

# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: Friday, November 21, 2014

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for November 14, 2014 – November 20, 2014

### **Administrative Services**

Bids Advertised Week of November 17, 2014

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

Master Council Meeting Agenda Schedule

### **Community Development**

Zoning Report

Weekly Building Inspection Report

### **Economic Development**

Monthly Economic Development Report

### **Law Department**

No Liquor License Applications to report

### **Legislative Reading**

NWMC Weekly Briefing

## **PUBLIC NOTICES, AGENDAS & MINUTES**

### **November 24, 2014**

Admin/Public Works Committee

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

Planning & Development Committee

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

City Council

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

**November 26, 2014**

Design and Project Review Committee - cancelled



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of November 14, 2014 through November 20, 2014.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2375</b>	<b>2666</b>
<b>SERVICE REQUESTS</b>	<b>502</b>	<b>998</b>
<b>TOTAL CHATS</b>	<b>43</b>	<b>46</b>
<b>TOTAL TEXT</b>	<b>12</b>	<b>5</b>

## Top 5 Service Requests

**Total**

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

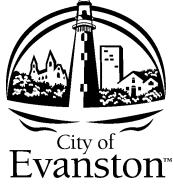
1. Building Permit Inspection Request	106
2. Trash – Special Pick-up	41
3. Broken Parking Meter	32
4. Animal Issue /Concern-General	17
5. Water Bill-Final Bill for Seller	16

NOTE: New request type, Animal Issue/Concern-General, was created to address all calls related to animals. Phone lines are directed to the 311 Center.

**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	313
Administrative Services -Finance	60
Administrative Services -HR	88
Administrative Services - Other	198
Call Transfer	88
City Manager's Office	56
ComDev / Economic Development	18
ComDev/ Bldg Inspections	203
ComDev / Housing Rehab	4
ComDev / Planning/Zoning	11
Directions	5
Evanston Township	11
Fire Life Safety	24
PublicStuff Request	43
Health	76
Information	712
Law	2
Library	6
Mayor's Office	2
Other	80
Other – Social Services	10
Parks – Maintenance	1
Parks – Programs/Picnics/Permits	5
Parks – Other	2
Parks/Recreation	33
Parks – Forestry	16
Parks- Recreation Programs	32
Police	113
Public Works / Fleet	0
Public Works / Street Sanitation	118
Public Works / Engineering	27
Utilities – Power	5
Utilities – Sewer	5
Utilities – Water	8
<b>TOTAL</b>	<b>2375</b>



# Memorandum

To: Wally Bobkiewicz, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of November 17, 2014

Date: November 21, 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 November 17, 2014**

<b>Bid/RFP/RFQ Number and Title</b>	<b>Requesting Dept.</b>	<b>Description of Project</b>	<b>Budgeted Amount</b>	<b>Bid/RFP/RFQ Opening Date</b>	<b>Anticipated Council Date</b>
RFP 14-61 City Wide Rodent Control Program	Health	Seeking proposals from experienced firms for: The utilization of integrated pest management in the treatment, evaluation, and control of rodents on public and private properties in the City of Evanston	\$25,000	Dec 16	Jan 12

<p>RFP 14-61 Recording Evanston Landmark Status on Deeds and Inventory</p>	<p>Community Development</p>	<p>Seeking proposals of an experienced Consultant for conducting an inventory and to record landmark status for designated Evanston Landmarks located outside of Evanston's local Historic Districts.</p>	<p>\$53,000</p>	<p>Jan 6</p>	<p>Jan 19</p>
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## 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

BUD=Budget    OC=Other    EXS=Executive Session    SPC=Special City Council Meeting    CC=Council Only

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	12/8/2014	United Way Announcement	A	CC	Bobkiewicz	<a href="#">Cradle to Career, etc</a>
Public Works	12/8/2014	Holiday Trash Announcement	A	CC	Robinson	
Utilities	12/8/2014	Debris and Leaf Material Hauling	B	APW	Stoneback	
Utilities	12/8/2014	Manhole Lining CO: Extend time	B	APW	Stoneback	
Public Works	12/8/2014	Dempster Street Traffic Signal Modernization (Fowler-Dodge)	B	APW	Robinson	
Public Works	12/8/2014	Sheridan Road/Forest Avenue Traffic Signal Modernization (Main-Dempster)	B	APW	Robinson	
Public Works	12/8/2014	Sheridan Road Phase 1 & Phase II Engineering Contract Award	B	APW	Robinson	
Public Works	12/8/2014	Sheridan Road Water Main Rehabilitation Chg Order	B	APW	Robinson	
Public Works	12/8/2014	Chandler Renovation Contract	B	APW	Robinson	
Admin Services	12/8/2014	Post Bond Issuance Compliance	B	APW	Lyons	
Admin Services	12/8/2014	Investment Strategies: Institutions	B	APW	Lyons	
CMO	12/8/2014	Lease for New Police Outpost @ 741 Howard & for 633 Howard	B	APW	Bobkiewicz	
CMO	12/8/2014	Annual Funding for Downtown Evanston	B	APW	Bobkiewicz	
CMO	12/8/2014	Loan Modification for Chicken & Waffles	B	APW	Bobkiewicz	
CMO/Public Works	12/8/2014	Latinos Resources Office Space Lease	B	APW	Robinson/Storlie	
PRCS	12/8/2014	Connelly's Academy Martial Arts Agreement	B	APW	McRae	
PRCS	12/8/2014	Y.O.U. outreach program agreement	B	APW	McRae	
Admin Services	12/8/2014	2014 Tax Abatements	R	APW	Lyons	
CD	12/8/2014	Plumbing Code Ordinance	O	APW	Muenzer	Introduction
Law	12/8/2014	Liquor Code Text Amendment	O	APW	Farrar	Introduction
Public Works	12/8/2014	Emerson/Ridge/GreenBay	D	APW	Robinson	Discussion
Public Works	12/8/2014	News rack consolidation	D	APW	Robinson	(or Dec 8)
Law	12/8/2014	Noise Ordinance	D	APW	Farrar	
CD	12/8/2014	MOU with RTA	R	PD	Muenzer	
CD	12/8/2014	Ordinance Text Amendment: B-Districts/Office & Financial Institutions	O	PD	Muenzer	Introduction
CD	12/8/2014	Hotel Tax for B&Bs	O	PD	Farrar	Introduction
PRCS	12/8/2014	Honorary Street Name: Shakespeare Garden Founder's Way	B	PD	McRae	
CMO	12/8/2014	501-c-3 Animal Control Board	B	HS	Bobkiewicz	
PRCS	12/8/2014	Noyes Cultural Arts Center 2015 tenant lease agreements	B	HS	McRae	
CMO	12/8/2014	Harley Clarke	B	HS	Bobkiewicz	

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Admin Services	1/12/2015	GO Bond Reimbursement	R	APW	Lyons	
		Signage Presentation?	P	APW	Lyons	
Public Works	1/12/2014	Emerson/Ridge/GreenBay	B	APW	Robinson	
Admin Services	1/12/2015	Southwest TIF Distribution	O	APW	Lyons	Introduction
Admin Services	1/12/2014	Prohibition of Motorhome & Trailer Parking	O	APW	Lyons	Introduction
Law	1/12/2014	Transportation Network Providers (Uber et al)	O	APW	Farrar	Introduction (Held in Committee 9.22.14)
CD	1/12/2015	1571 Maple Ave Mixed Use Planned Dev	O	PD	Muenzer	Introduction
CD	1/12/2015	2308 Main, Wholesale Establishment, Few Spirits	O	PD	Muenzer	Introduction
Utilities	1/26/2014	Amending water supply contract with Northwest Water Commission.	R/O	APW	Stoneback	
Utilities	1/26/2014	Results of treated water storage study	D	APW	Stoneback	
Public Works	1/26/2015	UP Viaducts	D	APW	Robinson	
Utilities	1/26/2014	Update on wholesale water sales and Utilities Department CIP projects	D	CC	Stoneback	
Utilities	1/26/2014	Building Energy Efficiency Ordinance	D	APW	Stoneback	
CMO	1/26/2014	Resolution for RFQ/P for 2222 Oakton Street	R	EDC	Bobkiewicz	
Public Works	2015	Uniform Purchase Contract	B	APW	Robinson	
CMO/Law	2015	Authorize Sale/Lease Harley Clarke	O	APW	Bobkiewicz/Farrar	Introduction
Law	2015	Ord 113-O-14: 22 ounce containers for P-1 Lic	O	APW	Farrar	Introduction (Held in Committee 10.13.14)
Law	2015	Pedal Cab Regulations	O	APW	Farrar	Introduction
CD	2015	Reallocation of unspent CDBG funds	R	HCDC	Muenzer	
CD	2015	2015-2019 Consolidated Plan	R	HCDC	Muenzer	
CD	2015	2015 Action Plan	R	HCDC	Muenzer	
CD	tba	Revised Building Permit Fees	O	PD	Muenzer	
Utilities	tba	Computerized Maintenance Management System	B	APW	Stoneback	
Law	tba	Ord 126-O--14 CVS Liquor Lic	O	APW	Farrar	Held at APW 10.27.14



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**Council & Committee Meetings**

Mon, Nov 24	6:00 PM	A&PW, P&D, City Council meetings				
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Dept	Date	Item	Action	Committee	Staff	Notes
CD	TBA	Inclusionary Housing	O	PD	Muenzer	Action (Intro on 7/28/14; referred to subcomtte)
Utilities	TBA	South Standpipe Painting	B	APW	Stoneback	
CMO	TBA	Pivot Point	R	EDC	Bobkiewicz	
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		Farrar	(Introduced 1.27.14)
CD	TBA	Daycare on Howard St	O	PD	Muenzer	



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Lorrie Pearson, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: November 21, 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, November 14-20, 2014**

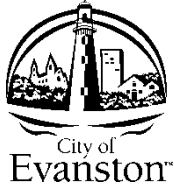
**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	1515 Chicago Avenue	Building Permit	Construction of extended stay hotel	11/05/14	pending DAPR
1	1600 Orrington Avenue	Building Permit	Antenna replacement	11/10/14	pending DAPR
1	1715 Chicago Avenue	Building Permit	Int./ext. remodeling (Evanston Place Apartments)	10/30/14	DAPR 12/3
1	2360 Orrington Avenue	Building Permit	Construct 2-story SFR on vacant lot (Kendall)	11/04/14	pending staff review
1	707 Colfax Street	Building Permit	Construct single family residence with coach house on vacant lot (Kendall)	11/11/14	pending staff review
1	715 Colfax Street	Zoning Analysis	Construct single family residence with coach house on vacant lot (Kendall)	11/11/14	pending staff review
2	1108 Dodge Avenue	Zoning Analysis	Determination of Use: Automobile servicing for Pace Bus	11/14/14	pending staff review
2	1518 Davis Street	Zoning Analysis	Construct shed at SFR	11/19/14	pending staff review
2	1808 Maple Avenue	Building Permit	Install blue light emergency phone structure (Northwestern)	11/06/14	pending staff review
2	1815 Ridge Avenue	Zoning Analysis	Construct 9-story, 155 DU/mixed use building (Planned Development)	08/19/14	pending staff review
2	2008 Dempster Street	Building Permit	Int./Ext. remodel for new swim school (Gold Fish Swim School)	10/23/14	DAPR 12/3
3	1118 Sheridan Road	Building Permit	Construct patio and fence at SFR	11/11/14	pending staff review
3	699 Sheridan Road	Zoning Analysis	Construct rear porch and install a/c condensor unit at SFR	11/11/14	pending staff review
3	707 Chicago Avenue	Zoning Analysis	Determination of use - artist studio without a dwelling in a live/work space	10/03/14	pending Law review
3	739 Chicago Avenue	Building Permit	Interior remodeling for tutoring center	11/12/14	pending staff review
3	901 Edgemere Court	Zoning Analysis	Construct 2nd story addition at SFR	11/19/14	pending staff review
3	901-905 Forest Avenue	Zoning Analysis	Construct new stair enclosure at MFR	11/11/14	pending staff review
4	1029-1035 Davis Street	Building Permit	Construct 1-story addition over existing foundation and partial basement	11/03/14	DAPR 12/3
5	1511 Emerson Street	Zoning Analysis	Major Home Occupation license to operate as Trade Contractor at SFR	11/19/14	pending staff review
5	2204 Ashland Avenue	Building Permit	Int./Ext. remodeling (American Vintage Warehousing)	11/05/14	DAPR 12/3
5	2204 Ashland Avenue	Building Permit	Façade alterations and interior remodeling at commercial space	11/12/14	DAPR 12/3
5	911 Foster Street	Building Permit	Interior remodeling for a Type 2 Restaurant (Domino's Pizza)	11/11/14	pending staff review
6	2411 Noyes Street	Zoning Analysis	Construct 2nd story addition at SFR.	11/19/14	pending staff review
6	3301 Noyes Street	Zoning Analysis	Remodel attached garage into livable space and add parking pad in rear yard	10/22/14	pending staff review
7	1804-1816 Central Street	Building Permit	Install underground drains	11/12/14	pending staff review

7	1880 Campus Drive	Building Permit	Int. renovation of Kresge Hall (Northwestern)	11/04/14	pending DAPR
7	2145 Sheridan Road	Building Permit	Modify existing antenna installation	11/07/14	pending DAPR
7	2405 Simpson Street	Zoning Analysis	Demolish existing house and construct new SFR	11/07/14	pending staff review
7	2514 Sheridan Road	Building Permit	Replace existing garage at SFR	11/07/14	pending staff review
7	2627 Poplar Avenue	Building Permit	Replace deck at SFR	11/12/14	pending staff review
7	2727 Eastwood Avenue	Zoning Analysis	Demolish existing 1-car garage and construct 2-car garage	11/07/14	pending staff review
7	2751 Ashland Avenue (formerly 1600 Isabella)	Building Permit	Int./ext. additions to NU Baseball Field	08/19/14	pending DAPR
7	555 Clark Street	Building Permit	Antenna replacement	11/11/14	pending DAPR
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	1413-1415 Howard Street	Building Permit	Convert commercial building to 6 unit (MFR)	11/05/14	pending DAPR

### Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	1603 Orrington Avenue	Zoning Complaint	Illegal parking lot use (Chase Bank lot)	09/12/14	Violation Letter mailed 10/30/14
2	1513 Greenleaf Street	Special Use	Single Family Dwelling in the B1 District	10/08/14	<b>P&amp;D 11/24/14</b>
2	1804 Washington Street	Zoning Complaint	Automobile Repair establishment in residential district	09/16/14	Drive-by insp. Ongoing
2	2308 Main Street	Special Use	Wholesale Goods Establishment - Few Spirits	10/21/14	pending additional info from applicant
3	414 South Blvd.	Zoning Complaint	Illegal auto repair establishment in residential district	11/06/14	Violation letter mailed 11/06/14
4	604 Davis Street	Special Use	Commercial Indoor Recreation (dance studio)	10/09/14	<b>P&amp;D 11/24/14</b>
5	1814 Hartrey Avenue	Zoning Complaint	Illegal dwelling unit	09/18/14	Violation Letter mailed 10/30/14
3	1241 Chicago Avenue	Special Use	Type 2 Restaurant - Jimmy John's	11/20/14	<b>ZBA 12/16/14 &amp; DAPR 12/03/14</b>
8	633 Howard Street	Special Use	Type 2 Restaurant - Café & Coffee Roasting	11/20/14	<b>ZBA 12/16/14 &amp; DAPR 12/03/14</b>
5	911 Foster Street	Special Use	Type 2 Restaurant - Domino's Pizza	10/10/14	<b>P&amp;D 11/24/14</b>
7	2213 Asbury Avenue	Minor Variance	Install fencing in front/street side yd of corner lot.	10/30/14	determination after 11/15
8	108 Florence Avenue	Zoning Complaint	Outdoor storage, trade contractor business in residential district	11/06/14	Violation Letter mailed 11/06/14
8	1909-1911 Howard Street	Special Use	Child Daycare facility	06/23/14	<b>P&amp;D 11/24/14</b>



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Mark Muenzer, Director of Community Development  
Maleka Sumar, Management Analyst

Subject: Weekly Inspection Report

Date: November 21, 2014

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 847-448-8022 or [mmuenzer@cityofevanston.org](mailto:mmuenzer@cityofevanston.org) if you have any questions or need additional information.

**Inspector Weekly Update**  
**Cases Received and Pending, November 17-20, 2014**

**Field Reports**

<b>Ward</b>	<b>Property Address</b>	<b>Construction Type</b>	<b>Inspector notes</b>	<b>Received</b>
1	1515 Chicago Avenue (Hyatt House)	Foundation	Construction site is in good condition. Fences are standing plumb. Caisson drilling is continuing. No dust was being generated at the time of inspection.	11/20/2014
1	1619 Chicago Avenue (The Merion)	Residential Addition	Construction site is secure. The handicap accessible ramp along Chicago Avenue is complete.	11/17/2014
1	728 Lincoln Street (Kendall Place)	New Residential Building (SFRs)	Construction site is in good condition. Fences are standing plumb. All soil erosion reports are current.	11/17/2014
2	1890 Maple Avenue (E2 Apartments)	New Residential Building (MFR)	Construction site is secure. Exterior landscaping and hardscaping are close to completion. Skip elevator (material hoist) and construction fences have been removed.	11/20/2014
2	2008 Dempster Street (Goldfish Swim School)	Roof Work	Construction site is relatively inactive. The roof deck has been removed and steel work is progressing. Dumpsters need to be emptied and dust needs to be controlled. Due to complaints, materials being staged in the shared parking lot must be moved inside construction walls or 8' fence must be erected around pile.	11/18/2014
3	414-424 South Boulevard	Monitoring	No construction or auto repair activity has been observed.	11/17/2014
4	1560 Oak Avenue (Museum of Time and Glass)	Exterior Remodel	Construction site is in good condition. Fences are standing plumb. Interior rough work is near completion.	11/17/2014
7	2221 Grant Street	Residential Addition	Construction site is in good condition. Interior and exterior work is ongoing.	11/18/2014
8	1216-1226 Harvard Terrace	Monitoring	No construction activity has been observed.	11/17/2014



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Nyden, Economic Development Division Manager

Subject: Monthly Economic Development Report for November 2014

Date: November 21, 2014

## Discussion

Enclosed is the monthly report of economic development activities for the month of November 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.



**DECEMBER 2014 UPCOMING MEETINGS & EVENTS**

Economic Development Committee	The next regularly scheduled meeting of the Economic Development Committee will be Wednesday, January 28 <sup>th</sup> at 7:30 pm in City Council Chambers of the Civic Center. The October and November Economic Development Committee meetings were cancelled due to lack of quorum. Items on the November Economic Development Committee agenda will be sent to the Administration & Public Works Committee of City Council.
Howard Street Business Association	The next Association meeting will be held in December 2014.
Evanston West Village Business Assoc. (EWVBA)	The next Association meeting will be held in December 2014.
WestEnd Business Association	The last association meeting was held on October 28, 2014. The next meeting is TBD in December 2014.
Central Evanston Business Association (CEBA)	Businesses in area bound by McCormick to Green Bay/Simpson to Church have formed a business association. Their next meeting is scheduled December 3 <sup>rd</sup> at 9:30AM.
Business District Head Meeting	This is a meeting of key representatives from Evanston’s business and merchant groups. The next meeting will be held on December 16, 2014.
Joint Review Board	The Joint Review Board convened on October 29, 2014 at 10:00a to review the 2013 annual TIF reports. The reports were accepted by the members present. The next meeting of the Joint Review Board will be in the fourth quarter of 2015. More information on this meeting can be found here: <a href="http://www.cityofevanston.org/government/boards-committees/joint-review-board/index.php">http://www.cityofevanston.org/government/boards-committees/joint-review-board/index.php</a>

**On-Going Activities**

Health and Wellness Initiative	The next meeting of the Health & Wellness working group will be in January 2015.
New Business Openings, Expansion, and/or Relocations – Oct/Nov 2014	Creative Coworking (922 Davis Street); Events by Joey (922 Davis Street); OfficeHeads (1570 Oak Avenue); Stone Porch (300 Church Street); Patisserie Coralie (600 Davis Street); Mattress Firm (1710 Sherman Avenue); Sparkle Cleaners of Evanston (2104 Central Street); Starbucks (1901 Dempster Street); and Feast & Imbibe (1601 Simpson Street).
Marketing	Staff continues to utilize evanstonedge.com to feature local businesses, and also comprehensive twitter, linked in, Pinterest and Facebook strategies.
Technology/ Entrepreneurship /Innovation Events	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. Latest updates on <a href="http://www.nextchapterevanston.com/">http://www.nextchapterevanston.com/</a>

	<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 builtinchicago.org 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>Economic Development Staff in partnership with Now We’re Cookin’, Creative Coworking, Chuck Happ (820 Davis/825 Chicago Ave), CoLab Evanston, the Evanston Chamber of Commerce and Downtown Evanston, celebrated <a href="#">Evanston Entrepreneurship Week</a> November 17-23<sup>rd</sup> in celebration of <a href="#">Global Entrepreneurship Week</a>. The marquee events for the week included Evanston Edge Startup Showcase featuring five Evanston entrepreneurs pitching their business to an expert panel and the audience. Over 170 people registered for the event hosted by Rotary International. First Bank and Trust sponsored the reception following the event. Now We’re Cookin’ hosted, “Ladies Who Launch”, a day long event showcasing women entrepreneurship with a focus on launching, growing and funding a startup. The event attracted a large crowd of Evanston based and regional entrepreneurs, experts, and investors. Finally, Downtown Evanston, with financial support from The Evanston Chamber of Commerce hosted a brewery and distillery tour featuring all of Evanston’s brewing establishments. Staff has received positive feedback from participants in the event. Staff will evaluate ways of increasing our participation and profile in 2015.</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 67 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. Discussions are expected to continue at the November EDC meeting.</p>
<p>Façade Improvement Program</p>	<p>Staff continues to meet and work with other businesses interested in the program. Recently approved projects include Bucephalus Bikes, Just Turkey, Homestead Meats, Fitness Avenues, Give Me A Break Hair &amp; Spa, and Campus Gear. Inquiries have been received which staff expects to have applications for over the next several 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 the November Economic Development Committee meeting. See above.</p>
<p>Vacancy Rates</p>	<p>Vacancy rates as of 3<sup>rd</sup> Quarter 2014 are:</p> <p>9.0% for office 8.3% for industrial 10.3% for retail/restaurant spaces</p>
<p>Great Merchant Grant Program</p>	<p>Revisions to the program were approved at the June 23, 2014 City Council meeting. A total of nine commercial districts have been approved for funding in the 2014 cycle. Staff began accepting applications for the 2015 cycle in November for January consideration at Economic Development Committee.</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	A real estate ownership group of Valli Produce purchased the property for \$16 million in Sept. 2014. The ownership group is working to re-tenant the shopping center.	N/A	212,373	Valli Produce subleased the former Dominick's space and on September 18 <sup>th</sup> , closed on purchase of the Evanston Plaza Center. TIF Redevelopment Agreement forthcoming. There are currently 8 years remaining on the lease at Evanston Plaza. Valli Produce is preparing an application for TIF Funding.
Asbury/ Oakton	Little Beans, a play café for children, is working to open a space at 430 Asbury. This would be the second location in addition to a Chicago location.	14,000	19,000	Little Beans Café has completed the special use process with the City for a café and drive-thru. Little Beans was approved for additional funding on September 22, 2014. They have a target open date of February 6, 2015.
Chicago/ Main	Staff has worked with developer to create a mixed-use office/retail development.	90,000	30,424	The City Council approved this Planned Development at its 7/28/2014 meeting. City Council also approved a \$2.9 million from the developer on Sept. 22, 2014. Staff is working with developer to finalize agreement and execute. Groundbreaking is expected in February 2015.
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.
727-729 Howard Street/721-723 Howard Street/717 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	Staff is working to reformulate plans for moving forward with properties. Staff is developing RFP for 717 Howard Street demolition.

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.
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.
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	Construction is underway at both properties. Anticipated completion of Hartrey projects is mid-2015; Fiat dealership at 1034 Chicago Avenue is open for business.

### 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
835 Chicago Avenue	Active – City Council Approved	EDC: 9/17/2014 CC: 9/22/2014	\$2,900,000	Funding for TIF eligible expenses to reduce financial gap for office component of mixed-use building.	Working to complete; groundbreaking will commence in February 2016.	4Q2016
Little Beans Café	Active – City Council Approved	EDC: 9/17/2014 CC: 9/22/2014	\$30,000 (Façade) \$95,000 (Loan)	Financial assistance for play café space in former Osco-Drug building. Assistance will fund fixtures and interior build-out of space. Also approved for Façade improvement project.	Working to complete	1Q2015
Campus Gear (1720 Sherman Avenue)	Active –Project In Progress	EDC: 7/9/2014 CC: 8/11/2014	\$10,000	Façade Improvement Project to install new signage and place new façade on new store space.	Submission approved by City Council on August 11 <sup>th</sup> . Working to complete project. Requesting extension	4Q2014
<i>Fitness Avenues (1910 Main Street)</i>	<i>Active –Project Complete</i>	<i>EDC: 7/9/2014 CC:7/28/2014</i>	<i>\$1,890</i>	<i>Façade Improvement</i>	<i>Project Complete and ribbon cutting held August 6, 2014</i>	<i>3Q2014</i>
<i>Davis Transportation Loan</i>	<i>Closed – Loan Funded</i>	<i>EDC: 7/9/2014 CC: 8/11/2014</i>	<i>\$140,000</i>	<i>Loan for working capital and equipment for bus company.</i>	<i>Staff finalized agreements. Payment due in 2015.</i>	<i>4Q2014</i>
<i>Just Turkey Façade (2430 Main St.)</i>	<i>Closed – Project Complete</i>	<i>EDC: 2/19/2014 CC: 3/10/2014</i>	<i>\$2,090</i>	<i>Seeking façade improvement funds for signage at 2430 Main Street for new business.</i>	<i>Now Open</i>	<i>1Q2014</i>
Autobarn (Chicago/Hartrey)	Active – City Council approved	EDC: 8/7/2013; 2/19/2014;	\$2.5M	Seeking TIF assistance for build-out at 222 Hartrey, 7B support to	City Council approved \$2.5M in TIF funding and	1Q2015

Ave.)		5/28/2014 CC:8/11/2014		Cook County Assessor, and extension of Sales Tax Sharing Agreement	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. EDC Recommended approval of Tax Sharing Agreement at 5/28/2014 meeting.	
Career Institute (990 Grove St.)	Closed – No City Assistance is Necessary	EDC: 11/22/2013	\$25,000	Build-Out Assistance at 990 Grove for Career Institute to support development of programs that will train individuals in medical fields	Declined City Assistance	NA
1801 Dempster Façade	Closed – Property owner does not have available funds at this time to complete façade project.	EDC 10/23/2013 CC: 11/25/2013	\$15,185	Renovate 10/23 façade	Property owner does not have available funds at this time to complete façade project.	NA
FEW Spirits (918 Chicago Ave.)	Closed – Loan is funded and project is complete.	EDC: 10/23/2013 CC: 6/23/2014	\$250,000	Loan for purchase of new equipment for additional bottling line for distillery and working capital.	Loan is funded.	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
NextChapter Entrepreneurship Program (1703 Orrington Ave.)	Closed – Project Complete and Funding Provided	EDC: 9/25/2013 CC: 10/14/2013	\$9,900	Support creation of Entrepreneurship education program at the EPL.	NextChapter is open and offering classes.	1Q2014
Beacon Academy	Closed – No City Assistance Necessary	EDC: 8/28/2013 CC: NA	\$250,000	Seeking build-out assistance for interior space of school.	Determined Project did not need City funding.	NA
Now We're Cookin' (1601 Payne St.)	Active – Project In Process	EDC: 8/7/2013 CC:9/9/2013	\$60,933	Seeking funding support for entrepreneurial training for early stage food businesses	Funding received, status update was provided at January 2014 EDC meeting. Quarterly report to be submitted with EDC packet for July 9th	3Q2014
Music Institute of	Closed – Project	EDC: 4/24/2013	\$165,000	Sought funds to support build-out	Project Complete –	3Q2013

<i>Chicago (1702 Sherman Ave.)</i>	<i>Complete and Funding Provided</i>	<i>CC: 5/13/2013</i>		<i>of black box theatre and other extraordinary construction expenses</i>	<i>Ribbon-Cutting held on Oct 23, 2013.</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>
<i>Dempster/Chicago Special Service Area</i>	<i>Active – Project in Progress</i>	<i>EDC: 4/29/2014 CC: NA</i>	<i>TBD</i>	<i>Chicago/Dempster and Main/Chicago merchants came to Economic Development Committee seeking funding for larger special service area for merchant districts.</i>	<i>City has retained consultant to work on project.</i>	<i>2015</i>
<i>Relocation of Police Outpost</i>	<i>Active – Project in Progress</i>	<i>EDC: 4/29/2014 CC: NA</i>	<i>TBD</i>	<i>Staff is actively working to identify locations for relocation and consider opportunities for lease for the Howard Street police sub-station.</i>	<i>Staff working to determine best options for relocation.</i>	<i>4Q2014</i>
<i>Homestead Meats</i>	<i>Closed – Project Complete</i>	<i>EDC: 5/28/2014 CC:6/9/2014</i>	<i>\$935</i>	<i>Façade Improvement</i>	<i>Funding awarded and project completed. Shop is now open.</i>	<i>2Q2014</i>

**SUMMARY OF CURRENT LOANS (AS OF NOVEMBER 2014)**

Borrower	Date Loan Funded	Total Loan Amount	Current Monthly Payment	Total Amount Paid	Balance in Arrears	Remaining Balance to be Paid	Date Loan Terminates
<i>Corrado Cutlery 716 Main St.</i>	1.25.12	\$31,500.00	\$437.50	\$13,562.50	\$0.00	\$2,187.50 If borrower complies with all loan agreements \$12,687.50* If borrower does not comply	4.1.15
<i>Ward Eight 629-631 Howard St.</i>	3.15.12	\$362,650.00	\$2,000.00	\$46,472.01	\$0.00	\$320,650.00	Not Applicable <sup>1</sup>
<i>Ward Eight 629 Howard St.</i>	3.15.12	\$130,000.00	\$1,316.19	\$30,272.37	\$0.00	\$109,024.83	12.1.22
<i>Chicken &amp; Waffles 2424 Dempster St.</i>	10.1.12	\$200,000.00	\$1,404.17	\$24,619.28* (\$18,015.00 Interest/ \$6,604.28 Principal)	(\$13,293.31)	*\$200,868.03 (includes accrued and unpaid interest)	10.1.32
<i>NomadDreams LLC 1818 Dempster St.</i>	10.22.12	\$100,000.00	\$395.83	\$104,220.02	\$0.00	\$0.00	Closed
<i>Peckish Pig 623 Howard St.</i>	3.18.13	\$675,000.00	\$5,500.00	\$11,000.00	\$0.00	\$664,000.00	Not Applicable <sup>2</sup>
<i>Curt's Café 2922 Central St.</i>	5.11.14	\$15,000.00	\$0, payments start May 11, 2015	\$5,500.00	\$0.00	\$9,500.00	4.11.17
<i>FEW Spirits 918 Chicago Ave.</i>	6.27.14	\$250,000.00	\$2,775.51	\$8,326.53	\$0.00	\$245,400.55	8.30.24

<i>Davis Street Transportation 1040 Wesley Ave.</i>	10.1.14	\$140,000.00	\$3,287.90	\$0.00 Payment starts January 10, 2015	\$0.00	\$140,000.00	12.31.18
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# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING NOVEMBER 21, 2014**

***HAPPY THANKSGIVING!!***

## ***Transportation Committee Hears Cook County Plan Update***

The NWMC Transportation Committee met on Thursday and heard an update on the progress of the Cook County Transportation Plan from Deputy Chief Administrative Officer Maria Choca Urban. The first countywide transportation plan in seventy years will look beyond the traditional county road system and examine all roads, bicycle/pedestrian needs and transit modes in the county, while seeking partnerships with municipalities for projects to benefit all county residents. The plan's focus is to develop a safe, sustainable and efficient transportation system in Cook County that can spur additional economic growth. Currently, the county is seeking input on various growth and investment scenarios. A plan open house is scheduled for Wednesday, December 3 from 4:00 p.m. to 7:00 p.m. at the *Northbrook Village Hall*, 1225 Cedar Lane. *Northbrook Village President Sandy Frum* represents the NWMC on the planning committee. Please visit [www.ConnectingCookCounty.org](http://www.ConnectingCookCounty.org) for more information on the plan or to follow the project.

Staff also reminded the committee of each municipality's requirement to have an up-to-date Americans with Disabilities Act (ADA) Transition Plan. Developing and maintaining a transition plan will be the topic at a future meeting. Additional resources can be found by visiting <http://www.cmap.illinois.gov/programs-and-resources/local-ordinances-toolkits/ada-transition-plans>. *Staff contacts: Mike Walczak, Brian Pigeon*

## ***SPC Extends Financial Fuel Hedging Contract***

The Suburban Purchasing Cooperative (SPC) Governing Board has awarded the second of three possible one-year contract extensions to Palatine Oil of *Palatine* for Financial Fuel Hedging (Contract #132). Advantages of the Financial Fuel Hedging program include budget certainty and the potential to protect against inflated fuel prices during the spring and summer months. Interested participants need to plan now to secure pricing during January 2015, when publicly traded New York Mercantile Exchange (NYMEX) contracts are historically cheaper than in summer and fall, when usage and demand is highest.

The newly extended contract runs through February 28, 2016, with one additional contract extension possible. Palatine Oil is also the SPC vendor for Diesel Fuel, Gasoline (87, 89 & 92 Octane), Ethanol 75 & 85 and B2 Bio Diesel Fuel. For questions or additional information, please contact staff or Palatine Oil General Manager Joe Fell, 847-358-3600, 847-514-9483 (mobile) or [jfell@palatineoil.com](mailto:jfell@palatineoil.com). *Staff contact: Ellen Dayan*

## ***NWMC Members Receive Safe Routes to School Grants***

On Wednesday, the Illinois Department of Transportation announced its 2014 Safe Routes to School Program. The following NWMC member projects were among the 58 selected:

- *Village of Skokie* – Complete sidewalks along Cleveland Street and Keeney Street (\$60,000)
- *City of Prospect Heights* – Install sidewalks to connect neighborhoods and three schools (\$160,000)
- *Village of Mount Prospect* – Pedestrian crossing improvement project on Central Road at Weller Lane (Melas Park) which will include a refuge island, a rectangular rapid flashing beacon (RRFB) system, ADA ramps, new signs, and new pavement (\$92,400)
- *City of Evanston* – Install solar powered vehicle speed feedback signs near designated school crossings (\$88,000)

- *Village of Morton Grove* – Safer Students Walking to School program, including purchasing a speed enforcement mobile trailer, portable speed enforcement display signs, folding signs and safety vests for use by school officials (\$24,000)

A total of \$5.9 million in grants were awarded statewide. For more information on the awards or on the Safe Routes to School Program, please contact staff. *Staff contacts: Mike Walczak, Brian Pigeon*

### ***NWMC to Host Cook County Department Meet and Greet***

On Monday, December 15, the Conference is hosting an afternoon of presentations by various departments relevant to our thirty Cook County members. Participants can learn about/receive updates regarding a number of Cook County departments and programs including: Department of Homeland Security and Emergency Management; Housing and Urban Development; Job Order Contracting/Capital Planning; Cook County Land Bank; Clerk of the Circuit Court; and, Forest Preserve District.

The event will be held from 1:30 p.m. to 4:00 p.m. in Room 1604 on the campus of Oakton Community College in *Des Plaines*. Presentations will occur in twenty minute increments with time for questions and answers. To RSVP your attendance, please email Marina Durso, [mdurso@nwmc-cog.org](mailto:mdurso@nwmc-cog.org), by Thursday, December 11. *Staff contact: Mark Fowler*

### ***Biss, Hileman to Headline Government Efficiency Roundtable***

On Tuesday, December 9, the Metropolitan Planning Council (MPC) is hosting a lunch roundtable entitled “We’re All In This Together: Improving Government Efficiency.” Panelists including Illinois Senator Daniel Biss and *Glenview Village Manager Todd Hileman*, who will explore the success of Glenview’s Municipal Partnering Initiative as well as the recent consolidation of Evanston Township with the *City of Evanston*. The panel will also consider if lessons learned in other cities and states are applicable to the Chicago region.

The roundtable will be held from Noon to 1:30 p.m. at the MPC offices, 140 S. Dearborn Street, Suite 1400, in Chicago. The cost to attend is \$30 (\$15 for MPC donors). For more information and to register, please visit <http://www.metroplanning.org/events/roundtable/detail/307>. *Staff contact: Chris Staron*

### ***League of American Bicyclists Announces NWMC Bicycle Friendly Communities***

On Tuesday, the League of American Bicyclists announced its list of new and renewed Bicycle Friendly Communities. NWMC members *Evanston* and *Schaumburg* renewed their Silver and Bronze level awards respectively, while *Crystal Lake*, *Highland Park* and *Wilmette* received Honorable Mention. The Bicycle Friendly Community designation recognizes communities that welcome bikers through the provision of trails, bike lanes, bike to work days, share the road campaigns and organized rides. The deadline to be included in the next review cycle is February 11, 2015. Please visit <http://bikeleague.org/community> for additional information on becoming a bicycle friendly community. *Staff contacts: Mike Walczak, Brian Pigeon*

### ***Tollway Announces Pricing Plan for Elgin-O’Hare Western Access***

On Thursday, the Illinois Tollway announced tolling plans for Illinois Route 390, the East-West portion of the Elgin-O’Hare Western Access project. For passenger vehicles, the toll rate will be \$0.19 per mile while traveling the length of the 10-mile highway will cost drivers \$1.90. Toll rates for commercial vehicles have not yet been established. Route 390 will be the Tollway’s first all-electronic highway meaning that all tolls will be paid by I-PASS. Customers without a transponder may pay tolls online. The western segment of the highway from Route 20 to I-290 is scheduled to open and begin collecting tolls in 2016. The eastern segment from I-290 to Busse Road (Route 83) is scheduled to open in 2017. *Staff contacts: Mike Walczak, Brian Pigeon*

### ***HIAS Chicago Offers 2015 Academic Scholarships***

The Hebrew Immigrant Aid Society of Chicago (HIAS) Board of Directors recently announced the 2015 HIAS Chicago scholarship program for undergraduate and graduate studies. The application period runs from November 5, 2014 through February 9, 2015. Please visit <http://hiaschicago.org/about-our-scholarships> for more information. *Staff contacts: Mark Fowler, Marina Durso*

***Meetings and Events***

*NWMC Executive Board* will meet Wednesday, December 3, 8:30 a.m. at the NWMC offices in *Des Plaines*.

*NWMC Full Board Meeting* will be held on Wednesday, December 10, 7:00 p.m. at Oakton Community College, Conference Room 1604 in *Des Plaines*.

*NWMC Legislative Committee* will meet Wednesday, December 17, 8:30 a.m. at the NWMC offices in *Des Plaines*.