley Avenue	Zoning Analysis	Construct 1-story addition at SFR	05/23/14	compliant
6	2230 Harrison Street	Building Permit	Rebuild balcony at SFR	05/23/14	pending staff review
6	2325 Forestview Road	Building Permit	Construct 2nd story addition at SFR	05/22/14	pending staff review
6	2404 Hartzell Street	Building Permit	Install rear yard patio at SFR	05/22/14	pending staff review
6	2423 Ridgeway Avenue	Building Permit	Construct 2-car detached garage at SFR	05/22/14	pending staff review
6	2506 Grant Street	Building Permit	Construct front porch, 2nd floor addition at SFR	05/08/14	pending staff review
6	2602 Isabella Street	Building Permit	Construct 2-car detached garage at SFR	05/22/14	pending staff review
6	2723 Thayer Street	Building Permit	Construct new 2 1/2 story SFR	04/17/14	pending additional info from applicant
6	2920 Payne Street	Building Permit	Construct 2-story addition at SFR	05/22/14	pending staff review
6	2921 Simpson Street	Building Permit	Construct 2 1/2 story SFR on vacant lot	05/02/14	pending staff review

6	3028 Grant Street	Building Permit	Construct new driveway, walk, stoop, and patio at SFR	05/28/14	pending staff review
6	3253 Central Street	Building Permit	Demolish existing garage and construct 2-car detached garage	05/23/14	noncompliant
7	1207 Leonard Place	Building Permit	Construct 2-story addition at SFR	05/08/14	pending additional info from applicant
7	1210 Chancellor Street	Zoning Analysis	Construct 2-story SFR on vacant lot	05/22/14	pending staff review
7	1700 Central Street	Building Permit	Interior buildout for restaurant	05/29/14	pending staff review
7	2315 Bryant Avenue	Building Permit	Install new rear yard patio at SFR	05/22/14	pending staff review
7	2440 Bennett Avenue	Building Permit	Construct 1-story addition at SFR	05/14/14	pending staff review
7	2511 Orrington Avenue	Building Permit	Construct 2-story addition at SFR	05/15/14	pending staff review
7	2747-2767 Ashland Avenue	Zoning Analysis	Renovate NU baseball stadium; new concession and locker room facilities	05/19/14	pending staff review
7	2763 Broadway Avenue	Building Permit	Construct 2-story addition at SFR	05/22/14	pending staff review
8	1115 Hull Terrace	Building Permit	Construct deck at SFR	05/13/14	pending staff review
8	218 Richmond Avenue	Building Permit	Interior remodeling of second floor	05/28/14	pending staff review
8	320 Sherman Avenue	Zoning Analysis	Construct 2-story SFR on vacant lot	05/02/14	pending staff review
8	324 Sherman Avenue	Zoning Analysis	Construct 2-story SFR on vacant lot	05/02/14	pending staff review
8	735 Mulford Street	Zoning Analysis	Construct 2-story SFR on vacant lot	05/02/14	pending staff review
9	1328 Dobson Street	Building Permit	Demolish existing garage and construct 2-car detached garage	05/23/14	noncompliant
9	1502 South Boulevard	Building Permit	Construct dormer addition and deck	05/22/14	pending staff review
9	1601 Seward Street	Building Permit	Construct 2nd story dormer addition at SFR.	05/22/14	pending staff review
9	648 Custer Avenue	Building Permit	Construct 2-car detached garage at SFR.	05/22/14	pending staff review
9	808 Washington Street	Building Permit	Construct 1-story addition at SFR	05/22/14	pending staff review

### Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
2	1627 Greenwood Street	Minor Variance	Install 4'h wood fence in street side yard (corner lot)	4/24/2014	determination after 5/21/14
2	1825 Greenwood Street/ 1409 Dodge Avenue	Map Amendment	Rezone from I2 to R4 to convert to 3 dwelling units	03/12/14	<b>PC 06/11/14</b>
2	2113 Maple Avenue	Minor Variance	Interior side yard setback to construct 2nd story addition.	5/2/2014	determination after 5/27/14
3	114 Kedzie Street	Major Variance	Building lot coverage, impervious surface, dist btwn structures for garage	5/23/2014	<b>ZBA 07/01/14 &amp; pending SPAARC</b>
3	835 Chicago Avenue	Planned Development	9 story mixed use retail, office and residential tower	12/30/13	<b>P&amp;D TBD</b>
3	910 Hinman Avenue	Major Variance	Building lot coverage, impervious surface, and open parking for 7 DUs	04/07/14	<b>P&amp;D 06/09/14</b>
4	1314 Wilder Street	Minor Variance	Front yard setback to construct second story addition (revisions)	04/03/14	pending revisions
4	1315 Lee Street	Major Variance	Building lot coverage, impervious surface, side setback for garage	5/23/2014	ZBA 07/01/14 & pending SPAARC
5	1712 Chancellor Street	Minor Variance	Building lot coverage & impervious surface to construct 1-story addition	5/2/2014	determination after 5/25/14
5	1910 Wesley Avenue	Major Variance	Impervious surface ratio and front yard setback for 1-car attached garage	03/28/14	<b>ZBA 06/17/14</b>
6	2336 Cowper Street	Minor Variance	Building lot coverage to construct 2-car detached garage	5/13/2014	determination after 06/10/14
6	2551 Marcy Avenue	Minor Variance	Install 6'h wood fence in street side yard.	5/21/2014	pending staff review
6	2639 Lincolnwood Drive	Minor Variance	Impervious surface ratio to install patio/fire pit	5/14/2014	determination after 06/10/14
7	1402 Fowler Avenue	Minor Variance	Install 4'h wood fence in street side yard of corner lot	5/2/2014	determination after 5/25/14
7	2204 Harrison Street	Minor Variance	Building lot coverage/impervious surface ratio for detached garage	5/22/2014	pending staff review
8	151 Custer Avenue	Minor Variance	Replace 4' chain link fence in street side yard with 6' solid wood fence	5/27/2014	pending staff review
9	1718 Cleveland Street	Minor Variance	Install 5'h wood fence in street side yard.	5/19/2014	pending staff review
9	802 Florence Avenue	Major Variance	Minimum lot size, rear yard setbacks and required parking for lot subdivision	04/02/14	<b>P&amp;D 06/09/14</b>



# Memorandum

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

From: Mark Muenzer, Director of Community Development  
Jeff Murphy, Manager, Building and Inspection Services Division

Subject: May, 2014 Community Development Department Report

Date: May 30, 2014

Please find attached the Community Development Department report for the month of May. It is organized to include both divisions of the department and reports those activities, meetings and actions that have occurred in May, 2014 as well as activities and meetings that are scheduled at this date for June, 2014. The order of the report is as follows:

1. Planning and Zoning Division
2. Building and Inspection Services Division

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

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 – JUNE, 2014 UPCOMING MEETINGS/ACTIVITIES**

<p>Zoning Board of Appeals</p>	<p><b>June 3, 2014, 7:00 PM:</b>  <b>1910 Wesley Avenue:</b> Variances for a 12' front yard setback and 71% impervious surface coverage where a maximum 60% is allowed for an attached one-car garage. The case was previously continued for previously absent ZBA members to vote to gain 4 concurrent votes. The previously absent members cannot attend the June 3, 2014 ZBA hearing, so the meeting is cancelled due to a lack of quorum and the case is continued to June 17, 2014.</p> <p><b>June 17, 2014, 7:00 PM:</b>  <b>1910 Wesley Avenue:</b> Variances for a 12' front yard setback and 71% impervious surface coverage where a maximum 60% is allowed for an attached one-car garage. The case was previously continued for previously absent ZBA members to vote to gain 4 concurrent votes.</p>
<p>Plan Commission</p>	<p><b>June 11, 2014 7:00 PM</b>  <b>Zoning Ordinance Map Amendment – Rezoning of 1409 Dodge Ave and 1825 Greenwood St from I2 to R4 –</b> The property owner is requesting a Zoning Ordinance Map amendment to rezone the property from I2 – General Industrial to R4 – General Residential. The lot currently includes two addresses and is improved with a single family home commonly known as 1825 Greenwood St (front lot) and a vacant one-story former automobile repair shop commonly known as 1409 Dodge Ave (rear lot). The applicant is proposing to renovate the existing single family home and the convert the one-story automobile repair shop (including adding a second floor) into a two-family dwelling structure. If the proposed rezoning is approved, the proposal will be scheduled for the Zoning Board of Appeals likely in July as the proposal requires several variations to accommodate the proposed renovations to the front and rear buildings. The Zoning Committee of the Plan Commission unanimously recommended approval of the proposed rezoning at its May 21, 2014 meeting.</p> <p><b>Zoning Ordinance Text Amendment – Notice Requirements –</b> Staff is proposing a Zoning Ordinance Text Amendment to clarify public notice requirements (Section 6-3 of the Municipal Code) for all zoning applications. Specifically, the amendment will clarify that a noticed provided for the initial public hearing suffice for any continued hearing of any case. The Zoning Committee of the Plan Commission unanimously recommended approval of the proposed amendment at its May 21, 2014 meeting.</p> <p><b>Zoning Ordinance Text Amendment – Permitted and Special Uses in Business (B) districts regarding Office and Financial Uses–</b> Staff is proposing a Zoning Ordinance Text Amendment to amend the list of permitted and special uses in the B1, B1a and B2 districts. Specifically, staff is proposing to allow office uses and financial institution uses as special uses in the B1, B1a and B2 districts. The intent of the amendment is to encourage more retail and service uses within such districts to improve the retail character of the districts. The Zoning Committee of the Plan Commission discussed the proposed amendment at its May 21, 2014 meeting. The committee forwarded a positive recommendation to the Plan Commission provided that the B3 district is included in the amendment and that office and financial uses only on the ground floor be allowed as special uses. The recommendation also stated the office and financial uses on the floors above the ground level should be continued to be allowed as by-right permitted uses in all B districts.</p> <p><b>Zoning Ordinance Text Amendment – Neighborhood Gardens, Urban Farms and Rooftop Urban Farms</b>          Staff is proposing a Zoning Ordinance Text Amendment to establish land use definitions and land use regulations for Neighborhood Gardens, Urban Farms and Rooftop Urban Farms. Specifically, the Neighborhood Garden would be allowed as a permitted use in all districts except for the Downtown (D) districts. In Downtown (D) Districts, the Neighborhood Garden would be allowed as a Special Use. The proposed Urban Farm use would be allowed as a special use in the Industrial (I) districts. The proposed Rooftop Urban Farm use would be allowed as a special use in the B, C, D, I, M, RP and O1 Districts. The proposed amendment was approved by the Plan Commission in fall of 2012 but was never presented to the City Council.</p>
<p>Comp Plan Committee of the Plan Commission</p>	<p>There is no Comprehensive Plan Committee meeting scheduled in June.</p>
<p>Zoning Committee of the Plan Commission</p>	<p>There is no Zoning Committee meeting scheduled in June.</p>

<p>Housing &amp; Community Development Act Committee</p>	<p><b>June 17, 2014, 7:30 PM:</b> No agenda items requiring action by the committee have been identified at this time..</p> <p>The City re-submitted its 2014 Action Plan to HUD on April 4, 2014. Staff has responded to questions from HUD and is awaiting approval of that plan. Presentation of the Analysis of Impediments to Fair Housing Choice will be scheduled at a committee meeting in June or July or at a special meeting, dependent on scheduling.</p>
<p>Housing &amp; Homelessness Commission</p>	<p><b>June 27, 2014, 7:00 AM:</b> Meeting agenda has not been determined at this time, but will likely include the follow up to HODC's request for Affordable Housing Funds for security cameras, HOME request from the Housing Authority of Cook County for the redevelopment of 2 senior/disabled buildings, Community Partners for Affordable Housing HOME request for \$300,000 for 3 additional units for rental as part of the Attorney General's foreclosure settlement, and the presentation of the 2014 Emergency Solutions Grant grantees.</p>
<p>Sign Board</p>	<p><b>June 12, 2014:</b> Request for variation for a freestanding sign with changeable copy has been submitted for 1975 Green Bay, Meineke Auto</p>
<p>Preservation Commission</p>	<p><b>June 3, 2014</b> is the deadline for submitting applications for the next Preservation Commission meeting on June 17, 2014.</p>

**Planning and Zoning – MAY, 2014 MEETINGS/ACTIVITIES**

<p>Zoning Board of Appeals</p>	<p><b>May 6, 2014, 7:00 PM:</b>  <b>2114 Jackson Avenue:</b> Special use permit for Commercial Indoor Recreation, <i>Precision Multisport</i>, in the MXE District. The case was recommended for approval and approved at P&amp;D/City Council on May 12<sup>th</sup>.  <b>1910 Wesley Avenue:</b> Variances for a 12' front yard setback &amp; 71% impervious surface coverage where a maximum 60% is allowed for an attached one-car garage. The case was continued to 5/20/14 so that adjacent property owners who were not present could comment.  <b>635 Chicago Avenue:</b> Special use permit for a Type 2 Restaurant, <i>YoFresh Yogurt Café</i>, in the C1a District. The case was recommended for approval and approved at P&amp;D/City Council on May 27<sup>th</sup>.  <b>802 Florence Avenue:</b> Variances to subdivide one lot of record that is legal-nonconforming with three dwelling units into two lots of record. Lot 1 variances: 4,000 square foot lot size where the minimum lot size for single family residence lots is 5,000 square feet; 19.3' rear yard setback for the existing single family home; 3.5' north interior side yard setback for detached garage where 5' is required. Lot 2 variances: 4,900 square foot lot size where the minimum lot size for two-family residence lots is 7,000 square feet; 15' rear yard setback for the existing two-family residence; zero parking spaces where 3 parking spaces are required. The applicant had an emergency and could not attend the meeting, so the case was continued without discussion the May 20, 2014.</p> <p><b>May 20, 2014, 7:00 PM:</b>  <b>1910 Wesley Avenue:</b> Variances for a 12' front yard setback and 71% impervious surface coverage where a maximum 60% is allowed for an attached one-car garage. The ZBA voted 2-2, so the case was continued to June 3, 2014 for the remaining ZBA members to vote.  <b>910 Hinman Avenue:</b> Variances to construct a 4-story, 7-dwelling unit multifamily residence with 62.2% building lot coverage where a maximum 45% is allowed, 78% impervious surface coverage where a maximum 60% is allowed, four open parking spaces that are not within 30' of the rear property line where open parking must be within 30' of the rear property line. The case was motioned for approval and recommended 3-2 for approval, which means the case was recommended for denial with a lack of 4 votes in favor. The case is scheduled for P&amp;D June 9<sup>th</sup>.  <b>802 Florence Avenue:</b> Variances to subdivide 1 legal-nonconforming lot of record with 3 dwelling units into two lots of record. Lot 1 variances: 4,000 square foot lot size where the minimum lot size for single family residence lots is 5,000 square feet; 19.3' rear yard setback for the existing single family home; 3.5' north interior side yard setback for detached garage where 5' is required. Lot 2 variances: 4,900 square foot lot size where the minimum lot size for two-family residence lots is 7,000 square feet; 15' rear yard setback for the existing two-family residence; zero parking spaces where 3 parking spaces are required. The case was motioned for approval and recommended 2-3 for approval, which means the case was recommended for denial. The case is scheduled for P&amp;D June 9<sup>th</sup>.</p>
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<p>Plan Commission</p>	<p><b>May 14, 2014 7:00 PM</b>  <b>Main Street Transit Oriented Development (TOD) Study-Recommendation for adoption.</b> In February, 2013, the City entered into an agreement with Parsons Brinckerhoff to create a new vision for the Main St. Metra and CTA Stations and to enhance the multi-modal mobility and connectivity between the stations, the Main Street Business District and the surrounding neighborhoods. The study is funded 75% through an RTA grant and a 25% City contribution. Staff and the consultant presented the final report of Main St. TOD Study for adoption on April 9, 2014 Plan Commission hearing. The case was continued to provide Plan Commission members additional time to review the final report and provide any comments and input to the chairman and staff. At its May 14, 2014 meeting, the Plan Commission forwarded a positive recommendation to the City Council regarding the Study noting that additional studies are needed for major improvements to the stations and zoning changes recommended in the final report of the Study.</p>
<p>Comp Plan Committee of the Plan Commission</p>	<p><b>May 13, 2014 7:30 AM</b>  The Comprehensive Plan Committee met to continue the discussion on the need for the new Comprehensive Plan. The Committee discussed a number of topics including: how to identify different stakeholders, their goals and how they overlap for their input to the Plan, the two Comprehensive Plans (Cincinnati, OH and Winston-Salem/Forsyth County, NC) that won APA awards for best Comp Plans in 2014, value of Northwestern University and other nonprofit organizations to the City, how to measure good progress by the City, how to increase density in single family residential neighborhoods, expected change in the transportation mode shift in the future and change in living and commuting preferences by the millennials and aging baby boomers.</p>
<p>Zoning Committee of the Plan Commission</p>	<p><b>May 21, 2014 7:00 PM</b>  <b>Zoning Ordinance Map Amendment – Rezoning of 1409 Dodge Ave and 1825 Greenwood St from I2 to R4 –</b> The property owner is requesting a Zoning Ordinance Map amendment to rezone the property from I2 – General Industrial to R4 – General Residential. The lot currently includes two addresses and is improved with a single family home commonly known as 1825 Greenwood St (front lot) and a vacant one-story former automobile repair shop commonly known as 1409 Dodge Ave (rear lot). The applicant is proposing to renovate the existing single family home and the convert the one-story automobile repair shop (including adding a second floor) into a two-family dwelling structure. If the proposed rezoning is approved, the proposal will be scheduled for the Zoning Board of Appeals likely in July as the proposal requires several variations to accommodate the proposed renovations to the front and rear buildings. The Zoning Committee of the Plan Commission unanimously recommended approval of the proposed rezoning.</p> <p><b>Zoning Ordinance Text Amendment – Notice Requirements –</b> Staff is proposing a Zoning Ordinance Text Amendment to clarify public notice requirements (Section 6-3 of the Municipal Code) for all zoning applications. Specifically, the amendment will clarify that a noticed provided for the initial public hearing suffice for any continued hearing of any case. The Zoning Committee of the Plan Commission unanimously recommended approval of the proposed amendment.</p> <p><b>Zoning Ordinance Text Amendment – Permitted and Special Uses in Business (B) districts regarding Office and Financial Uses–</b> Staff is proposing a Zoning Ordinance Text Amendment to amend the list of permitted and special uses in the B1, B1a and B2 districts. Specifically, staff is proposing to allow office uses and financial institution uses as special uses in the B1, B1a and B2 districts. The intent of the amendment is to encourage more retail and service uses within such districts to improve the retail character of the districts. The Zoning Committee of the Plan Commission discussed the proposed amendment and forwarded a positive recommendation to the Plan Commission provided that the B3 district is included in the amendment and that office and financial uses only on the ground floor be allowed as special uses. The recommendation also states the office and financial uses on the floors above the ground level should be continued to be allowed as by-right permitted uses in all B districts.</p>



Housing & Community Devel Act Committee	<p><b>May 20, 2014, 7:30 PM:</b> The committee allocated \$124,680 additional 2014 CDBG funding to the following activities: \$24,936 to CDBG Administration/Planning; \$21,900 to Summer Youth Employment &amp; Certificate of Rehab program; \$22,132 to CDBG Targeted Code Enforcement and \$55,712 to the CDBG Economic Development loan program. The committee approved Family Focus' request to carry over unspent 2013 capital funds in the amount of \$7,516.02 to their 2014 capital project and voted to recapture \$5,245.12 in unspent funds from Evanston Day Nursery's 2012 project, which will be reallocated as part of the 2015 Action Plan. The public meeting for presentation of the Analysis of Impediments to Fair Housing Choice was scheduled for July 22, pending confirmation of availability of Mullin and Lonergan staff. The committee discussed ways to increase public engagement in the development of the 2015-2019 Consolidated Plan. Staff will arrange a committee meeting or a tour at 1817 Church Street in order to see progress on the rehab of that property.</p>
Housing & Homelessness Commission	<p><b>May 16, 2014, 7:00 AM:</b> Agenda items included an overview of proposed modifications of the Inclusionary Housing Ordinance. Recommendations and an HODC's request for Affordable Housing Funds for security cameras at 319 Dempster.</p>
Sign Board	<p><b>May 8, 2014:</b> No meeting was held as no variations had been requested.</p>
Preservation Commission	<p><b>The Preservation Commission review the following projects at its May 20, 2014 meeting:</b></p> <p><b>2349 Sheridan Road</b> (Landmark lot of record) – Robert Carlton of Northwestern University, owner / Dan Weese, applicant. East elevation: New concrete accessible ramp from grade top first floor, new painted steel guardrail at existing front porch new front entry to replace existing non-original entry - new entry to match entry as detailed in original construction documents, rebuilding existing masonry parapet. West elevation: new mechanical louvers basement level. Restoration of existing wood window sashes – routed to accept insulated glazing – no change to the existing wood frames [Alteration] Result: <b>Approved</b></p> <p><b>1239 Oak Avenue</b> (LSHD) – Alex Zupanzic, owner / Beth DeBaker, applicant. Proposed renovations to the existing single family home include the addition of a covered front porch and new window and door locations. At the rear of the home, removal of existing second floor deck and related sliding glass doors are proposed along with new rear entry door location. Changes proposed are to accommodate updated floor plan with center entry front door and historically-influenced covered front porch. Research at the Evanston History Center revealed this home previously had a covered front porch and this type of entry is compatible with the architectural style of the home and creates and harmonious streetscape with neighboring properties [Alteration/Demolition] Result: Approved</p> <p><b>OTHER EVENTS:</b>  May 27, 2014 Presentation of the Preservation &amp; Design Awards  May 31, 2014 Preservation and Sustainability Roundtable</p>

Preservation Projects  
Approved by Staff

**Staff reviewed/approved in May 2014 the following Certificate of Appropriateness applications:**

- 1126 Hinman** - Install 4' high fence and gates on other side of house w/ gate and between detached garage and property
- 1427 Hinman** - Install solar panels for hot water system. Panels located at rear of roof facing south and at the same slope as the roof.
- 864 Sheridan** - Replacing existing wood fence along the east and west property lines at rear of house. The new wood fence is of the traditional style, 6' H x 292' L linear feet.
- 1246 Maple** - New wood fence to replace existing wood fence 6' H x 220' L (total) sides and rear yard.
- 2024 Orrington** - Replace existing wood fence at the sides and back of the house along the property lines. The fence is wood (dog ear style) 4' and 6' high at certain locations and 172' long total.
- 2727 Lincoln** - Tear off cedar shakes roofing material, install new cedar shakes and copper flashing to match the existing.
- 111 Burnham** - Tear off flat portion of roof and re-roof with new roofing material (granulated modified bitumen)
- 1027 Greenwood** - Replace existing fence along east property line and interior side yard and on the west interior side yard (4' H x 54.5' L-linear feet). Cedar wood fence (top rail spaced).
- 1422 Hinman** - Tear off existing asphalt shingles from house roof. Install new Timberline HD life-time asphalt shingles.
- 732 Madison** - Remove existing fence and back deck and replace. Fence to be approximately 20' longer per markings on submitted surveys. Deck to be simpler than existing. The lower deck is to be removed.
- 732 Madison** - Remove existing fence along the side and rear property line and back deck (5' x 10' -6'W x 4'H) and replace. Fence to be replaced "as is" on same location, same height, same length (6'-0" H x 180' L) and same material (wood) . Deck to be simpler than existing. The lower deck is to be removed.
- 1734 Asbury** - Re-point brick from chimney(s) with type 'O' mortar to match existing.
- 1008 Wesley** - Tear off/reroof -Removing and Replacing Materials in kind
- 610 Davis** - Replace existing flat roof with modified bitumen.
- 1311 Judson** - Remove existing wood fence on along south side and east rear property lines and replace with new stockade wood fence 6' H x 204' (linear feet) .
- 2306 Harrison** - Remove and replace existing 4' high x 182' (linear) wood fence with spaced picket wood fencing with flat top along the east property line and setback 3' from the northeast corner of the house and ending at the southeast corner of garage.
- 623 Judson** - Replace existing wood fence (solid Custom style) 6' H x 132' L.F. on north, south and east rear property lines. Replacement in kind.
- 2410 Lawndale** - Replacing a 6ft high fence along the rear property line
- 2029 Sheridan** - Replace 3 windows with louvers for the new air handling system and the existing windows that have a modified lower sash for the existing AC window unit, will be converted to windows to match existing. Existing windows are non-original newer aluminum windows.
- 716 Brummel** - Install Mitsubishi A/C system on the roof. 4 new ACs 8 ft from edge of building.
- 1222 Asbury** - Strip house roof down to roof boards. Install ice shield, felt, paper and re-roof with asphalt shingles.
- 1433 Hinman** - Install solar panels for water heating system. Solar panels located at the rear of the roof, facing south.
- 903 Monroe** - Replace 32 existing aluminum triple track storm windows with new aluminum triple track storm windows.
- 231 Dempster** - Relocation or demolition of existing garage. If garage is demolished, the new garage has to be built according to the plans approved by the Preservation Commission on December 17, 2013.
- 1114 Lake** - Install a new aluminum fence 38" high x 88' long on the front and 75' long on the south side.
- 903 Monroe** - New fence constructed at north and east sides of property 4' in height. Preservation Commission recommended fence variation on 8/28/2013.
- 1100 Oak** - Replace existing wood wall, gate and vertical pickets in kind, same height and length. Pay attention to detail for trim, cap, curved cap, vertical pickets, cedar shakes (repair rather than replace whenever possible). Pay attention to gate details.
- 1331 Asbury** - Install new wrought iron gate (6' H x 7' L) and a traditional style wood fence (6' H x 129' L) along the south property line and on the rear yard. The gate is perpendicular to the house on the interior south side yard.
- 634 Sheridan** - Tear off existing asphalt shingles and replace with new landmark architectural shingles
- 2519 Orrington** - Replacement of existing chain link fence and stockade style fence with red cedar fence in the traditional style (6' H x 150' L) along the south, north and east rear property line, and two gates at the rear.
- 472 Sheridan** - Replace AC unit from roof
- 807 Lincoln** - Install 4' high fence and gates on other side of house w/ gate and between detached garage and property line

## Planning and Zoning – APPROVED &amp; ACTIVE PLANNED DEVELOPMENTS

<b>1717 Ridge (former Sienna vacant site)</b>	The property was recently sold and is approximately 90% leased.
<b>AMLI Development - 737 Chicago Avenue</b>	The site of this mixed use Planned Development with 214 residential rental units is open and 68% leased.
<b>1700 Central Street</b>	The site of this mixed use Planned Development with 80 residential rental units is open and 75% leased.
<b>1890 Maple/1881 Oak</b>	The development of 258 residential rental units is under construction with a full building permit.
<b>North Shore Residence - 1611 Chicago Ave</b>	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition is under review and construction is to begin in May.
<b>1515 Chicago Ave- Hyatt House Extended Stay Hotel</b>	The 8-story 114-room hotel with 33 on-site parking spaces was approved by the City Council on April 28, 2014. The applicant is expected to submit an application and plans for a building permit in the summer of 2014.

## NSP2

<b>NSP2 Properties</b>	<p>1217 Mulford Unit 1 closed on May 16, 739 Dobson #1, 2020 Brown, 713 Mulford and 445 Sherman #203 are under contract. One property, 619 Case #1, is listed without an offer. Due to low inventory, registration for the homebuyer program was closed in April and a list of additional interested parties is being maintained until all properties are sold. Homebuyer counseling will continue for people who are pre-approved for purchase until remaining homes are sold, expected to be by the end of summer 2014.</p> <p>The wait lists for Emerson Square and LiveEvanston scattered site rentals are currently closed. Wait lists for scattered site units may be opened in the months ahead for some unit sizes, depending on lease renewals. Vacancies are not expected at Emerson Square until later in the year based on first lease up in summer-fall 2013.</p>
<b>Rehabilitation/Clearance Work</b>	A previously unknown underground storage tank is being removed as part of the voluntary cleanup of contamination at 2113 Dewey following the demolition of the blighted residential structure on that site. Disposition of the cleared site will be determined before program closeout.
<b>Emerson Square</b>	All buildings are complete and units rented and occupied. Final work on the park and other infrastructure is being completed before the street and park are dedicated to the City.
<b>Land Banked Properties</b>	HUD approved land banking of properties where the housing acquired was demolished due to deteriorated condition because there are insufficient funds to redevelop them at this time. Disposition of one property, 1941 Jackson Ave, through a Development & Affordable Housing Agreement with ETHS & Community Partners for Affordable Housing was approved by Council at the September 23, 2013 meeting. ETHS students are building a house for the site in ETHS' Geometry In Construction class. Preliminary date to move the structure to the site is 6/16/14. The completed house will be sold to an income eligible household by CPAH. Any properties whose disposition has not been determined prior to grant closeout will be land banked for up to 10 years.

**BUILDING & INSPECTION SERVICES – Permit Application Status as of MAY 31, 2013**

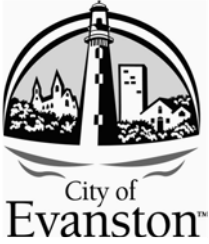
Ward	Property Address	Project Description	Received	Status
1	101 Ridge	Remodel interior and storefront of existing store/ gas station	12/17/13	Issued
2	1829 Dempster	Renovate exterior and interior of existing Burger King	10/23/13	Issued
2	1120 Dodge	Remodeling into Goldfish Swim School	11/13/13	Reviewed
2	2025 Dempster	Remodel into soccer practice facility	12/26/13	Issued
3	425 Dempster	Addition to the Montessori school	01/17/14	Reviewed
3	1231 Chicago	Cleaning and tailoring store	01/17/14	Issued
4	1560 Oak Avenue	Interior and exterior remodeling to the <i>Museum of Time &amp; Glass</i>	08/21/13	Approved
4	820 Davis	Remodel 2nd floor offices	05/22/13	Approved
4	1009 Davis	Remodel into restaurant	11/25/13	Issued
4	1501 Sherman	Remodel 1st and 2nd floors of existing hotel	12/27/13	Reviewed
4	1007 Davis	Create new restaurant	01/02/14	Approved
7	1022 Central	Convert store into "Hospitality Suite" for hospital visitors	12/02/13	Issued
7	1841 Sheridan	Build-out of non-parking portion of new building for Visitor Center	12/23/13	Approved
7	2311 Campus	NWU North Parking Garage build-out of non-parking area for Comm. Center	01/17/14	Approved
8	100 Asbury	Make small addition to IHOP seating area	12/3/13	Approved

**BUILDING & INSPECTION SERVICES - Housing Rehabilitation**

Ward	Address	Housing Rehab Event
8	1428 Dobson	Exterior work in progress, interior completed – 1 Unit
5	2022 Brown	Application not approved
8	132 – 136 Ridge	Multi-Family Rehab - Reviewing Bids - 6 Units – In progress
8	957 – 959 Dobson	Multi-Family Rehab – Reviewing Bids - 6 Units – In progress
8	961 – 963 Dobson	Multi-Family Rehab – Reviewing Bids - 6 Units – In progress
8	1831 – 23 Brummel	Patricia Lloyd Townhomes – Developing Scope of Work/Cost estimate – 5 Units
2	1802 Greenleaf	Financial review completed; scope of work under review – 1 unit
5	1720 Grey	Approved – 1unit

**BUILDING & INSPECTION SERVICES - New Business Application Status**

Ward	Property Address	Business Name	Received	Status
1	1712 Sherman Ave.	Bookends & Beginnings	11/15/2013	Permit 14ELEC-0109 issued on 4/30/14 for new electrical service
2	1808 Dempster St.	Marie's Flowers	04/24/2014	General business license issued 5/07/14
3	900 Chicago Ave.	Northshore Kitchen and Bath	11/20/2013	Permit 14ELEC-0099 issued on 4/14/14 for miscellaneous electrical repairs
3	1303 Chicago Ave.	Studio Armadi, LLC	11/20/2013	Permit 14CCCD-0039 issued on 4/14/14 to install RPZ
4	602 Davis St.	Gather, LLC	05/22/2014	Awaiting Fire/Life-Safety inspection
5	2114 Jackson Ave.	Precision Multisport	05/20/2014	New business walkthrough inspections scheduled for May 29
6	2521 Gross Point Rd.	JALIKA, LLC	05/07/2014	Awaiting payment of fees
	Not Evanston Based, but doing business in Evanston.	Jeff Olson Landscaping, Inc.	05/26/2014	General business license issued 5/05/14



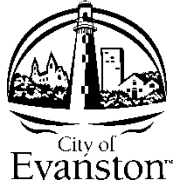
DATE: May 30, 2014  
 TO: Wally Bobkiewicz, City Manager  
 FROM: Mark Muenzer, Director of Community Development  
 Jeffrey Murphy, Division Manager, Building and Inspection Services  
 SUBJECT: Building Permit & Construction Value Financial Report for May 2014

**BUILDING PERMIT FEES**

TOTAL PERMIT FEES COLLECTED FOR THE MONTH OF MAY 2014	\$	<b>287,927</b>
TOTAL PERMIT FEES COLLECTED FISCAL YEAR TO DATE MAY 2014	\$	<b>2,648,740</b>
TOTAL PERMIT FEES COLLECTED FOR THE MONTH OF MAY 2013	\$	<b>823,979</b>
TOTAL PERMIT FEES COLLECTED FISCAL YEAR TO DATE MAY 2013	\$	<b>2,724,886</b>

**CONSTRUCTION VALUES**

TOTAL NEW CONDOMINIUM CONVERSION CONSTRUCTION VALUE	\$	-
TOTAL NEW SINGLE FAMILY CONSTRUCTION VALUE	\$	325,000
TOTAL NEW COMMERCIAL CONSTRUCTION VALUE	\$	347,050
TOTAL EXISTING RESIDENTIAL CONSTRUCTION VALUE	\$	1,267,135
TOTAL EXISTING COMMERCIAL CONSTRUCTION VALUE	\$	6,500,000
TOTAL EXTERIOR REMODEL CONSTRUCTION VALUE	\$	-
TOTAL INTERIOR ONLY REMODEL CONSTRUCTION VALUE	\$	1,915,231
TOTAL NEW/EXISTING GARAGE CONSTRUCTION VALUE	\$	224,650
TOTAL DECK AND PORCH CONSTRUCTION VALUE	\$	31,900
TOTAL ROOFING ONLY CONSTRUCTION VALUE	\$	-
TOTAL NEW/EXISTING MISC. CONSTRUCTION VALUE	\$	1,188,541
<b>TOTAL CONSTRUCTION VALUE FOR MAY 2014</b>	<b>\$</b>	<b>11,799,507</b>
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR TO DATE MAY 2014</b>	<b>\$</b>	<b>189,129,415</b>
<b>TOTAL CONSTRUCTION VALUE FOR MAY 2013</b>	<b>\$</b>	<b>45,543,952</b>
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR TO DATE MAY 2013</b>	<b>\$</b>	<b>155,941,566</b>



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Nyden, Economic Development Division Manager

Subject: Monthly Economic Development Report for May 2014

Date: May 29, 2014

## Discussion

Enclosed is the monthly report of economic development activities for the month of May 2014. The report summarizes meetings, ongoing initiatives, new businesses, marketing activities, as well as activity reports on key economic development projects and sites.

Please contact me at 847/448-8014 or [jnyden@cityofevanston.org](mailto:jnyden@cityofevanston.org) if you have any questions or would like to discuss the information contained further.

**March 2014 UPCOMING MEETINGS & EVENTS**

<p>Economic Development Committee</p>	<p>The next regularly scheduled meeting of the Economic Development Committee will be Wednesday July 9, 2014 at 7:30 pm in room 2200 of the Civic Center.</p> <p>The Economic Development Committee held a meeting on May 28, 2014. The agenda included: Items for Consideration: A) Consideration of Financial Assistance for Homestead Meats for the Façade Improvement Program; B) Consideration of Funding Requests for the Great Merchants Grant; C) Consideration of Annual Funding Request from North Shore Convention and Visitors Bureau; and D) New Auto Barn Sales Tax Sharing Agreement.</p> <p>Items for Discussion: A) Update on City Logo; B) Proposed Changes/Additions to the Façade Improvement Program; C) Cook County Bureau of Economic Development Introduction</p> <p>Communications: A) Update on Wayfinding Signage Program B) Announcements/Updates from EDC Members; B) Monthly Economic Development Communication;</p>
<p>Howard Street Business Association</p>	<p>Tuesday, June 10, 2014 at 7pm at the Police Outpost at 633 Howard Street.</p>
<p>Evanston West Village Business Assoc. (EWWBA)</p>	<p>The Association held a gathering of local businesses on May 19, 2014. The next meeting is scheduled in June.</p>
<p>WestEnd Business Association</p>	<p>The last association meeting was held on April 29, 2014. The next meeting will be June 24, 2014.</p>
<p>Business District Head Meeting</p>	<p>This is a meeting of key representatives from Evanston's business and merchant groups. The next meeting will be held on June 17, 2014.</p>

**On-Going Activities**

<p>Health and Wellness Initiative</p>	<p>The next meeting of the Health &amp; Wellness working group will be May 30, 2014. Focus will be on summer and fall event planning.</p>
<p>New Business Openings, Expansion, and/or Relocations –March/April 2014</p>	<p>Lyfe Kitchen (1603 Orrington Avenue); Frio Gelato (1701 Simpson Street); Just Turkey (2430 Main Street); Adiana Strings (636 Church Street); Tutti Frutti Yogurt (809 Davis Street); Fitness Avenues (1910 Main Street); The Fitness Matrix (2306 Main Street); Lao Sze Chuan (1633 Orrington Avenue); DMK Burger &amp; Fish (815 Noyes Street); Brew Camp (821 Chicago Avenue); the Peckish Pig (623 Howard Street);</p>
<p>Marketing</p>	<p>Staff continues to utilize evanstonedge.com to feature local businesses, and also comprehensive twitter, linked in, and Facebook strategies. With the addition of Pinterest Places, staff will be updating a Pinterest Page to utilize this new technology.</p>



<p>Technology/ Entrepreneurship /Innovation Events</p>	<p>Economic Development Staff in collaboration with Library Staff launched NextChapter Evanston - Entrepreneurship workshops, mentoring, and events for Evanston’s earliest stage businesses to be housed on the 3rd floor of the Main Library. Private partners have been offering seminars at no cost to attendees. Participant appreciation / launch event planned for June. Latest updates on <a href="http://www.nextchapterevanston.com/">http://www.nextchapterevanston.com/</a></p> <p>Staff continues its outreach to individual growth companies and entrepreneurs to determine ways in which the city can support the start-up climate in Evanston.</p> <p>Staff has supported / co-hosted several RISE! events. RISE! is Evanston’s high growth company CEO peer-to-peer network.</p> <p>Staff has begun adding Evanston-based startups to the <a href="http://www.builtinchicago.org">builtinchicago.org</a> digital startup community to raise the profile of Evanston’s startup community. <a href="http://www.builtinchicago.org/companies/map-chicago-startups">http://www.builtinchicago.org/companies/map-chicago-startups</a></p>
<p>Small Business Assistance</p>	<p>Economic Development staff continues to work with existing businesses, assisting them in pursuing physical upgrades and expansions, facilitating them through the various permitting processes, etc. Staff is also working with several new small businesses ranging from cafes and restaurants to retailers, small office users and entertainment uses. Since the start of 2014, staff has worked with 15 leads for potential new small businesses.</p> <p>Staff presented to the Economic Development Committee on May 28, 2014 a potential revision to the façade improvement program to support retail development in Evanston through small business assistance for interior build out. Program to be marketed as the Storefront Improvement Program</p>
<p>Façade Improvement Program</p>	<p>Staff continues to meet and work with other businesses interested in the program. Several Inquiries have been received and staff expects to see several businesses apply for a grant within the next 1 – 2 months. A revision of the program is currently underway which would allow for some interior build-out to be included in the list of eligible projects. Will be brought for discussion to May Economic Development Committee meeting. See above.</p>
<p>Vacancy Rates</p>	<p>Vacancy rates as of 1<sup>st</sup> Quarter 2014 are: 8.7% for office 9.7% for industrial 10.5% for retail/ restaurant spaces</p>
<p>Great Merchant Grant Program</p>	<p>Staff is bringing a revised program for discussion to the May 28, 2014 Economic Development Committee meeting along with grant requests from four business associations.</p>

**KEY ECONOMIC DEVELOPMENT SITE ACTIVITY REPORT**

Site location	Overview of Development Opportunities	Bldg. Area	Site Area (Approx.)	Next Steps
1817 Church St.	City Council approved a \$200,000 construction loan funded from the West Evanston TIF to Evanston North Shore Contractors Cooperative to redevelop 1817 Church Street as a contractor cooperative.	NA	5,764	The Evanston North Shore Contractors Cooperative is in the midst of interior build out. Expansion is complete. Interior framing, drywall install, and painting continues. Construction completion anticipated late-2014.
Evanston Plaza	WHI Real Estate Partners LLC and Bonnie Investment Group have formed a partnership to revitalize the center.	N/A	212,373	Bonnie Management continues to market the plaza to national retailers, services, etc. Staff remains in contact with Bonnie Management on a regular basis. Several independent grocers have expressed interest in the former Dominick's site. There are currently 8 years remaining on the lease at Evanston Plaza.
Asbury/ Oakton	Staff has on-going conversations with property owner regarding potential business prospects that might be well-suited for the site. Property owner is currently not interested in selling the property.	14,000	19,000	Little Beans Café is starting special use process for café and drive-thru coffee/prepared foods service. Received approval from City Council/P&D on March 24. Little Beans is working to finalize lease with property owner.
Chicago/ Main	Staff has worked with developer to create a mixed-use office/retail development.	90,000	30,424	The developer continues to move forward a mixed use retail, office, and residential building. The developer has started formal development process; Plan Commission recommended approval to City Council on 2/26/14; Introduction at Planning & Development was on 3/24/2014. Additional parking and traffic impact issues are under consideration; the project will return to City Council/P&D Committee when parking issues are resolved.
1801-1805 Church	Vacant former gas station property owned by Daniel Cheifetz.	n/a	11,000	Site is currently in litigation. City Council previously approved resolution granting authority to negotiate purchase of property.

1911-1917 Church Street	Tawani Enterprises purchased the property in October 2013 to be redeveloped as a "educational and cultural center " .	N/A - no defined plan yet for redevelopment	15,825	Tawani has demolished the building formerly on the site. No plans submitted for development.
1901 Dempster (former KFC)	Property was purchased on 1/30/2014 by new owner who is seeking to redevelop the property.	TBD	20,225	Starbucks Special Use for Type 2 restaurant and drive-through was approved at April 8 <sup>th</sup> City Council meeting. Permits have been pulled to begin interior and exterior work. Late summer opening is expected.
727-729 Howard Street/721-723 Howard Street	City-owned properties located on Howard Street. Staff is currently working with a theatre company to try to relocate to this building on Howard Street.	4,000	4,000	City Council did not approve award of the lowest bid for this project. A revised concept is in process. City acquired 721-723 Howard Street in support of the performing arts space. In the meantime, SITE (temporary theatre from Northwestern University) will utilize the space for a production.
Former "Borders" site- Maple	Downtown Evanston is primary contact with the representatives from Arthur Hill regarding refilling this space; Staff is assisting Downtown Evanston in looking for prospects.	21,900	NA	New property owner is working to determine prospects for property.
1615 Oak Street	Smylie Brothers Brew Pub will be opening a restaurant and Brewery in the downtown area.	11,000	13,000	Interior construction is underway. Construction is underway with plans to open in June 2014.
737 Chicago Avenue	AMLI residential development has available ground floor commercial space for lease	1,186 to 7,900	NA	Staff is working with the broker to find retail/service users.
1720 Central Street	Central Station Apartment Development has available ground floor commercial space for lease	10,650	NA	Staff is working with the broker and several interested businesses interested in opening in the available commercial spaces. A lease has been signed for a restaurant use for the space at the corner of Central Street and Eastwood Avenue. Several potential businesses are in negotiations.
1011 Chicago Avenue/ 222 Hartrey Avenue	Autobarn is working to relocate portions of the service and warehousing of vehicles to 222 Hartrey.	100,000+	100,000	Staff is working to develop a financial assistance package to rehabilitate Chicago Avenue properties and rehabilitate 222 Hartrey properties to expand Autobarn operations. Agreements for the Sales Tax Sharing Agreement and TIF assistance will be at City Council on 6/21/14.
Dominick's Locations	In mid-October, Safeway announced the closure of all Dominick's on January 1, 2014. The City has two locations: Evanston Plaza (approx. 45,000	90,000	100,000+	Staff is working with the ownership of both properties to determine likely outcome and re-occupancy of sites. Whole Foods announced that it would be purchasing the Green Bay

	square feet) and Green Bay Road (Approx. 40,000 square feet).			location and will open in mid-2015. Private negotiations remain ongoing for Evanston Plaza site. Grocery Store Working Group had first meeting January 29, 2014. A follow-up meeting will be determined.
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**2014/2013 Economic Development Committee Recommended for Approval Project Tracker  
(Projects approved by EDC/City Council within the last 12 months)**

Project Name	Status	Meeting Dates	Funds Invested	Summary of Project	Latest Update	Completion Date
Just Turkey Façade (2430 Main St.)	<i>Closed – Project Complete</i>	EDC: 2/19/2014 CC: 3/10/2014	\$2,090	Seeking façade improvement funds for signage at 2430 Main Street for new business.	Now Open	1Q2014
Autobarn (Chicago/Hartrey Ave.)	Active – Pending City Council Approval	EDC: 8/7/2013; 2/19/2014 CC:4/8/2014 (TIF Funding Agreement) CC: TBD (Sales Tax Agreement)	\$2.5M	Seeking TIF assistance for build-out at 222 Hartrey, 7B support to Cook County Assessor, and extension of Sales Tax Sharing Agreement	City Council approved \$2.5M in TIF funding and is holding on 48 month extension of sales tax sharing agreement until concerns with neighbors can be resolved; Resolution for 7b was approved at 11/25/13 City Council meeting.	4Q2014
<i>Career Institute (990 Grove St.)</i>	<i>Closed – No City Assistance is Necessary</i>	<i>EDC: 11/22/2013</i>	\$25,000	<i>Build-Out Assistance at 990 Grove for Career Institute to support development of programs that will train individuals in medical fields</i>	<i>Declined City Assistance</i>	NA
1801 Dempster Facade	Active – City Council Approved	EDC 10/23/2013 CC: 11/25/2013	\$15,185	Renovate 10/23 façade	Property owner is preparing to start work in May 2014.	2Q2014
FEW Spirits (918 Chicago Ave.)	Active – Pending City Council Approval	EDC: 10/23/2013 CC: TBD	\$250,000	Loan for purchase of new equipment for additional bottling line for distillery and working capital.	Staff has drafted loan documentation for City Council; waiting for information on equipment that will be purchased.	2Q2014
Curt’s Café (2922 Central St.)	Active – City Council Approved	EDC: 9/25/2013 CC: 10/14/2013	\$21,000	Reimbursement for up to seven Evanston resident participants who are placed in jobs.	Curt’s Café continues training program.	3Q2014
<i>NextChapter Entrepreneurship Program (1703)</i>	<i>Closed – Project Complete and Funding Provided</i>	<i>EDC: 9/25/2013 CC: 10/14/2013</i>	\$9,900	<i>Support creation of Entrepreneurship education program at the EPL.</i>	<i>NextChapter is open and offering classes.</i>	1Q2014

<i>Orrington Ave.)</i>						
<i>Beacon Academy</i>	<i>Closed – No City Assistance Necessary</i>	<i>EDC: 8/28/2013 CC: NA</i>	<i>\$250,000</i>	<i>Seeking build-out assistance for interior space of school.</i>	<i>Determined Project did not need City funding.</i>	<i>NA</i>
<i>Now We're Cookin' (1601 Payne St.)</i>	<i>Active – Project In Process</i>	<i>EDC: 8/7/2013 CC:9/9/2013</i>	<i>\$60,933</i>	<i>Seeking funding support for entrepreneurial training for early stage food businesses</i>	<i>Funding received, status update was provided at January 2014 EDC meeting. Next update will be April 2014 EDC.</i>	<i>3Q2014</i>
<i>Music Institute of Chicago (1702 Sherman Ave.)</i>	<i>Closed – Project Complete and Funding Provided</i>	<i>EDC: 4/24/2013 CC: 5/13/2013</i>	<i>\$165,000</i>	<i>Sought funds to support build-out of black box theatre and other extraordinary construction expenses</i>	<i>Project Complete – Ribbon-Cutting held on Oct 23, 2013.</i>	<i>3Q2013</i>
<i>Peckish Pig (623 Howard St.)</i>	<i>Closed – Project Complete and Funding Provided</i>	<i>EDC: 2/27/2013 CC: 3/18/2013</i>	<i>\$200,000</i>	<i>Build-out funds for City-owned property in support of creation of restaurant at 623 Howard Street</i>	<i>Peckish opened March 13 and will participate in a ribbon-cutting on April 3, 2014.</i>	<i>1Q2014</i>
<i>Margarita Inn (1566 Oak Ave.)</i>	<i>Closed – No City Assistance Necessary</i>	<i>EDC: 2/27/2013 CC:NA</i>	<i>\$230,000</i>	<i>Support following major rehabilitation of the hotel to offset costs in the form of a hotel tax sharing agreement of new incremental hotel occupancy taxes not to exceed approved amount.</i>	<i>Margarita Inn was able to secure bank loan without the need of City tax sharing agreement; never found necessary to move to City Council.</i>	<i>NA</i>



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



## ***WEEK ENDING MAY 30, 2014***

### ***General Assembly Expected to Wrap Up Today – Full Legislative Update on Monday***

Although their scheduled adjournment date is tomorrow, it appears (as of this morning) that the General Assembly is set to conclude their business and adjourn later today. As we continue to monitor the final days of the spring session, any updates and/or Action Alerts will be sent as events warrant. Following the conclusion of action, we will publish a full NWMC Legislative Update on Monday, June 2. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

### ***RSVP Today for the NWMC Annual Banquet***

The NWMC Annual Banquet will be held on Wednesday, June 25, at Green Acres Country Club in Northbrook. A reception will begin at 6:00 p.m., with the dinner to follow at 7:00 p.m. The highlight of the evening will be the installation of the NWMC officers for FY2014-2015 and a celebration of *NWMC President and Northbrook Village President Sandy Frum's* term in office. Invitations have been sent to the membership, so please RSVP by Friday, June 13 to Marina Durso, 847-296-9200, ext. 122 or [mdurso@nwmc-cog.org](mailto:mdurso@nwmc-cog.org). *Staff contacts: Mark Fowler, Marina Durso, Karol Heneghan*

### ***NWMC Auctions Continue to Earn Accolades***

While staff could go on and on about the NWMC Surplus Vehicle and Equipment Auction program, we would rather let our participants speak for themselves. "We were very pleased with the NWMC Surplus Vehicle and Equipment Auction! It was a seamless process that went very smooth and we look forward to a great relationship with NWMC moving forward!" said *Lincolnshire Public Works Director Brad Woodbury*. *Northbrook Fleet Supervisory Kent Figge* said in an email, "We were only able to send three vehicles to this auction, I am optimistic we will have more for fall...Manheim and Chris Hegg make the whole process seamless. I utilize the transportation, detailing and condition report option, all saving staff time and achieving market value for our vehicles."

NWMC staff and Manheim will select the date for the next auction within the next couple of weeks, so don't let the next event catch you on the sidelines. In the meantime, if you have surplus vehicles and equipment to get rid of, you can sell it online anytime via Manheim's Online Vehicle Exchange (OVE) or Manheim will take it early and hold it for the next live NWMC Auction. For additional questions, please contact staff or Manheim Field Sales Representative Christine Hegg, 708-382-1766 or [chris.hegg@manheim.com](mailto:chris.hegg@manheim.com). *Staff contact: Ellen Dayan*

### ***Bicycle and Pedestrian Committee Reviews Des Plaines River Corridor Plan***

On Tuesday, the NWMC Bicycle and Pedestrian Committee met and reviewed the draft, Des Plaines River Corridor Plan. The consultant team walked the committee through the draft plan, highlighting the recommendations for trail upgrades, access improvements and crossing enhancements. The committee provided comments on the organization of the document, spending a majority of the time focusing on the implementation section. Given the multijurisdictional nature of the plan, the plan will emphasize the stakeholders responsible for implementing specific recommendations. The consultant team will update the draft plan to include cost estimates and an initial project prioritization for the next draft of the plan, which the committee will review in June.

Additionally, the committee discussed potential Community Planning and Local Technical Assistance planning

projects (see related article below). Ideas included conducting a new bicycle corridor plan, conducting a sidewalk study to identify gaps and prioritize improvements, producing a bicycle parking plan and examining bike sharing programs in the suburbs. *Staff contacts: Mike Walczak, Chris Staron*

### ***Local Planning Grants Available Through CMAP and RTA***

The Chicago Metropolitan Agency for Planning (CMAP) and Regional Transportation Authority (RTA) have announced that applications are now available for the latest round of their popular planning programs for local governments – the CMAP Local Technical Assistance Program and the RTA Community Planning Program. Program details and applications are available online by visiting [www.rtachicago.com/applications](http://www.rtachicago.com/applications). Please note that applications are due at noon on Thursday, June 26.

Proposed local planning projects should implement recommendations of the Go To 2040 comprehensive regional plan. Applications can be submitted by local governments (municipalities and counties) as well as other units of government or by nongovernmental groups. Projects can also contain multijurisdictional components. The most common types of projects include transportation plans (bicycle and pedestrian plans), subarea or corridor plans and comprehensive plans.

On Thursday, June 3 at 9:00 a.m., the agencies are holding a joint informational session about the application process at CMAP's offices, 233 S. Wacker Drive, Suite 800, in Chicago. Please RSVP to Dan Olson, [dolson@cmap.illinois.gov](mailto:dolson@cmap.illinois.gov) or 312-386-8760. CMAP and RTA staff will be on hand to answer questions. Finally, please contact NWMC staff if you have an idea of a multijurisdictional project or would like assistance with an application. *Staff contacts: Mike Walczak, Chris Staron*

### ***Second Chance for Watershed Management Ordinance Training***

The Metropolitan Water Reclamation District's (MWRD) Watershed Management Ordinance (WMO) became effective on May 1. In April, the MWRD conducted training on the WMO for municipal staff, municipal engineers and consulting engineers. Beginning next week, the MWRD will offer a second round of training workshops as follows:

Tuesday, June 3, 2014

Following the North Branch of the Chicago River Watershed Planning Council meeting

11:00 a.m. – 3:00 p.m.

*Lincolnwood Village Hall*

6900 N. Lincoln Avenue

Thursday, June 5, 2014

12:00 p.m. – 4:00 p.m.

Northlake City Hall

55 E. North Avenue

Tuesday, June 17, 2014

12:00 p.m. – 4:00 p.m.

*Schaumburg Prairie Center for the Arts*

201 Schaumburg Court

For more information regarding the WMO, please visit [wmo.mwrdd.org](http://wmo.mwrdd.org). *Staff contacts: Chris Staron, Mark Fowler*

### ***Metro Mayors Caucus Schedules Next Quarterly Meeting***

The Metropolitan Mayors Caucus (MMC) will hold its next meeting on Friday, June 13, from Noon to 3:30 p.m. at Navy Pier in Chicago. The meeting will begin with a light lunch in Room 329, with the business portion of the agenda scheduled to begin at 12:45 p.m. The Caucus will forward information on parking and

directions to the meeting room shortly. Please RSVP your attendance to MMC Executive Director Dave Bennett, 312-201-4505 or [dbennett@mayorscaucus.org](mailto:dbennett@mayorscaucus.org). *Staff contact: Mark Fowler*

***Meetings and Events***

*NWMC Executive Board* will meet on Wednesday, June 11, at 8:30 a.m. at the *NWMC offices* (**please note date change**).