

# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: Friday, October 16, 2015

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for October 9, 2015 – October 15, 2015

### **Administrative Services**

August 31, 2015 Financial Report  
Weekly Bids Advertised – None this week

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

September Economic Development Report  
Council Meeting Agenda Schedule

### **Community Development**

Zoning Report  
Inspection Report

### **Health Department**

Food Establishment Application Weekly Report

### **Law Department**

Weekly Liquor License Applications Report

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday October 19, 2015**

City Council Meeting and Dedication of Joan Barr-Smith Aldermanic Library

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

**Tuesday, October 20, 2015**

Board of Ethics

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

Zoning Board of Appeals -cancelled

Preservation Commission

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

Housing & Community Development Act Committee

<http://www.cityofevanston.org/housingcommunitydev>

**Wednesday, October 21, 2015**

Design & Project Review Committee

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

City-School Liaison Committee

<http://www.cityofevanston.org/government/special-council-committees/city-school-liaison-committee/index.php>

Library Board

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

M/W/EBE Advisory Committee

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

Ladd Arboretum Committee

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

**Thursday, October 22, 2015**

Emergency Telephone Board -- cancelled

**Friday, October 23, 2015**

Housing & Homelessness Commission

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

**Saturday, October 24, 2015**

City Council Meeting

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



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of October 9, 2015 through October 15, 2015.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2365</b>	<b>2350</b>
<b>SERVICE REQUESTS</b>	<b>625</b>	<b>649</b>
<b>TOTAL CHATS</b>	<b>28</b>	<b>37</b>
<b>TOTAL TEXT</b>	<b>12</b>	<b>21</b>

## **Top 5 Service Requests**

## **Total**

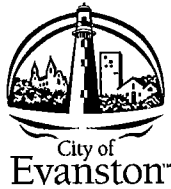
*Most requested service requests (Source: PublicStuff - Open/Closed)*

- |                                       |     |
|---------------------------------------|-----|
| 1. Building Permit Inspection Request | 120 |
| 2. Trash – Special Pick-up            | 34  |
| 3. Tree Evaluation                    | 33  |
| 4. Rodents – Rats                     | 26  |
| 5. Dead Animal on Public Property     | 21  |

**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	204
Administrative Services -Finance	31
Administrative Services -HR	32
Administrative Services - Other	203
City Manager's Office	22
ComDev / Economic Development	21
ComDev/ Bldg Inspections	278
ComDev / Housing Rehab	1
ComDev / Planning/Zoning	27
General Assistance	7
Fire Life Safety	49
PublicStuff Request	232
Health	105
Information	361
Law	11
Library	5
Mayor's Office	2
Other/311	175
Other – Social Services	2
Parks – Maintenance	2
Parks – Programs/Picnics/Permits	12
Parks – Other	2
Parks/Recreation	40
Parks – Forestry	50
Parks- Recreation Programs	32
Police	132
Public Works / Fleet	3
Public Works / Street Sanitation	190
Public Works / Engineering	51
Tax Assessment Office	3
Utilities – Power	6
Utilities – Sewer	3
Utilities – Water	71
<b>TOTAL</b>	<b>2365</b>



# Memorandum

To: Wally Bobkiewicz, City Manager  
 Martin Lyons, Assistant City Manager/Chief Financial Officer

From: Ashley King, Assistant Director of Administrative Services  
 David Meimers, Accounting Manager

Subject: August 2015 Monthly Financial Report

Date: October 14, 2015

Please find attached the unaudited financial statements as of August 31, 2015. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

Fund	Fund Description	YTD Revenues	YTD Expenses	YTD Net	Fund Balance	Cash Balance
100	GENERAL FUND	61,816,446	58,682,037	3,134,409	13,534,424	9,614,255
175	GENERAL ASSISTANCE	1,325,527	536,485	789,042	972,141	(552,271)
185	LIBRARY FUND	5,979,611	3,904,947	2,074,664	3,453,634	2,664,675
195	NEIGHBORHOOD STABILIZATION FUND	134,706	51,018	83,688	83,688	292,626
200	MOTOR FUEL TAX FUND	1,008,278	1,683,957	(675,679)	322,352	1,561,571
205	EMERGENCY TELEPHONE	667,591	704,842	(37,250)	871,103	679,437
210	SPECIAL SERVICE AREA	311,111	161,500	149,611	182,061	(39,992)
215	CDBG FUND	767,407	678,557	88,850	273,752	(158,315)
220	CDBG LOAN	106,195	5,706	100,488	2,451,149	221,334
225	ECONOMIC	1,484,425	1,467,034	17,391	3,557,862	2,975,791
235	NEIGHBORHOOD IMPROVEMENT				169,915	169,915
240	HOME FUND	370,148	317,418	52,730	4,632,809	4,571
250	AFFORDABLE HOUSING	158,560	38,989	119,572	2,666,492	910,137
186	LIBRARY DEBT SERVICE	583,009	121,883	461,127	554,722	458,718
300	WASHINGTON NATIONAL	4,888,459	2,332,733	2,555,726	8,742,430	8,291,232
305	SPECIAL SERVICE AREA	403,726	21,075	382,651	846,697	782,699
310	HOWARD-HARTREY TIF	1,249,332	912,655	336,678	2,706,161	2,742,590
315	SOUTHWEST TIF FUND				893,665	893,665
330	HOWARD-RIDGE TIF	593,112	390,559	202,553	461,672	259,297
335	WEST EVANSTON TIF	149	37,558	(37,410)	462,960	470,056
320	DEBT SERVICE FUND	12,399,581	3,633,587	8,765,994	12,562,781	10,822,358
415	CAPITAL IMPROVEMENTS	462,942	3,652,432	(3,189,490)	4,981,436	5,453,912
420	SPECIAL ASSESSMENT	102,488	86,443	16,045	2,534,613	2,530,543
505	PARKING SYSTEM FUND	5,929,873	4,171,848	1,758,025	14,572,742	14,306,669
510	WATER FUND	9,116,025	11,552,523	(2,436,498)	19,006,630	7,405,624
515	SEWER FUND	6,404,360	7,469,503	(1,065,143)	3,340,794	3,325,855
520	SOLID WASTE FUND	2,835,565	3,346,211	(510,646)	(1,622,720)	(1,490,571)
600	FLEET SERVICES FUND	2,208,488	1,742,988	465,500	344,556	(249,436)
601	EQUIPMENT	1,020,013	1,045,791	(25,778)	2,304,224	1,141,197
605	INSURANCE FUND	10,981,523	11,197,480	(215,958)	(3,597,885)	1,345,082
Grand Totals		133,308,650	119,947,757	13,360,893	102,266,859	76,833,225

Included above are the ending balances as of August 31, 2015 for both unreserved fund and cash balances. Of these two amounts, cash balance is the more meaningful metric since this represents liquid cash and/or invested assets which may be used (or easily sold) to support and fund current operations. While ending fund balance is also an important measurement of the City's financial health, it usually includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

As of August 31, 2015, the General Fund is reporting a net surplus of \$3,134,409. This is primarily due to the timing of revenues. At this point, approximately 97% of property taxes have been received. As can be seen in the chart on page four of this memorandum, the General Fund expenditures are 64.30% of budget and revenues are 67.6% of budget. 2015 is anticipated to end the year with a slight surplus of \$869,677 which includes a transfer from the Motor Fuel Tax Fund of \$833,000. This transfer is dependent on State authorization. Should the State of Illinois continue to operate without a budget, these monies will not be allocated and the City's surplus will be reduced to approximately \$30,000.

Through August 31, 2015, although there is a positive fund balance, there is a negative cash balance for the General Assistance Fund. This will be rectified via a cash transfer from the General Fund property taxes. Cook County has lumped property taxes into one of the City's accounts; staff divided up the funding based on the total received and is waiting for final payments to transfer the monies appropriately.

Through August 31, 2015, the Community Development Block Grant (CDBG) Fund is showing a negative cash balance of \$158,315. This amount will be reimbursed from draw-downs from HUD during September.

Through August 31, 2015, the Economic Development Fund is showing a fund balance of \$3,557,862 and a cash balance of \$2,975,790. These balances include approximately \$1 million of revenue associated with the Gigabit Challenge which was returned to the State of Illinois after August 31.

The Parking Fund has capital projects in process including the Civic Center Lot (\$1.3 million), and will have work scheduled for periodic parking deck maintenance/capital improvements in 2016.

The Water Fund has a large cash balance due to deferrals of capital projects. Projects are scheduled in 2016 and will bring the fund/cash balance back to targeted levels

The Sewer Fund balance fluctuates each month based on the volume of IEPA loan payments and this fund also is expected to maintain targeted balances

Through August 31, 2015, the Solid Waste Fund is showing a negative fund balance of \$1,622,720 and a negative cash balance of \$1,490,571. The Solid Waste Fund is in arrears by \$287,958 for one month of revenues for recycling, which has already been deposited in September and will improve fund balance by an equal amount.

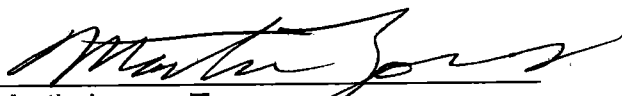
Though operating at a surplus for the year, the Fleet Fund is showing a negative cash balance of \$249,436 through August 31, 2015. The fund balance for the Fleet Fund is \$344,556. This is a significant improvement over the end of 2014 fund balance of negative \$113,833.

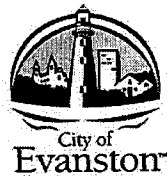
Through August 31, 2015, the Insurance Fund is showing a negative fund balance of \$3,597,885. This negative balance is primarily for claims/cases being expensed. These claims/cases have not been settled, and therefore there is no guarantee the City will actually experience this negative fund balance as estimated. The Insurance Fund's cash balance of \$1,345,082 includes transfers from the IPBC Health Insurance Pool.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: [aking@cityofevanston.org](mailto:aking@cityofevanston.org). Detailed fund summary reports can be found at the following link: <http://www.cityofevanston.org/city-budget/financial-reports/>.

#### CERTIFICATION OF ATTACHED FINANCIAL REPORTS

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the August 31, 2015 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.

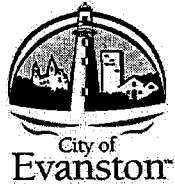
  
Martin Lyons, Treasurer



**General Fund**  
Through  
08/31/15  
Summary Listing

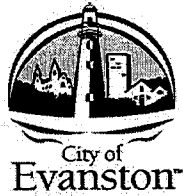
Classification	Annual Budget Amount	Aug Actual Amount	YTD Actual Amount	% of Budget	2014 Total Actual
Property Taxes	11,637,118	3,783,318	10,989,801	94.44%	11,547,828
Other Taxes	43,689,300	3,524,794	29,262,861	66.98%	42,686,089
Licenses, Permits and Fees	13,897,159	1,330,773	7,628,405	54.89%	14,880,600
Fines and Forfeitures	4,495,774	328,804	2,352,872	52.34%	3,357,965
Charges for Services	7,747,394	652,221	5,609,528	72.41%	7,934,572
Interfund Transfers	7,892,893	636,904	5,095,228	64.55%	7,794,625
Intergovernmental Revenue	723,700	(37,697)	343,795	47.51%	627,970
Other Revenue	1,311,343	89,418	530,312	40.44%	1,362,838
Interest Income	50,000	483	3,643	7.29%	13,037
<b>Revenue Totals</b>	<b>91,444,681</b>	<b>10,309,017</b>	<b>61,816,446</b>	<b>67.60%</b>	<b>90,205,523</b>
City Council	427,044	28,866	272,598	63.83%	450,773
City Clerk's Office	249,979	19,749	166,249	66.51%	259,908
City Manager's Office	1,903,126	132,796	1,175,311	61.76%	1,911,831
Law Department	1,129,534	78,524	679,985	60.20%	1,060,790
Administrative Services Department	10,371,388	689,876	6,287,577	60.62%	8,382,105
Community Development Department	2,427,257	169,122	1,480,335	60.99%	2,627,186
Police Department	27,745,569	2,056,711	18,603,454	67.05%	28,272,128
Fire Department	14,462,599	1,131,195	9,482,748	65.57%	14,806,150
Health and Human Services Department	3,658,702	172,781	1,560,125	42.64%	3,030,175
Public Works Department	18,048,955	1,465,113	11,529,842	63.88%	18,454,528
Parks Department	10,836,161	1,286,539	7,443,812	68.69%	12,350,340
<b>Expense Totals</b>	<b>91,260,314</b>	<b>7,231,272</b>	<b>58,682,037</b>	<b>64.30%</b>	<b>91,605,914</b>
<b>Fund 100 - GENERAL FUND Totals</b>					
REVENUE TOTALS	\$91,444,681	\$10,309,017	\$61,816,446	67.60%	\$90,205,523
EXPENSE TOTALS	\$91,260,314	\$7,231,272	\$58,682,037	64.30%	\$91,605,914
<b>Fund 100 - GENERAL FUND Net Gain (Loss)</b>	<b>\$184,367</b>	<b>\$3,077,745</b>	<b>\$4,442,505</b>		<b>(\$1,400,391)</b>





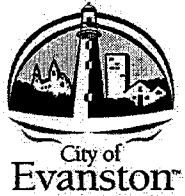
**Parking Fund**  
Through 08/31/15  
Summary Listing

Classification	Annual Budget Amount	Aug Actual Amount	YTD Actual Amount	% of Budget	2014 Total Actual
<b>Fund Category Proprietary Funds</b>					
<b>Fund Type Enterprise Funds</b>					
<b>Fund 505 - PARKING SYSTEM FUND</b>					
Other Taxes					(36)
Licenses, Permits and Fees			150		850
Charges for Services	6,602,525	324,126	3,879,079	58.75%	5,988,594
Interfund Transfers	3,711,770	243,775	1,950,197	52.54%	2,925,296
Other Revenue	115,236	14,128	88,973	77.21%	90,966
Interest Income	35,070	1,473	11,473	32.71%	31,645
<b>Revenue Totals</b>	<b>10,464,601</b>	<b>583,501</b>	<b>5,929,873</b>	<b>56.67%</b>	<b>9,037,314</b>
Salary and Benefits	1,442,683	96,476	801,741	55.57%	1,358,672
Services and Supplies	3,318,189	80,032	1,868,738	56.32%	2,811,302
Capital Outlay	3,529,850	110,160	414,798	11.75%	(79,159)
Depreciation Expense	1,943,217			0.00%	2,785,161
Contingencies	12,965	76	1,663	12.82%	9,686
Debt Service	3,917,652		256,414	6.55%	727,892
Miscellaneous	252,000			0.00%	
Interfund Transfers	1,242,738	103,562	828,494	66.67%	1,240,883
<b>Expense Totals</b>	<b>15,659,294</b>	<b>390,306</b>	<b>4,171,848</b>	<b>26.64%</b>	<b>8,854,437</b>
<b>Fund 505 - PARKING SYSTEM</b>					
REVENUE TOTALS	10,464,601	583,501	5,929,873	56.67%	9,037,314
EXPENSE TOTALS	15,659,294	390,306	4,171,848	26.64%	8,854,437
<b>Fund 505 - PARKING SYSTEM</b>	<b>(5,194,693)</b>	<b>193,195</b>	<b>1,758,025</b>		<b>182,877</b>



**Water Fund**  
Through 08/31/15  
Summary Listing

Classification	Annual Budget Amount	Aug Actual Amount	YTD Actual Amount	% of Budget	2014 Total Actual
<b>Fund Category Proprietary Funds</b>					
<b>Fund Type Enterprise Funds</b>					
<b>Fund 510 - WATER FUND</b>					
Licenses, Permits and Fees	70,000	10,277	67,600	96.57%	118,038
Charges for Services	15,418,000	1,430,393	8,900,096	57.73%	14,554,926
Intergovernmental Revenue	50,000	802	60,786	121.57%	84,886
Other Revenue	12,511,100	20,724	86,102	0.69%	293,882
Interest Income	10,000	293	1,440	14.40%	17,552
<b>Revenue Totals</b>	<b>28,059,100</b>	<b>1,462,489</b>	<b>9,116,025</b>	<b>32.49%</b>	<b>15,069,284</b>
Salary and Benefits	5,132,341	378,544	3,210,002	62.54%	4,767,985
Services and Supplies	3,339,890	194,311	1,268,967	37.99%	2,565,308
Capital Outlay	18,752,100	4,138	278,136	1.48%	12,663
Depreciation Expense					1,569,014
Contingencies	1,000			0.00%	756
Debt Service	1,046,399		267,688	25.58%	438,227
Miscellaneous	12,480		106	0.85%	770,057
Interfund Transfers	3,791,432	315,953	6,527,623	172.17%	9,461,523
<b>Expense Totals</b>	<b>32,075,642</b>	<b>892,946</b>	<b>11,552,523</b>	<b>36.02%</b>	<b>19,585,533</b>
<b>Fund 510 - WATER FUND Totals</b>					
REVENUE TOTALS	28,059,100	1,462,489	9,116,025	32.49%	15,069,284
EXPENSE TOTALS	32,075,642	892,946	11,552,523	36.02%	19,585,533
<b>Fund 510 - WATER FUND Net</b>	<b>(4,016,542)</b>	<b>569,543</b>	<b>(2,436,498)</b>		<b>(4,516,249)</b>



**Sewer Fund**  
Through 08/31/15  
Summary Listing

Classification	Annual Budget Amount	Aug Actual Amount	YTD Actual Amount	% of Budget	2014 Total Actual
<b>Fund Category Proprietary Funds</b>					
<b>Fund Type Enterprise Funds</b>					
<b>Fund 515 - SEWER FUND</b>					
Charges for Services	13,072,700	1,220,903	6,403,194	48.98%	12,785,065
Other Revenue	4,165			0.00%	
Interest Income	1,000	148	1,167	116.66%	3,221
Revenue Totals	13,077,865	1,221,051	6,404,360	48.97%	12,788,286
Salary and Benefits	1,121,635	75,831	743,185	66.26%	1,263,185
Services and Supplies	1,009,800	188,407	375,396	37.18%	266,642
Capital Outlay	628,500	34,038	341,193	54.29%	212,183
Depreciation Expense					3,367,923
Debt Service	9,619,477	205,395	5,336,275	55.47%	1,735,371
Miscellaneous	5,000		3,306	66.11%	
Interfund Transfers	1,005,223	83,769	670,149	66.67%	800,045
Expense Totals	13,389,635	587,440	7,469,503	55.79%	7,645,350
<b>Fund 515 - SEWER FUND Totals</b>					
REVENUE TOTALS	13,077,865	1,221,051	6,404,360	48.97%	12,788,286
EXPENSE TOTALS	13,389,635	587,440	7,469,503	55.79%	7,645,350
<b>Fund 515 - SEWER FUND Net Gain (Loss)</b>	<b>(311,770)</b>	<b>633,612</b>	<b>(1,065,143)</b>		<b>5,142,936</b>



**Solid Waste Fund**  
Through 08/31/15  
Summary Listing

Classification	Annual Budget Amount	Aug Actual Amount	YTD Actual Amount	% of Budget	2014 Total Actual
<b>Fund Category Proprietary Funds</b>					
<b>Fund Type Enterprise Funds</b>					
<b>Fund 520 - SOLID WASTE FUND</b>					
Licenses, Permits and Fees	175,000	0	269,350	153.91%	125,497
Charges for Services	3,616,394	322,671	1,807,921	49.99%	3,590,758
Interfund Transfers	1,055,967	87,997	703,978	66.67%	1,055,967
Other Revenue	235,000	4,112	54,316	23.11%	254,958
<b>Revenue Totals</b>	<b>5,082,361</b>	<b>414,780</b>	<b>2,835,565</b>	<b>55.79%</b>	<b>5,027,180</b>
Salary and Benefits	850,669	60,688	539,578	63.43%	893,214
Services and Supplies	3,750,546	323,640	2,458,881	65.56%	3,435,696
Capital Outlay	25,000	1,013	8,082	32.33%	20,309
Debt Service	60,000	0	12,933	21.55%	31,274
Miscellaneous	15,500	0	0	0.00%	
Interfund Transfers	490,105	40,842	326,737	66.67%	475,202
<b>Expense Totals</b>	<b>5,191,820</b>	<b>426,182</b>	<b>3,346,211</b>	<b>64.45%</b>	<b>4,855,696</b>
<b>Fund 520 - SOLID WASTE FUND Totals</b>					
REVENUE TOTALS	5,082,361	414,780	2,835,565	55.79%	5,027,180
EXPENSE TOTALS	5,191,820	426,182	3,346,211	64.45%	4,855,696
<b>Fund 520 - SOLID WASTE FUND Net</b>	<b>(109,459)</b>	<b>(11,402)</b>	<b>(510,646)</b>		<b>171,484</b>



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Leonard, Economic Development Division Manager

Subject: Monthly Economic Development Report for September 2015

Date: October 16, 2015

## Discussion

Enclosed is the monthly report of economic development activities for the month of September 2015. The report summarizes meetings, ongoing initiatives, new businesses, marketing activities, as well as activity reports on key economic development projects and sites.

If you have any questions or would like to discuss the report further, please contact me at 847-448-8014 or [jleonard@cityofevanston.org](mailto:jleonard@cityofevanston.org).

No.	Project	2015 Deliverable	Latest Update	Area of ED Plan	Deadline
1	Central Street Business Association	Ongoing support of business district.	Group has created bylaws and is voting in new board members this month. Working w/ Public Works on timing for Streetscape Improvements in August	Business District Vitality	Ongoing
2	West End Business Association	Revision and Completion of items on "punch list" generated by West End businesses.	Group is currently planning meeting in October. Ongoing discussions regarding the entryway signage are being held. Successfully participated in the 2015 Manufacturing Day event on 10/2. Video from the event is expected to be completed by 10/19.	Business District Vitality	Ongoing
3	West Village Merchants Association	Work with WVBA to create series of events to bring visitors to the area; Increase number of participating members from the area.	WVBA is hosting arts related events, largely focusing on music, to bring residents and potential customers to the area. Last one was hosted on 6/24/2015.	Business District Vitality	Ongoing
4	Howard Street Business Association	Ongoing support of business district.	Working to identify next meeting date.	Business District Vitality	Ongoing
5	Dr. Hill Arts District	Establish meeting/event calendar.	Staff is regrouping with District leadership to plan meetings.	Business District Vitality	Ongoing
6	Chicago/Main/Dempster SSA	Development and implementation of workplan	Next board meeting is 11/2; Board meets on the first Monday of every month with subcommittees meeting in between. We're working on our holiday stuff and general organizational development.	Business District Vitality	Ongoing
7	Downtown Evanston (Org)	Ongoing support of business district.	Benson/Emerson "close" developer interest in BK site. Chase drive-thru conversations restarted.	Business District Vitality	Ongoing
8	Central Evanston Business Association	Increase number of registered businesses and events hosted by the association; Establish meeting/event calendar.	Group met on 10/7/2015. Working on planning for upcoming merchant grant applications and CEBA open house event scheduled on 11/23. Group is currently working to identify next meeting date.	Business District Vitality	Ongoing
9	Noyes Merchant District	Continue to support creation of group; establish regular meeting schedule and activities.	Small group working on completing Merchant Grant projects (planters and banners currently the priority).	Business District Vitality	Ongoing
10	Retail Attraction Efforts (from Chicago and other area communities)	X # of visits to local retailers in Chicago and other neighboring communities to encourage 2nd location expansions into Evanston	Regroup on retail attraction plan after holidays	Business Attraction	Ongoing
11	Business District Investments/Tree Replacement	Identify areas for improvement/clean-up in business districts and utilize ED funds to augment existing CIP efforts.	Return to EDC January 2016.	Business District Vitality	1Q2016
12	Church/Dodge Reinvestment/Business Attraction	Complete façade projects at NWC of Church & Dodge; Support leasing of available commercial space. Introduction of new City Cultural Center at 1823 Church Street.	Businesses at the corner of Church & Dodge considering façade improvement for awnings/building improvements. Tom's Beauty window signs/plywood removed. Phillyz Cheesesteak's & More took over Fatty's Burger space. First Slice anticipated Jan 1. 2016. Gibbs Morrison open end of October for programming	Business Attraction	Ongoing
13	Update of <a href="http://www.evanstonedge.com">www.evanstonedge.com</a>	Updated website	Working with Community Engagement to refine content on Evanston Edge. Relocating Edge to new platform.	Business Attraction/Retention	4Q2015

No.	Project	2015 Deliverable	Latest Update	Area of ED Plan	Deadline
14	Howard Street Theatre Project (727-729 Howard Street)	Development of RFQ to identify credible theatre group to locate on Howard Street. Coordinate with group to build/construct theatre on Howard.	Theatres have been narrowed to three theatres. In ongoing talks for willingness/ability to move forward with a theatre project. RFP issued for A/E design services.	Business District Vitality	4Q2015
15	Howard Street Police Outpost Redevelopment	Utilization of property at 633 Howard Street for commercial use.	Owners of Libertad submitted LOI with proposal for new restaurant in the space. Currently working with architect to design space.	Business District Vitality	3Q2015
16	Recycling Center RFQ/P	Determine future utilization of property.	Negotiation to authorize Smylies to move forward was approved on 7/13/15. Continued discussions for use of space.	Business Attraction/Retention	3Q2015
17	Support Workforce Development Activities	Support workforce development goals throughout year.	Promotion of SYEP program to local employers; Curt's Café funding approved. New workforce program proposal fall 2015 - City Council 10/26	Workforce Development	4Q2015
18	Main/Chicago TIF Committee	Improvement of streetscapes and underlying infrastructure in Chicago/Main area.	Identification of infrastructure improvements to the Main/Chicago area.). Coordination with Main/Chicago TIF Committee and SSA Steering Committee.	Business District Vitality	Ongoing
19	Central Street Streetscape Improvements	Creation of "pilot area" for proposed Central Street/Green Bay improvements; Promotion of 50/50 sidewalk program	Streetscape (west) nearing completion Parking studies completed and data analysis for east area of Central done, in progress for western area of Central.	Business District Vitality	Ongoing

No.	Project	Ward	Desired Outcome	Status
1	Howard Theatre Properties (717, 721-723, 727-729 Howard)	8	<i>Redevelopment As Theatre</i>	Council approved funding for architectural services. RFP has been distributed.
2	633 Howard Street (Police Outpost Space)	8	<i>Occupied with Food Retail Uses</i>	Libertad preparing for 10/28 EDC meeting for TIF Funding discussion.
3	Walgreens - Green Bay Road	5	<i>Updated Walgreens</i>	New owner has closed on the property. Immediate landscaping and cosmetic improvements to occur with a more specific discussion on Walgreens updates to happen with Walgreens representatives in near future.
4	Tom Thumb Redev	4	<i>Part of Larger Redevelopment</i>	Building demolished, Diablo/Lulu's first floor, upper story banquet/outdoor deck/event space. Applied for business license on 10/16/2014. "Lulu's & Taco Diablo" have established a spring 2016 targeted opening. Acquired Studio Media building next door.
5	Church Street Plaza	2	<i>Occupied with Retail Uses</i>	Owner rep (Mcaffery interests) continues to market the space / considering options based on overall re-tenanting plan. Red Robin Burger Works signed lease on September 28.
6	Evanston Auto Glass	2	<i>Relocation/ Façade</i>	Owner is seeking to sell the building or have short term 1 -to-2 year leases.
7	Evanston Plaza	2	<i>Occupied with Retail Uses</i>	Play It Again Sports grand opening on Oct 29nd. Dance Center Evanston expansion underway, potentially applying for storefront improvement funds for theater component.
8	Oakton/Asbury	9	<i>Little Beans</i>	7a process continues to County.
9	Main/Chicago	3	<i>Mixed Use Redevelopment</i>	Goddess & The Baker has leased corner space for café/prepared foods space. First Bank & Trust lease has been signed.
10	Dance Center Evanston	2	<i>Occupied Space</i>	Expansion plan revisions have been approved and work begun. Will likely be pursuing Storefront Modernization funding.
11	2424 Oakton (Sports Dome)	8	<i>Recreational Use</i>	Construction underway. Slated to open in December 2015.
12	Northlight Theatre (southeast corner of Benson/Clark)	1	<i>Development achored by performing arts center</i>	Northlight presenting 10/19 City Council. Developer seeking office tenants.



Project Name	Status	Meeting Dates		Funds Invested	Summary of Project	Latest Update	Completion Date
		ED Committee	City Council				
Evanston Small Business Workforce Development Fund	Active - City Council Approval	9/2/2015	10/26/2015	\$24,000	Support local city businesses and agencies that increase skill and educational attainment. Limit to \$15,000 per business, up to five employees per business.	EDC Approved 9/2/2015, City Council Approved consideration on 10/26.	TBD
1900 Greenwood	Active- City Council Approval	9/2/2015	9/15/2015	\$39,200	Storefront Modernization Program - façade improvement for windows and doors and the installation of awnings, lighting, decorative metalwork, and ADA access.	EDC Approved 9/2/2015, City Council Approved 9/15.	3Q2015
2222 Oakton Street	Active- City Council Approval	7/7/2015	7/13/2015	N/A	Recommendation to Negotiate with Smylie Brothers Brewing Company for Real Estate Agreement.	EDC Approved 7/7/2015, City Council.	TBD
La Principal - 700 Main Street	Active- City Council Approval	7/7/2015	7/13/2015	\$17,888	Façade improvement project to install signage, windows, lighting, paint, and awning.	EDC Approved 7/7/2015, City Council Approved 7/13.	TBD
Accuity	Active- City Council Approval	5/27/2015	6/8/2015	\$210,000	Five year parking agreement, 70 spaces Maple Ave Garage - \$42,000 annually.	EDC approved 5/27, City Council 6/8.	3Q 2016
Curt's Café (2922 Central St.)	Active - City Council Approval	4/22/2015	5/26/2015	\$42,000	Individual stipends for students that successfully complete the program and are placed in jobs. Workforce Development funding program to EDC in September.	City Council approved 5/26	1Q 2016
Central Street Streetscape Improvements	Active- City Council Approval	4/22/2015	5/11/2015	\$25,000	Use of Economic Development Funds to assist in streetscape projects for Central Street.	City Council approved. Improvements set to start August 10.	3Q 2015
Merchant Grant - Central Street	Active- City Council Approval		3/9/2015	\$9,000.00	Banner Maintenance, Website Work, Plantings, Benches	City Council Approved 3/9. Working with Public Works to provide benches and coordinate projects with Streetscape Improvements	4Q 2015
Merchant Grant - West End	Active- City Council Approval		3/9/2015	\$9,000.00	Planters/Plantings, business plan projects	City Council Approved 3/9. Working on entryway signage as part of business plan item	4Q 2015
Merchant Grant - West Village	Active- City Council Approval		3/9/2015	\$9,000.00	Plantings, Website and Marketing	City Council Approved 3/9. Work continues on website and promotion of district events is underway	4Q 2015
Merchant Grant - Chicago/Dempster	Active- City Council Approval		3/9/2015	\$9,000.00	Planters/Plantings, Bike Racks, Small Business Saturday Promotion, Wine Walk, Open House Event.	City Council Approved 3/9.	4Q 2015
Merchant Grant - Main Street	Active- City Council Approval		3/9/2015	\$9,000.00	Approved to use 2014 funds to complete welcome packet printing and bike rack installation. No new funding provided.	City Council Approved 3/9.	4Q 2015
Merchant Grant - Central Evanston (CEBA)	Active- City Council Approval		3/9/2015	\$9,000.00	Branding/Logo, Banners, Plantings	City Council Approved 3/9. Worked with Public works to determine planter locations	4Q 2015
Merchant Grant - Hill Arts	Active- City Council Approval		3/9/2015	\$9,000.00	Dr. Hill Sculpture and Memorial Garden Maintenance, Plantings, Website/Blog Development.	City Council Approved 3/9. Reimbursed \$1500 for plantings.	4Q 2015
Merchant Grant - Howard Street	Active- City Council Approval		3/9/2015	\$1,754.00	Plantings, Replacement of tree lights to LED lights	City Council Approved 3/9.	4Q 2015
Merchant Grant - Noyes Street	Active- City Council Approval		3/9/2015	\$9,000.00	Branding/Marketing, Banners, Plantings	City Council Approved 3/9. Working to get plantings in place by late July/ early August	4Q 2015

Project Name	Status	Meeting Dates		Funds Invested	Summary of Project	Latest Update	Completion Date
		ED Committee	City Council				
Evanston Plaza Funding	Active -- EDC Consideration; Pending City Council Approval	1/28/2015	2/23/2015	TBD	Funding for interior and exterior rehabilitation of grocery store space at Evanston Plaza.	City Council consideration scheduled for 2/23/2015.	3Q2015
ZS Associates Retention Assistance	Active -- EDC Consideration; Pending City Council Approval	1/28/2015	2/9/2015	TBD	Funding for relocation and ongoing assistance in form of potential hotel/motel tax sharing agreement.	City Council approved 2/9/2015.	1Q2017
Lucky Platter Façade (514 Main Street)	Closed -- Project Complete	1/28/2015	2/9/2015	TBD	Improvement of façade at 514 Main Street	Work on the Façade is complete.	1Q2015
Chicago + Main (835 Chicago Ave.)	Active -- City Council Approved	9/17/2014	9/22/2014	\$2,900,000.00	Funding for TIF eligible expenses to reduce financial gap for office component of mixed-use building.	Groundbreaking in February 2015.	4Q2016
Little Beans (430 Asbury Ave.)	Active -- City Council Approved	9/17/2014	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; opening early February	1Q2015
Campus Gear (1720 Sherman Ave.)	Active -- City Council Approved	7/9/2014	8/11/2014	\$10,000.00	Façade improvement project to install new signage and place new façade on new store space.	Extension requested into summer 2015. Looking to revise	1Q2015
Davis Transportation Loan	Closed -- Loan Funded	7/9/2014	8/11/2014	\$140,000.00	Loan for working capital and equipment for bus company.	Staff finalized agreements; First payment due in 2015.	4Q2014
Homestead Meats	Closed -- Project Complete	5/28/2014	8/9/2014	\$935.00	Façade Improvement	Funding awarded and project complete	2Q2014
Fitness Avenues (1910 Main Street)	Closed -- Project Complete	7/9/2014	7/28/2014	\$1,980.00	Façade improvement	Project Complete; Ribbon-cutting held 8/6/14	3Q2014

Loan Status	Borrower		Date Loan Funded	Original Loan Amount	Monthly Payment	Total Amount Paid			Balance in Arrears	Remaining Balance to be Paid [1]	Date Loan Terminates
	Name	Address				Principal	Interest	Total			
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 362,650.00	\$ 2,000.00	\$ 61,500.00	\$ -	\$ 61,500.00	\$ -	\$ 301,150.00	NA
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 130,000.00	\$ 1,316.19	\$ 29,810.92	\$ 12,357.16	\$ 42,168.08	\$ -	\$ 100,189.08	12.1.22
OPEN	Evanston North Shore Contractor's Cooperative	1817 Church	8.14.12	\$ 200,000.00	\$ 1,028.26	\$ 2,849.41	\$ 4,348.41	\$ 7,197.82		\$ 197,150.59	1.5.20
OPEN	Chicken & Waffles	2424 Dempster St.	10.1.12	\$ 202,937.63	\$ 1,184.29	\$ 374.21	\$ 1,994.37	\$ 2,368.58	\$ (4,737.16)	\$ 202,563.42	10.1.32
OPEN	Peckish Pig (Building)	623 Howard St.	3.18.13	\$ 675,000.00	\$ 5,500.00	\$ 62,500.00	\$ -	\$ 62,500.00	\$ -	\$ 612,500.00	NA
OPEN	Curt's Café	2922 Central St.	5.11.14	\$ 15,000.00	\$ 500.00	\$ 10,445.19	\$ 54.81	\$ 4,554.81	\$ -	\$ 10,445.19	4.11.17
OPEN	FEW Spirits	918 Chicago Ave.	6.27.14	\$ 250,000.00	\$ 2,775.51	\$ 18,818.02	\$ 14,488.10	\$ 33,306.12	\$ -	\$ 231,181.98	8.30.24
OPEN	Davis Transportation	1040 Wesley Ave.	10.1.14	\$ 140,000.00	\$ 3,287.90	\$ 943.95	\$ 700.00	\$ 1,643.95	\$ (35,709.25)	\$ 148,106.05	12.31.18
OPEN	PharmaCann	1800 Maple Ave.	8.1.15	\$196,000.00	\$7,000.00	\$14,000.00	\$ -	\$14,000.00		\$182,000.00	11.1.17
CLSD	Corrado Cutlery	1634 Payne St.	1.25.12	\$ 31,500.00	\$ 437.50	\$ 15,770.00	\$ -	\$ 15,770.00	\$ -	\$ -	NA
CLSD	Peckish Pig (Patio Work)	623 Howard St.	8.27.14	\$ 18,412.00	NA	\$ 18,412.00		\$ 18,412.00	\$ -	\$ -	NA
CLSD	Nomad Dreams LLC	1818 Dempster St.	10.22.12	\$ 100,000.00	\$ -	\$ 99,598.02	\$ 4,622.00	\$ 104,220.02	\$ -	\$ -	CLSD

[1] Total reflects only principal.

Last Update 10/16/2015

## Evanston City Council Agenda Schedule - 2015

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

2015 Meeting Dates: Jan 12, Jan 20 (Tues), Jan 26, Feb 9, ~~Feb 16~~, Feb 23, Mar 9, Mar 16, Mar 23, Apr 13, Apr 20, Apr 27

May 11, ~~May 18~~, May 26 (Tues), June 8, June 15, June 22, July 13, July 20, July 27, Aug 17, Sept 15 (Tues), Sept 21, ~~Sept 28~~

Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14, (Jan 11, 2016)

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
Admin Services	10/24/2015	Special City Council meeting: Public Hearing - Truth in Taxation, Public Hearing - FY2016 Budget, Preliminary Tax Levy	SPB/O	CC	Lyons/Storlie	9 am, Saturday
Health	10/26/2015	Health Survey Report	A	CC	Thomas-Smith	
Health	10/26/2015	NorthShore University Health Systems Donation	A	CC	Thomas-Smith	
CMO	10/26/2015	Harley Clarke	SB	CC	Bobkiewicz	
PWA	10/26/2015	Levy Center Washrooms	B	APW	Stoneback	
PWA	10/26/2015	Standpipe Engr Svcs Chg Order 1	B	APW	Stoneback	
PWA	10/26/2015	Standpipe Painting Change Order 1	B	APW	Stoneback	
PWA	10/26/2015	48" Intake Engr Svcs Chg Order 2	B	APW	Stoneback	
PWA	10/26/2015	48" Intake Impr Change Order 4	B	APW	Stoneback	
Public Works	10/26/2015	Groot Agreements	R	APW	Lyons	
PRCS	10/26/2015	63-R-15 Parking Lot Agreement with Y.O.U. at Gibbs Morrison	R	APW	Dorneker	
Law	10/26/2015	Release Closed Session Minutes	R	APW	Farrar	
CD	10/26/2015	Gender Neutral Restroom Signage	O	APW	Muenzer	
Admin Serv	10/26/2015	Parking Prohibited (2 ords)	O	APW	Storlie	Introduction
CD	10/26/2015	Amendments to the Inclusionary Housing Ordinance	O	PD	Muenzer	Introduction
CD	10/26/2015	1560 Sherman Avenue – Special use for an Educational Institution, Beacon Academy	O	PD	Muenzer	Intro & Action per Ald Wilson
CD	10/26/2015	337 Howard Street – Special use for a Type 2 Restaurant, Harold's Chicken & Fish	O	PD	Muenzer	Introduction
CD	10/26/2015	839 Hartrey Avenue – Variances to allow one open parking space in the front yard	O	PD	Muenzer	Introduction
CD	10/26/2015	309-323 Howard Street – Variance to convert second floor office space into 9 residential dwelling units	O	PD	Muenzer	Introduction
CMO	10/26/2015	Workforce Dev Program & Funding	B	EDC	Bobkiewicz	
Admin Services	11/9/2015	Budget Discussion	SPB	CC	Lyons/Storlie	
Admin Services	11/9/2015	Holiday Parking Rates	B	APW	Storlie	
Utilities	11/9/2015	30-inch Gate Valve	B	APW	Stoneback	
Admin Services	11/16/2015	Budget Discussion	SPB	CC	Lyons/Storlie	
Public Works	11/23/2015	Paint Evanston Plows	P	APW	Stoneback	APW meeting only

## Evanston City Council Agenda Schedule - 2015

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

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

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
Mayor	11/23/2015	Delta Sigma Theta Sorority Inc. Evanston North Shore Alumnae Chapter "Red and White Day"	PR	CC	Francellno	
Admin Services	11/23/2015	Budget & Tax Levy Adoption	R/O	APW/CC	Lyons/Storlie	
PWA	11/23/2015	Water Treatment Chemicals	B	APW	Stoneback	
PWA	11/23/2015	Sheridan Road Water Main Lining	B	APW	Stoneback	
Law	11/23/2015	Insurance Renewals	B	APW	Farrar	
Public Works	11/23/2015	MFT Funds	R	APW	Lyons	
<b>Council &amp; Committee Meetings</b>						
Admin Serv	12/14/2015	Investment Strategies: Institutions	B	APW	Lyons	
PWA	12/14/2015	Large Dia Sewer Rehab – Mulford	B	APW	Stoneback	
CMO	12/14/2015	Church Street ComEd Parking Lot Lease	R	APW	Bobkiewicz	
Admin Services	12/14/2015	Tax Abatements	R	APW	Lyons/Storlie	
Law/Admin Services	12/14/2015	Hotel-Motel Tax on B&Bs	O	APW	Lyons/Farrar	
Law	12/14/2015	Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg
Law/PW	12/14/2015	Sidewalk Cafes Administrative Revisions	O	EDC	Farrar/Lyons	Introduction
<b>DEFERRED</b>						
<b>Dept</b>	<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>Committee</b>	<b>Staff</b>	
CMO	tba	Fines for bikes on sidewalks	O	APW	Bobkiewicz	
Utilities	TBA	Computerized Maintenance Management System	B	APW	Stoneback	
CMO	TBA	D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv	TBA	Increase Parking Garage Monthly Permit Fee	B	APW	Voss	

## Evanston City Council Agenda Schedule - 2015

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

2015 Meeting Dates: Jan 12, Jan 20 (Tues), Jan 26, Feb 9, <del>Feb 16</del> , Feb 23, Mar 9, Mar 16, Mar 23, Apr 13, Apr 20, Apr 27						
May 11, <del>May 18</del> , May 26 (Tues), June 8, June 15, June 22, July 13, July 20, July 27, Aug 17, Sept 15 (Tues), Sept 21, <del>Sept 28</del>						
Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14, (Jan 11, 2016)						
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
Admin Serv	TBA	Amendment to PEHP Resolution	R	APW	Lyons	
Law	TBA	Ord 27-O-12 Cell Phone Ban	O	HS	Grover/Farrar	
CD	TBA	Rental Licensing	O	PD		
Law	TBA	Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law	2016	Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)
Admin Serv	tba	Credit Card Analysis	D	APW	Lyons	
Admin Services	deferred	NU Parking agreement - Church St Garage	R	APW	Lyons/Storlie	
Public Works	deferred	CIP II 2015 Water Main & Street Resurfacing Contract Award	B	APW	Lyons	



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Damir Latinovic, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: October 16, 2015

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

Please contact Planning & Zoning Administrator Damir Latinovic at 847/448-8675 or [dlatinovic@cityofevanston.org](mailto:dlatinovic@cityofevanston.org) if you have any questions or need additional information.

**Zoning Weekly Update**  
**Cases Received and Pending, October 9 - 15, 2015**

<b>Zoning Reviews</b>					
<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	633 Clark Street	Building Permit	Misc. site work to terrace/plaza (Northwestern-Rebecca Crown Plaza).	07/23/15	<b>DAPR 10/21/15</b>
1	2123 Sherman Avenue	Building Permit	Construct rear addition at SFR	08/14/15	pending add'l info from the applicant
1	1719 Hinman Avenue	Zoning Analysis	Install elevator addition @ SFR.	10/15/15	pending staff review
2	839 Hartrey Avenue	Building Permit	Establish one open parking space in the front yard	08/19/15	pending Major Variance
2	1500 Ashland Avenue	Building Permit	Construct 2nd floor addition and det. Garage @ SFR	09/29/15	pending add'l info applicant
2	1806-08 Church Street	Building Permit	Int./Ext. remodeling to office building.	10/01/15	<b>DAPR 10/21/15</b>
2	2200 Dempster Street	Zoning Analysis	Temporary Use for Christmas Tree Sales	10/15/15	pending staff review
2	1890 Maple Avenue	Building Permit	Install roof-top lighting (E2).	10/15/15	Pending DAPR review
2	1124 Darrow Avenue	Building Permit	Install rear yard deck @ SFR.	10/13/15	compliant
2	1712 Wesley Avenue	Building Permit	Misc. exterior flatwork, patio and landscaping @ SFR.	10/14/15	compliant
2	2326 Bradley Place	Building Permit	Misc. landing/stair work @ SFR.	10/15/15	compliant
3	750 Chicago Avenue	Building Permit	Christmas Tree (open) Sales Lot.	10/08/15	pending staff review
3	404 Lake Street	Zoning Analysis	Construct attached garage addition @ SFR.	10/15/15	pending staff review
3	410 South Blvd.	Building Permit	Construct 2-car det. Garage @ SFR.	10/13/15	compliant
3	1142 Judson Avenue	Building Permit	Construct rear yd. deck, misc. int./ext. remodeling @ SFR.	10/14/15	compliant
4	1312 Oak Avenue	Building Permit	Installation of asphalt in existing parking area @ Multi. Fam. Residence	09/30/15	pending add'l info from the applicant
4	1560 Sherman Avenue	Building Permit	Interior remodeling for medical (dentist) office.	10/08/15	pending staff review
5	1932 Emerson Street	Building Permit	Replace existing rear porch and steps @ Multi-family residence	09/28/15	pending add'l info from the applicant
5	1911 Church Street	Zoning Analysis	Construct new 2-story building for a Cultural Facility (Y.O.U)	10/13/15	pending staff review
5	2034 Dodge Avenue	Building Permit	Int. remodeling to de-convert 2-fam. residence to single family residence.	10/14/15	compliant
6	2511 Hurd Avenue	Building Permit	Misc. exterior site work @ SFR.	09/29/15	pending add'l info from the applicant
6	2419 Colfax Street	Building Permit	Demolish existing, construct new 2-story single family residence.	10/15/15	pending staff review
6	2320 Isabella Street	Building Permit	Construct 2-story addition @ SFR.	10/14/15	compliant
6	3043 Hartzell Street	Building Permit	Construct 2nd floor addition @ SFR.	10/14/15	compliant
6	2725 Lincoln Street	Building Permit	Construct 1-story addiiton @ SFR.	10/14/15	compliant
7	560 Lincoln Avenue	Zoning Analysis	Construct new 7-story residence hall (Northwestern University)	09/18/15	pending add'l info from the applicant
7	1831 Lincoln Street	Building Permit	Replace existing metal balconies "in kind"	10/13/15	compliant



8	1723 Howard Street	Building Permit	Interior remodeling for a medical office (Access Health)	09/21/15	pending add'l info from the applicant
9	1032 Cleveland Street	Building Permit	Demolish existing, construct new 2-car det. garage @ SFR.	10/08/15	compliant
9	1032 Cleveland Street	Building Permit	Demolish existing, construct new 2-car det. garage @ SFR.	10/12/15	compliant
9	1019 Oakton Street	Building Permit	Extend existing driveway, sidewalk @ SFR.	10/13/15	compliant
9	2120 Seward Street	Building Permit	Construct 1-story addition @ SFR.	10/14/15	compliant

**Miscellaneous Zoning Cases**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	809 Davis Street	Substitution of Special Use	Type 2 Restaurant - Snow Dragon Shavery, formerly Tutti Frutti	09/23/15	determination after 10/14/15
1	815 Noyes Street	Substitution of Special Use	Type 2 Restaurant - Arlen's Chicken and Biscuits, formerly DMK Burger Bar	09/11/15	determination after 10/07/15
2	1210 Darrow Avenue	Zoning Complaint	Illegal truck parked in rear yd (F Plates)	10/08/15	Viol. letter to be sent week of 10/12
2	1223-1227 Dodge Avenue	Zoning Complaint	Illegal Trade Contractor (Landscaping) business	08/17/15	Viol. letter mailed, re-inspection pending
2	1414 Pitner Avenue	Zoning Complaint	Illegal trade contractor business in R2 District	06/17/15	Viol. letter mailed. re-inspection pending
2	1804 Washington Street	Zoning Complaint	Automobile repair establishment in residential district	09/16/14	Drive-by insp. ongoing
2	1919 Dempster Street	Special Use	Type 2 Restaurant (expansion of floor area) and dual-lane Drive Through for McDonald's	09/23/15	<b>pending DAPR &amp; ZBA</b>
2	839 Hartrey Avenue	Major Variance	Establish one open parking space with street access in front yard	09/08/15	<b>P&amp;D 10/26/15</b>
4	1560 Sherman Avenue	Special Use	Private Educational Institution - <i>Beacon Academy</i>	08/27/15	<b>P&amp;D 10/26/15</b>
4	1815 Cleveland Street	Zoning Complaint	Illegal auto-repair business in R2 District.	06/18/15	Viol. letter mailed. re-inspection pending
4	915 Greenleaf Street	Zoning Complaint	Elim. of req. parking to rent spaces	10/08/15	Viol. letter to be sent the week of 10/19
5	1118 Foster Street	Zoning Complaint	Illegal rooming house	10/15/15	Viol. letter to be sent the week of 10/19
5	1924 Grey Avenue	Zoning Complaint	Illegal landscaping business	10/08/15	Viol. letter to be sent the week of 10/19
5	2002 Darrow Avenue	Zoning Complaint	Auto repair establishment in res. district	06/25/15	Investigation is ongoing
6	2657 Reese Avenue	Minor Variance	Yard setback to const. det. garage	10/08/15	determination after 10/29
7	1706 Central Street	Special Use	Commercial Indoor Recreation - <i>9Round Kickboxing Fitness Center</i>	10/07/15	<b>DAPR 10/21/15 &amp; ZBA 11/03/15</b>
7	2211 Asbury Avenue	Minor Variance	Side yard building setback to construct 2nd story addition @ SFR.	09/10/15	determination after 09/25/15
8	1116 Austin Street	Minor Variance	Side yard setback for 2nd story addition.	09/14/15	determination after 10/16/15
8	309-323 Howard Street	Major Variance	0 on-site parking spaces for 2nd fl. office space conversion into 9 dwelling units	09/11/15	<b>P&amp;D 10/26/15</b>
8	337 Howard Street	Special Use	Type 2 Restaurant - <i>Harold's Chicken &amp; Fish</i>	09/03/15	<b>P&amp;D 10/26/15</b>
9	2232 Madison Place	Minor Variance	Yard setback to const. 2nd story add.	10/08/15	determination after 10/29
9	910 South Blvd.	Minor Variance	Side yard setback for 2nd story addition.	09/14/15	determination after 10/6/15



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: October 16, 2015

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

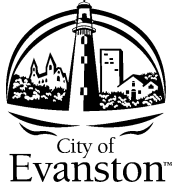
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

**Inspector Weekly Update**  
**Cases Received, October 16, 2015**

**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)	New Hotel	Masonry is in progress on three exterior sides of the property. All disciplines are active on all floors. Fences are in place and the public right of way is being maintained. The catch baskets are in place at neighboring storm structures.	10/15/2015
1	1619 Chicago Avenue (The Merion)	Residential Addition	Streets and sidewalks in good condition. Catch basin is clean and streets are free of mud. Concrete work on the top deck and mechanical work are under way.	10/12/2015
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Sidewalks and fences in good condition and the grass at the fences and parkways are well kept. Soil erosion reports are current.	10/13/2015
3	835 Chicago Avenue (9-story mixed-used)	Foundation	Fences and sidewalks are in good condition. Catch basins are clean and the streets are in good condition. Work on grade level deck is 75% complete.	10/12/2015
3	425 Dempster Street (Chiaravalle Montessori School)	Commercial Addition	Asphalt playing surface of the basketball court and the goal post installation is complete. Landscaping work for the ball field and parkway area has started.	10/14/2015
4	1026 Davis Street (Taco Diablo/LuLu's)	Restaurant/Retail	Steel support columns and beams continue to be put into position coinciding with the installation of the floor decking for the 2nd floor. Masonry work on the west wall continues in pace with the frame construction. The job site is being kept in order, construction fencing is in place and the right of way is clear of debris.	10/14/2015
4	1029 - 1035 Davis Street	One Story Commercial	Rooftop HVAC equipment to be installed within the next two weeks. Interior wall construction on the 5 unit building continues. Construction fencing and gates are in place and the job site is being kept clean and orderly.	10/14/2015
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Wall and ceiling insulation is being installed on the 3rd and 4th floors. Display cases are being staged in rooms on the second floor. Drywall work has moved to the 4th floor and the basement area is near completion. Fire suppression is not operational at this time. Job site is kept clean and in order.	10/14/2015
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Inspections for all sub trades are taking place throughout all the building quadrants. Fences are in place and stand plumb, silt fences are present and the neighboring storm structures are protected by catch baskets.	10/15/2015
7	1620 Central	New 47 Unit Apartment Building	Shoring work has started on the east side of the property. Construction fencing is in place and secured. At the time of inspection no work was being conducted. The job site is in order.	10/14/2015

8	222 Hartrey Avenue (Autobarn)	Interior/Exterior Remodel	Sidewalks and fences are in good condition. Spoils from a number of excavations are piled at the south driveway. Exterior work on the south and west sides is almost complete. Interior work continues.	10/13/2015
---	----------------------------------	------------------------------	---	------------



# Memorandum

To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment Application Weekly Report

Date: October 16, 2015

The table below is the weekly report of all applications for Food Establishments received during the week of October 11, 2015.

Please contact me at 847/859.7831 or [ccaneva@cityofevanston.org](mailto:ccaneva@cityofevanston.org) if you have any questions or need additional information.

<b>Establishment Name</b>	<b>Address</b>	<b>Ward</b>	<b>Application Received on</b>	<b>Type</b>	<b>Proposed Opening Date</b>
Ready Road – Evanston (Bell Oil)	2401 Dempster	2	10/12/2015	Retail Food Establishment	Not Yet Announced



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: October 16, 2015

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

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

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

<b>WARD</b>	<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>	<b>LIQUOR CLASS</b>	<b>CLASS DESCRIPTION</b>	<b>PROPOSED HOURS for LIQUOR SALES</b>	<b>DATE REC'D</b>	<b>STATUS<sup>1</sup></b>
1	Nakorn	1622 Orrington	D	Restaurant (Alcohol)	11:30 am – 10:00 pm (M-Th); 1130 am – 11:00 pm (F-Sa); 5pm-9pm (Su);	9/9/15	Pending Liquor Board Meeting
3	Starbucks	519 Main Street	D	Restaurant (Alcohol)	2pm – 9 pm (Mon – Sun)	8/27/15	Pending Liquor Board Meeting
4	27-Live (upgrade Application.)	1012 Church Street	C-1	Restaurant-Hotel/Liquor	11am – 2 am (Sun-Wed); 11 am – 3 am (Thu-Sat)	10/08/15	Pending Liquor Board Meeting

---

<sup>1</sup> Applicants are first noticed to the Liquor Licensing Review Board before proceeding to City Council