



# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: Friday, January 30, 2015

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for January 23, 2015 – January 29, 2015

### **Administrative Services**

Bids Advertised the week of January

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

Master Council Meeting Agenda Schedule

### **Community Development**

Community Development Department Report for January

Zoning Report

Weekly Building Inspection Report

### **Health Department**

Food Establishment Application Weekly Report

Property Standards Monthly Report

### **Law Department**

Weekly Liquor License Applications Report

### **Utilities Department**

Natural Gas Procurement Report

2014 Annual User charge from Metropolitan Water Reclamation District of Greater Chicago

**Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**February 2, 2015**

Human Services Committee

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

Rules Committee - cancelled

**February 3, 2015**

Zoning Board of Appeals

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

**February 4, 2015**

Design and Project Review Committee

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

**February 5, 2015**

Commission on Aging

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

Mental Health Board

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



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of January 23, 2015 through January 29, 2015.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2104</b>	<b>2244</b>
<b>SERVICE REQUESTS</b>	<b>457</b>	<b>543</b>
<b>TOTAL CHATS</b>	<b>113</b>	<b>44</b>
<b>TOTAL TEXT</b>	<b>14</b>	<b>7</b>

## **Top 5 Service Requests**

## **Total**

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

1. Building Permit Inspection Request	84
2. Broken Parking Meter	61
3. Trash Special Pick-up	38
4. Recycling – Missed Pick up	13
5. Fire Prevention – Inspection of a Commercial Property	13

Note: The first day of camp lottery, 01/27/2015, is included in this report.

**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	241
Administrative Services -Finance	55
Administrative Services -HR	65
Administrative Services - Other	119
Call Transfer	114
City Manager's Office	41
ComDev / Economic Development	16
ComDev/ Bldg Inspections	160
ComDev / Housing Rehab	6
ComDev / Planning/Zoning	14
Directions	18
Evanston Township	10
Fire Life Safety	41
PublicStuff Request	220
Health	94
Information	357
Law	6
Library	3
Mayor's Office	6
Other	146
Other – Social Services	1
Parks – Maintenance	1
Parks – Programs/Picnics/Permits	5
Parks – Other	14
Parks/Recreation	33
Parks – Forestry	13
Parks- Recreation Programs	49
Police	102
Public Works / Fleet	5
Public Works / Street Sanitation	68
Public Works / Engineering	17
Utilities – Power	3
Utilities – Sewer	7
Utilities – Water	54
<b>TOTAL</b>	<b>2104</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 January 26, 2015

Date: January 30, 2015

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

## **Bids/RFPs/RFQs advertised during the Week of January 26, 2015**

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council Date
Bid 15-10 2015 Green Bay Rd. Landscape Maintenance	Public Works	Work on this contract includes providing Landscape Maintenance along the Union Pacific Railroad (Metra Line) right-of-way which is along the east side of Green Bay Rd. from Foster St. to Isabella; and along the west side of Poplar Ave. from Lincoln St. to Central St.	\$120,000	Feb 24	Mar 12

<p>Bid 15-16 2015 CIPP Spot Lining Sewer Rehabilitation</p>	<p>Utilities</p>	<p>Work on this project includes rehabilitation of approximately 3,376 feet of combined sewer main and storm sewer main, 9-inch to 18-inch in diameter, using the cured-in-place pipe (CIPP) lining method of rehabilitation.</p>	<p>\$100,000</p>	<p>Feb 24</p>	<p>Mar 9</p>
<p>*Bid 15-15 2015 CIPP Sewer Rehab Contract B</p>	<p>Utilities</p>	<p>Work on this project includes rehabilitation of approximately 3,376 feet of combined sewer main and storm sewer main, 9-inch to 18-inch in diameter, using the cured-in-place pipe (CIPP) lining method of rehabilitation.</p>	<p>\$265,000</p>	<p>Feb 24</p>	<p>Mar 9</p>

\*Bid not publicly advertised, sent to list of Pre-Qualified contractors RFP 13-60

## Evanston City Council Agenda Schedule - 2015

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

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

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
Police	2/9/2015	Crime Statistics	P	CC	Eddington	
Admin Services	2/9/2015	RE Tax Bill Payments Due 3/3	A	CC	Lyons	
Public Works	2/9/2015	Crack Sealing Contract	B	APW	Robinson	
Public Works	2/9/2015	Harley Davidson Leases	B	APW	Robinson	
Fire	2/9/2015	M.A.B.A.S (Mutual Aid Box Alarm Sys) Agreement	B	APW	Klaiber	
Utilities	2/9/2015	Insituform CIPP Contract A	B	APW	Stoneback	Held at APW on 1.12.15
Public Works	2/9/2015	Dodge Avenue Bike Lane Construction Funding	B	APW	Robinson	
Public Works	2/9/2015	Chicken & Waffles Parking Lot	B	APW	Robinson	
Public Works	2/9/2015	LADD Engineering Construction Contract - Bike Path	B	APW	Robinson	
CD	2/9/2015	Landmark Status Recording and Inventory Contract	B	APW	Muenzer	
Public Works	2/9/2015	CMAQ Grant Application Approval	R	APW	Robinson	
Public Works	2/9/2015	IDOT Funding Agreement: Ladd Arboretum	R	APW	Robinson	
Public Works	2/9/2015	2015 MFT Resolution-Street Resurfacing	R	APW	Robinson	
Law	2/9/2015	Network Transportation Providers	R	APW	Farrar	
CD	2/9/2015	Permit Fees	O	APW	Muenzer	Introduction
Law	2/9/2015	Increase Fines for Cycling on Sidewalks	O	APW	Farrar	Introduction
Law	2/9/2015	Liquor Code text amendment	O	APW	Farrar	Introduction
Law	2/9/2015	Class D Reduction for Noyes Street Café	O	APW	Farrar	Introduction
Law	2/9/2015	Class C Liquor Hours Modification	O	APW	Farrar	Introduction
Law	2/9/2015	Lids for Commercial Refuse Containers	O	APW	Farrar	Introduction
Law	2/9/2015	Gun Ranges & Concealed Carry	O	APW	Farrar	Introduction
Admin Services	2/9/2015	Transportation/Parking Ctte Revisions	O	APW	Lyons	Introduction
CD	2/9/2015	Open Communities Funding	B	PD	Muenzer	
CD	2/9/2015	2308 Main, Wholesale Establishment, Few Spirits	O	PD	Muenzer	Introduction
PRCS	2/9/2015	Church/Dodge: Morrison building	B	HS	McRae	
PRCS	2/9/2015	Noyes Leases (2); Actor's Gym and Gaitan	B	HS	McRae	
CMO	2/9/2015	PEG Funding	B	HS	Storlie	
CMO	2/9/2015	Update Letter of Credit Dempster/Dodge & Main/Chicago	O	EDC	Bobkiewicz	Introduction
CMO	2/9/2015	ZS Relocation Assistance	B	EDC	Bobkiewicz	
CMO	2/9/2015	Great Merchant Grants	B	EDC	Bobkiewicz	
CMO	2/23/2015	Introduction of "Open Evanston"	P	CC	Bobkiewicz	

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Admin Services/PRCS	2/23/2015	Robert Crown	P	CC	Lyons/McRae	
Public Works	2/23/2015	Emerson/Ridge/GreenBay Project	P	CC	Robinson	
Utilities	2/23/2015	Toilet Installation Program	B	APW	Stoneback	
Utilities	2/23/2015	2015 Granular Materials	B	APW	Stoneback	
Utilities	2/23/2015	Distribution Materials Contract Extension	B	APW	Stoneback	
Utilities	2/23/2015	Standpipe Painting	B	APW	Stoneback	
Public Works	2/23/2015	Utilities Vehicle Replacement	B	APW	Robinson	
Public Works	2/23/2015	STP Grant Application Approval	R	APW	Robinson	
Law	2/23/2015	Ord 126-O--14 CVS Liquor Lic	O	APW	Farrar	Held at APW 10.27.14
Admin Services	2/23/2015	RV - Trailer Parking	O	APW	Lyons	Introduction
Law/Fire	2/23/2015	Ord to permit claims by City for damaged Fire equipment	O	APW	Farrar/Klaiber	Introduction
Public Works	2/23/2015	UP Viaducts	D	APW	Robinson	
CD	2/23/2015	Grant Application for bike racks at Main St. Metra & CTA Station	R	PD	Muenzer	
CD	2/23/2015	915 Foster, Foster Dance Studio Expansion	O	PD	Muenzer	Introduction P&D starts immediately after A&PW
CMO	2/23/2015	Resolution for RFQ/P for 2222 Oakton Street	R	EDC	Bobkiewicz	
CMO	2/23/2015	Corrado Cutlery Loan Modification	R	EDC	Bobkiewicz	
CMO	2/23/2015	Valli Produce TIF Funding Request	R	EDC	Bobkiewicz	
Admin Serv	3/9/2015	Investment Strategies: Institutions	B	APW	Lyons	
Public Works	3/9/2015	Uniform Purchase Contract	B	APW	Robinson	
Public Works	3/9/2015	Greenbay Road Landscape Contract	B	APW	Robinson	
Utilities	3/9/2015	2015 CIPP Spot Lining	B	APW	Stoneback	
Utilities	3/9/2015	2015 CIPP Sewer Rehab Contract B	B	APW	Stoneback	
CMO	3/9/2015	Divvy Stations	B	APW	Bobkiewicz	
Admin Services	3/9/2015	Southwest TIF Distribution	O	APW	Lyons	Introduction
Law	3/9/2015	Leaf Blowers	O	APW	Farrar	Introduction
Law	3/9/2015	Noise Ordinance	O	APW	Farrar	Introduction
Law	3/9/2015	Pedal Cab	O	APW	Farrar	Introduction
CD	3/9/2015	Ordinance Text Amendment: Dempster-Main Overlay District	O	PD	Muenzer	Introduction
CD	3/9/2015	1571 Maple Ave Mixed Use Planned Dev	O	PD	Muenzer	Introduction
CD	3/9/2015	Reallocation of unspent CDBG funds	R	HCDC	Muenzer	
CD	3/9/2015	2015-2019 Consolidated Plan	R	HCDC	Muenzer	



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CD	3/9/2015	2015 Action Plan	R	HCDC	Muenzer	
Public Works	3/16/2015	APWA Awards	A	CC	Robinson	
Utilities	3/16/2015	NICOR Construction Update	P	CC	Stoneback	
Utilities	3/16/2015	Wholesale Water Sales Update	P	CC	Stoneback	
Utilities	3/16/2015	Utilities Commission: Proposed Energy Efficiency Ord	D	CC	Stoneback	
PRCS	3/16/2015	Robert Crown Next Steps	B	CC	McRae/Lyons	Tentative Date
		National Public Health Week Apr 6-12, 2015	PR	CC		
CMO/Admin Services	3/23/2015	Electric Vehicle Charging: Sherman Garage	B	APW	Bobkiewicz/Lyons	
Public Works	3/23/2015	Pavement Markings	B	APW	Robinson	
Public Works	3/23/2015	Concrete Contract Award	B	APW	Robinson	
Public Works	3/23/2015	Vehicle Purchase	B	APW	Robinson	
Public Works	3/23/2015	Tire Purchase for Fleet Vehicles	B	APW	Robinson	
Law	3/23/2015	Hotel-Motel Tax for B&Bs	O	PD	Farrar	Introduction (Held in Committee 1.26.15)
		National Fair Housing Month - April				
		National Library Week Apr 12-18				
		National Volunteer Week Apr 12-18				
		National Drinking Water Week May 3-9				
<b>Council &amp; Committee Meetings</b>						
Mon, Feb 2	cancelled	Rules Committee				
Mon, Feb 2	6:00 PM	Human Services				
Mon, Feb 9	6:00 PM	A&PW, P&D, City Council meetings				
Tues, Feb 17	7:30 PM	Housing & Community Dev Act Cttee				
Wed, Feb 18	5:30 PM	City-School Liaison Committee (at ETHS)				
Wed, Feb 18	6:30 PM	M/W/EBE Advisory Committee				
Mon, Feb 23	6:00 PM	A&PW, P&D, City Council meetings				
Wed, Feb 25	6:00 PM	Transportation/Parking Committee				
Wed, Feb 25	7:30 PM	Economic Development Committee				
Fri, Feb 27	7:00 AM	Housing & Homelessness Commission				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
<b>DEFERRED</b>						
Dept	Date	Item	Action	Committee	Staff	
Utilities	TBA	Computerized Maintenance Management System	B	APW	Stoneback	
Law	TBA	22 ounce containers for P-1 Liquor Lic (New #)	O	APW	Farrar	Introduction (Held in Committee 10.13.14)
CD	TBA	Inclusionary Housing	O	PD	Muenzer	Action (Intro on 7/28/14; referred to subcomtte)
Utilities	TBA	South Standpipe Painting	B	APW	Stoneback	
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)



# Memorandum

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

From: Mark Muenzer, Director of Community Development

Subject: January, 2015 Community Development Department Report

Date: January 30, 2015

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

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

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

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

PLANNING AND ZONING	Zoning Board of Appeals
January 2015 Meetings/Activities	<b>January 6, 2015</b>
	<p><b>2524 Cowper Avenue:</b> Variances for building lot coverage, front yard setback, and interior side yard setback for an addition. Approved unanimously.</p>
	<p><b>1936 Maple Avenue:</b> Special Use for a Type 2 Restaurant in the B1 District for <i>Clucker's Charcoal Chicken</i>. Unanimous recommendation for approval with conditions for hours of operation, employee parking, and Litter/Garbage Pickup Plan. Introduced at P&amp;D January 26, 2015.</p>
	<p><b>521 Ridge Avenue:</b> Variances for one open parking space in the front yard. Recommendation for approval 5-2 with the condition that the second curb cut on Elmwood Avenue be removed. Introduced at P&amp;D January 26, 2015.</p>
	<b>January 27, 2015</b>
	<p><b>1111 Noyes Street:</b> Variances for building lot coverage and interior side and rear yard setbacks for a detached garage. Approved unanimously.</p>
	<p><b>2409 Crawford Avenue:</b> Variance for interior side yard setback for an attached carport. Approved 5-2 with the condition that the downspout extends a minimum of 5' away from the property line, and the carport cannot be enclosed into livable space in the future.</p>
	<p><b>915 Foster Street:</b> Special Use in the B1 District for Commercial Indoor Recreation (expansion) for <i>Foster Dance Studio</i>. Unanimous recommendation for approval with conditions for hours of operation 6am-10pm, and employees shall not utilize street parking when possible. Scheduled for P&amp;D February 23, 2015.</p>
<p><b>2308 Main Street:</b> Special Use in the C1 for a Wholesale Establishment (expansion) for <i>Few Spirits</i>. Unanimous recommendation for approval. Scheduled for P&amp;D February 9, 2015.</p>	
February 2015 Meetings/Activities	<b>February 3, 2015</b>
	<p><b>2411 Hastings Avenue:</b> Variance for building lot coverage for a 2-car detached garage.</p>
	<p><b>605 Hinman Avenue:</b> Variances for building lot coverage, interior side yard setbacks and rear setback to rebuild open stairwells with balconies, and a fence variance for an 8' metal fence on a stair landing for a total height from grade of 10' in the rear yard at a multifamily residential building.</p>
	<p><b>517 Dempster Street:</b> Special Use in the B1 District for a Type 2 Restaurant, <i>Frio Gelato</i>.</p>
	<b>February 17, 2015</b>
<p><b>Meeting cancelled due to a lack of items.</b></p>	

PLANNING AND ZONING	Plan Commission
January 2015 Meetings/Activities	<b>January 14, 2015</b>
	<p><b>Planned Development – 1571 Maple Avenue (Continued from 10/08/14, 11/05/14 and 12/17/14)</b> 12-story (133.3-foot high) multiple-family, 101 residential-unit building with 3,696 sq. ft. of commercial space, 13 open on-site parking spaces and 101 off-site parking spaces. The applicant seeks site development allowances for the number of dwelling units, building height, floor area ratio (FAR), number of on-site parking spaces, and building setbacks from the east, north, and northwest property lines. The Plan Commission unanimously forwarded a positive recommendation to the City Council.</p>
	<p><b>Administrative Rules and Procedures of the Plan Commission (Continued from 12/10/14)</b> The Commission unanimously voted to send the Draft modifications to the Administrative Rules and Procedures of the Plan Commission back to the Rules Committee of the Plan Commission for further refinement.</p>
February 2015 Meetings/Activities	<b>February 11, 2015</b>
	<p><b>Zoning Ordinance Text and Map Amendment - Dempster-Main Overlay District</b> Per Plan Commission's recommendation from November 12, 2014 meeting, staff is proposing creation of a new overlay zoning district to cover Dempster Street and Main Street business districts. The Dempster-Main Overlay District is being created to allow office and financial institution uses on ground floors as Special Uses. The uses are currently allowed as Permitted Uses.</p>
	<p><b>Zoning Ordinance Text Amendment – Personal Service Establishment</b> Staff is proposing a new zoning land use definition for a Personal Service Establishment that would include nail salons, hair salons, barber shops, tanning salons and similar establishments. Staff is proposing a distance separation of 1,000 between such uses for the use to be allowed as a Permitted Use. Special Use approval would be required for establishments located less than 1,000 feet from an existing Personal Service Establishment.</p>
<p><b>Zoning Ordinance Text Amendment – Fence Regulations</b> Staff is proposing modifications to existing fence regulations to allow fences in street side yards with a requirement for a two-foot setback from the street-side property line and landscape screening. The Amendment also includes a new definition and land use regulations for invisible pet fences.</p>	
PLANNING AND ZONING	Comprehensive Plan Committee of the Plan Commission
January 2015 Meetings/Activities	<b>January 2015</b>
	There was no Comprehensive Plan Committee meeting scheduled in January.
February 2015 Meetings/Activities	<b>February 2015</b>
	There is no Comprehensive Plan Committee meeting scheduled in February.
PLANNING AND ZONING	Rules Committee of the Plan Commission
January 2015 Meetings/Activities	<b>January 2015</b>
	There was no Rules Committee meeting scheduled in January.
February 2015 Meetings/Activities	<b>February 13, 2015</b>
	<p><b>Administrative Rules and Procedures of the Plan Commission:</b> Per Plan Commission's recommendation in January of 2015, the Committee will consider additional modifications to the Administrative Rules and Procedures of the Plan Commission.</p>

<b>PLANNING AND ZONING</b>	<b>Zoning Committee of the Plan Commission</b>
<b>January 2015 Meetings/Activities</b>	<b>January 2015</b>
	There was no Zoning Committee meeting scheduled in January.
<b>February 2015 Meetings/Activities</b>	<b>February 2015</b>
	There is no Zoning Committee meeting scheduled in February.
<b>PLANNING AND ZONING</b>	<b>Preservation Commission</b>
<b>January 2015 Meetings/Activities</b>	<b>January 20, 2015</b>
	<b>901 Edgemere Court</b> (LSHD) – Exterior alterations including new windows on the first story and second story. New dormers on the second story. Action: Approved as revised.
	<b>585 Ingleside Place</b> (L) – Selective replacement of 2 windows and 1 door (with new French door) and addition of 1 window at the rear façade. Action: Preservation Commission authorized administrative approval.
	<b>2127 Maple Avenue</b> (L) - Build a 6' x 8' addition which will be located in southeast corner of the house. The addition will be to the kitchen and mudroom on the first floor and to the bedroom on the second floor. Small dormer on the south is to create headroom above the stairs to the attic playroom. Action: Tabled
	<b>619 University Place</b> (L) - Remove existing stone exterior steps and patio at main (north) entrance to the building; construct new accessible stone ramp and stairs and new patio with painted metal guardrail. Construct new concrete walk to replace existing - new walk graded to allow for positive water drainage away from the building and modify existing wood front door so it swings out. Action: Approved
	<b>2349 Sheridan Road</b> (Landmark lot of record) – New accessible concrete ramp, new lannon stone entry canopy, new lannon stone bench at existing porch, replace windows, new sheet metal cornice, restoration of existing masonry and new mechanical louvers at back elevation. Action: Approved
	<b>715 Colfax Street</b> (NEHD) – Construction of a single family house with detached garage/coach house and perimeter fence. Action: Tabled
	<b>725 Colfax Street</b> (NEHD) – Construction of a single family house with detached garage/coach house and perimeter fence. Action: Tabled

<b>February 2015 Meetings/Activities</b>	<b>February 10, 2015</b>
	Northwestern University and Preservation Commission Workshop – Proposed subdivision of Evanston campus (Block 1)
	<b>February 17, 2015</b>
	<b>2518 Central Park (L)</b> – Replace an existing sunroom and deck with a two story addition at rear of house.
	<b>2030 Orrington Avenue (NEHD)</b> - West rear elevation: (first floor) remove existing shed structure and foundation, new mud room addition, new covered rear porch, new wood deck. South elevation: (first floor) 3 new windows in family room; (second floor) relocate existing window from dressing room to bathroom and infill window opening.
<b>Preservation Projects Under Review or Approved by Staff</b>	<b>Staff Review – January 2015</b>
	<b>2040 Orrington Avenue (L/NEHD)</b> - 5 ft. tall solid cedar fence around the rear yard including a 1 ft. lattice on top.
	<b>2107 Wesley Avenue (L)</b> - Demolition of existing wood deck at rear of house. Construct new wood deck matching existing foot print.
	<b>2306 Orrington Avenue (NEHD)</b> Coach house: West elevation – 1st floor - existing brick wall to be finished in stucco, close existing opening and finish with stucco. East elevation – first floor - raise existing header & door, replace existing window w/French doors; second floor - replace wood window w/egress windows. South elevation -- first floor - infill existing opening. Re-roof coach house with cedar shingles and new copper gutters, and remove existing stucco and replace with new stucco finish. Refurbish all remaining wood windows on all four elevations.
	<b>115 Dempster Street (L/LSHD)</b> - Demolish existing attached garage and back porch. Construct new 1-story attached garage. Zoning variations: The proposed attached garage requires a five foot (5') setback from the west property line. Proposed setback = 0.5'. The proposed attached garage requires a thirty foot (30') setback from the rear lot line. Proposed setback = 0.5'.
	<b>2306 Orrington Avenue (NEHD)</b> - Coach house: West elevation - first floor- existing brick wall to be finished in stucco, close existing opening and finish with stucco. East elevation- first floor- raise existing header & door, replace existing window w/French doors; second floor - replace wood window w/egress windows. South elevation - first floor - infill existing opening. Re-roof coach house with cedar shingles and new copper gutters, and remove existing stucco and replace with new stucco finish. Refurbish all remaining wood windows on all four elevations. (permit drawings approved)
	<b>542 Forest Avenue (LSHD)</b> - Install 16 solar electric panels on existing south dormer roof (under review)
	<b>736 Michigan Avenue (LSHD)</b> - Second floor addition to existing single story construction at the rear of the residence. Zoning variance: The proposed 2nd story addition requires a five foot (5') setback from the property line. The proposed setback is 3.4' (permit drawings approved)
	<b>699 Sheridan Road (LSHD)</b> - Modification of 2nd floor east windows and southeast dormer and addition of basement windows. Installation of two AC units on the south side yard. (permit drawings approved)

PLANNING AND ZONING	APPROVED & ACTIVE PLANNED DEVELOPMENTS
<b>1890 Maple/1881 Oak</b>	The development of 356 residential rental units is under construction with a full building permit.
<b>North Shore Residence/ The Merion 1611 Chicago Ave.</b>	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition has also been issued; construction is ongoing.
<b>1515 Chicago Ave. Hyatt House Extended Stay Hotel</b>	The 8-story 114-room hotel with 33 on-site parking spaces was approved by the City Council on April 28, 2014. The permit for foundation work only was issued in late September 2014. Staff is reviewing the application and plans for a full building permit for the construction of the building.
<b>Church St. Village 1629-1691 Church</b>	On 08/11/2014, the applicant received an extension to complete the 13 unfinished units in Buildings 2 and 3 and to obtain a building permit for the construction of the last eight-unit Building 1 no later than 08/11/2015. The applicant must complete construction by 08/11/17. The applicant has reactivated the building permits and is working on completing the 13 unfinished units in Buildings 2 and 3.
<b>2454 Oakton St. Sports Dome</b>	The indoor recreation facility (multi-sports dome) was approved by City Council on August 11, 2014.

HOUSING & GRANTS	Housing & Community Development Act Committee
<b>January 2015 Meetings/Activities</b>	<b>January 27, 2015</b>
	Members of the Housing & Community Development Act Committee attended the Human Services Funding Summit meeting on January 27 to discuss a variety of considerations in creating a combined application process for CDBG Public Services and Mental Health Board funding. A follow up meeting will be scheduled in March.
<b>February 2015 Meetings/Activities</b>	<b>February 17, 2015</b>
	<p>The agenda for the February 17 meeting has not been finalized but may include review of updated policies and procedures for the CDBG Housing Rehab program. The 2015 federal funding appropriations bill enacted in December 2014 requires that HUD notify entitlement grantees of their 2015 formula allocations within 60 days of enactment of the bill, so approximately February 15, 2015. If the City receives its 2015 grant amount prior to the Scheduled meeting, staff will provide an update on the process to submit the City's 2015-1019 Consolidated Plan and 2015 Action Plan to HUD for approval, as well as any impact on the estimated allocations of CDBG to specific programs and projects made by the Committee in September 2014.</p> <p>Staff is working on close out the 2014 grant year. The 2014 Consolidated Annual Performance and Evaluation Report (CAPER) must be posted for public comment in early March, be approved by City Council on March 23 and be submitted to HUD by March 31.</p>
HOUSING & GRANTS	Housing and Homelessness Commission
<b>January 2015 Meetings/Activities</b>	<b>January 23, 2015</b>
	This meeting was canceled
<b>February 2015 Meetings/Activities</b>	<b>February 27, 2015</b>
	The agenda has not been finalized, but may include creation of new working groups and the review of the 2014 year-end report. .



HOUSING & GRANTS	NSP 2
<b>NSP2 Properties</b>	<p>Contracts on 713 Brummel and 619 Case Place #1 were canceled because applicants did not meet underwriting requirements. Units will continue to be marketed in 2015. All individuals on the interested parties list who qualify for the program based on self-reported income were contacted about the opportunity to purchase. Offers from households that have not been preliminarily income qualified and started homebuyer counseling will be considered and underwritten as received. Homebuyer counseling will be provided on a one-on-one basis for buyers as needed.</p> <p>The wait lists for Emerson Square and LiveEvanston scattered site rentals are currently closed. Wait lists will be opened periodically, following the tenant selection plan for individual unit sizes depending on lease renewals and numbers of prospects on the wait lists.</p>
<b>Rehabilitation/ Clearance Work</b>	<p>Site remediation work to clean up contamination at 2113 Dewey following the demolition of the blighted residential structure on that site has been completed; information has been submitted to the IEPA in order to get a No Final Remediation letter. Disposition of the cleared site will be determined before program closeout. All other work is completed and</p>
<b>Land Banked Properties</b>	<p>Five residential properties that were acquired as foreclosures have been demolished due to their deteriorated condition; because there are insufficient funds to redevelop them at this time, four properties may be land banked for up to 10 years. One property, 1941 Jackson Ave, is being redeveloped through a Development &amp; Affordable Housing Agreement with ETHS &amp; Community Partners for Affordable Housing. The property will be donated to CPAH, who will apply to IHDA for donation tax credits; the proceeds will be used by ETHS for future Geometry In Construction house building projects. The completed house will be sold to an income eligible household by CPAH. Priority is being given to ETHS and City of Evanston employees who meet the income restrictions to purchase the home.</p>
<b>Grant Closeout</b>	<p>The City has expended its \$18.15 million NSP2 grant, as well as a substantial portion of the \$4 million in program income on eligible activities and is beginning file reviews of all completed properties as required for grant closeout.</p>

BUILDING & INSPECTION SERVICES		Housing Rehabilitation
Ward	Address	Status
2	1610 Pitner	Client requested Subordination and 2 Rehab Loans to be consolidated. Closing - January 26, 2015.
5	1739 Brown	DEMO – In Progress
8	1428 Dobson	1 Unit – In Progress
8	1823 – 1831 Brummel	Patricia Lloyd Townhomes – 5 Units – In Progress
9	1502 ½ South Blvd	Rehab Loan Paid Off
BUILDING & INSPECTION SERVICES		Sign Review and Appeals Board
<b>January 2015 Meetings/Activities</b>		<b>January 8, 2015</b>
		1 Item for consideration – 430 Asbury Ave.: Little Beans Café – Approved with conditions
<b>February 2015 Meetings/Activities</b>		<b>February 12, 2015</b>
		1 Item for consideration – 2748 Green Bay Rd.: Whole Foods Market

BUILDING & INSPECTION SERVICES		Permit Application Status		
Ward	Property Address	Project Description	Received	Status
1	1515 Chicago	Evanston Hyatt Hotel	10/21/14	Under Review
1	812 Church	800 Degree Pizza	12/17/14	Under Review
1	1737 Sherman	Blaze Pizza – Post permit revisions	8/27/14	Approved
1	811 Church	Restaurant – Interior remodel	1/20/15	Under Review
2	1158 Dodge Ave.	Evanston Nails	11/26/14	Approved
2	1910 Dempster	Valli Produce – Demolition permit	12/30/14	Approved
2	1910 Dempster	Valli Produce – Interior remodel	1/22/15	Under Review
2	930 Pitner	Interior remodel – Photography studio	1/14/15	Approved
4	1029 Davis	New Building – 5 Retail spaces	9/30/14	Under Review
4	1026 Davis	New Building – Restaurants	10/13/14	Approved
4	711 Main St.	Dave's Rock Shop – Interior remodel	12/19/14	Approved
4	1596 Sherman	Freshii – Interior remodel	12/15/14	Approved
4	1000 Grove	McGaw YMCA – Interior remodel	1/15/15	Approved
5	2045 Brown	Bangladesh Islamic Mosque – Exterior and interior revisions	8/7/14	Approved
7	2751 Ashland	Rocky Miller Stadium – New press box, bleacher and support structures	8/5/14	Under Review
7	2748 Green Bay Rd.	Whole Foods – Interior remodel	12/22/14	Under Review
7	1300 Central	Apartment building – Exterior stairs and balconies	12/3/14	Approved
7	1815 Central	Interior Remodel – Animal hospital	12/15/14	Approved
7	1717 Central	Evanston Arts Center – Interior remodel	1/6/15	Under Review
8	128-132 Chicago	U-Haul Truck Rental – Interior and exterior remodeling	6/23/14	Under Review
8	1413-1415 Howard	Convert commercial to 6 dwelling units	11/4/14	Under Review
8	743 Howard	Nail Spa – Interior remodel	12/16/14	Approved

BUILDING & INSPECTION SERVICES		New Business Application Status		
Ward	Property Address	Business Name	Received	Status
1	1601 Sherman #510	Tawani Enterprises, Inc.	12/26/2014	General Business License issued 1/15/2015.
1	1722 Sherman Ave.	Campus Gear	01/09/2015	Planning & Zoning Analysis underway.
2	838 Dodge Ave.	CJ 21 Laundry World, Inc.	11/26/2014	Pending inspections.
2	848 Dodge Ave.	The UPS Store	12/26/2014	Pending inspections.
2	930 Pitner Ave.	Profit Kings Media, LLC	12/08/2014	Pending inspections.
2	848 Dodge Ave.	Essoenn, Inc.	12/02/2014	General Business License issued 1/23/2015.
3	1043A Chicago Ave.	57 <sup>th</sup> Street Bookcase & Cabinet	12/18/2014	Pending inspections.
3	707 Chicago Ave.	Sidetracked Studio, LLC	9/26/2014	Pending inspections.
3	1303 Chicago Ave.	Studio Armadi, LLC	11/20/2013	Build-out underway. Permit #13INTR-0442.
3	1315 Sherman Pl.	Kettelkamp & Kettelkamp Landscape Architecture, LLC	01/09/2015	Planning & Zoning Analysis underway.
4	1102 Davis St.	Kaufman O'Neil Architecture, LLC	11/07/2014	Build-out underway. Permit #14INTR-0380.
4	1416 Lake St. #2	Mindstate of Emotions	01/23/2015	Application received 1/23/2015.
4	604 Davis St.	The Barre Code	01/23/2015	Application received 1/23/2015.
5	2114 Jackson Ave.	Precision Multisport	05/20/2014	Build-out underway. Permit #14INTR-0386.
7	2104 Central St.	Sparkle Cleaners of Evanston	08/25/2014	Business moved to Skokie.
7	2530 Ridge Ave. #103	North Shore Pediatric Therapy, Inc.	01/09/2015	Business Licensed by the State – No Municipal License Required.
8	1717 W. Howard St.	Polytechnic Education and Career Service	12/08/2014	Pending inspections.



DATE: January 28, 2015  
TO: Wally Bobkiewicz, City Manager  
FROM: Mark Muenzer, Director of Community Development  
Gary Gerdes, Building and Inspection Services Manager  
SUBJECT: Building Permit & Construction Value Financial Report for January, 2015

**BUILDING PERMIT FEES**

Total Permit Fees Collected for the Month of January 2015	\$ 766,169
Total Permit Fees Collected Fiscal Year 2015	\$ 766,169
Total Permit fees Collected for the Month of January 2014	\$ 1,327,559
Total Permit Fees Collected Fiscal Year 2014	\$ 1,327,559

**CONSTRUCTION VALUES**

<b>TOTAL CONSTRUCTION VALUE FOR JANUARY 2015</b>	\$ 44,555,233
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2015</b>	\$ 44,555,233
<b>TOTAL CONSTRUCTION VALUE FOR JANUARY 2014</b>	\$ 126,051,629
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2014</b>	\$ 126,051,629



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Lorrie Pearson, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: January 30, 2015

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

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

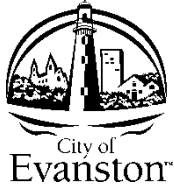
**Zoning Weekly Update**  
**Cases Received and Pending, January 23 - January 29, 2015**

**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	601-721 University Place	Zoning Analysis	Proposed subdivision in U1 District (Northwestern University)	12/29/14	pending additional info from applicant
1	840 Milburn Street	Zoning Analysis	Land subdivision	01/28/15	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 additional info from applicant
2	2119 Cleveland Street	Building Permit	Demolish existing, construct 2-car det. garage at SFR	01/27/15	compliant
3	1019 Michigan Avenue	Zoning Analysis	Replace exist. porch with 1-story add'n, int. remodel, and relocate AC-units	01/28/15	pending staff review
3	901-05 Forest Avenue	Building Permit	Re-build existing, construct new stair enclosure for MFR	01/27/15	compliant
6	2518 Central Park Avenue	Zoning Analysis	Replace existing sun room/porch with 2-story addition	01/28/15	pending staff review
7	2751 Ashland Avenue (formerly 1600 Isabella)	Building Permit	Int./ext. additions to NU Baseball Field	08/19/14	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	805 Mulford Street	Zoning Analysis	Construct new 8-unit condo building with 12 underground parking spaces	01/07/15	pending additional info from applicant
9	624 Asbury Avenue	Building Permit	De-convert 2-fam. residence into SFR.	01/27/15	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	1603 Orrington Avenue	Zoning Complaint	Illegal parking lot use (Chase Bank lot)	09/12/14	2nd violation letter mailed 01/23/15
2	1721 Lake Street	Minor Variance	Fence in street side yard	01/20/15	determination after 02/07/15
2	1804 Washington Street	Zoning Complaint	Automobile Repair establishment in residential district	09/16/14	Drive-by insp. on-going
2	2308 Main Street	Special Use	Wholesale Goods Establishment - Few Spirits	10/21/14	<b>P&amp;D 02/09/15</b>
3	517 Dempster Street	Special Use	Type 2 Restaurant: Frio Gelato	01/10/15	<b>ZBA 02/03/15</b>
3	605 Hinman Avenue	Major Variance	Building lot coverage, rear setback, side setback for stairs; 8' fence in rear	01/07/15	<b>ZBA 02/03/15</b>
3	900 Chicago Avenue	Special Use	Convenience Store with accessory Type 2 Restaurant	01/26/15	<b>ZBA 03/03/15 &amp; DAPR 02/11/15</b>
5	915 Foster Avenue	Special Use	Expansion of existing dance studio into vacant space (Foster Dance Studio)	12/17/14	<b>P&amp;D 02/23/15</b>
6	2405 Noyes Street	Minor Variance	Building lot coverage to construct 1-story addition	01/20/15	determination after 02/13/15
6	2411 Hastings Avenue	Major Variance	Building lot coverage for a 2-car detached garage	12/10/14	<b>ZBA 02/03/15</b>
7	2515 Pioneer Road	Minor Variance	Building setbacks to construct 2-story addition	01/20/15	determination after 02/13/15
7	2645 Asbury Avenue	Minor Variance	Front yard setback for a 2-story addition	01/13/15	determination after 1/28/15
7	2753 Girard Avenue	Minor Variance	Building lot coverage for a 2-story addition	01/13/15	determination after 1/28/15
8	108 Florence Avenue	Zoning Complaint	Outdoor storage, trade contractor business in residential district	11/06/14	liable verdict, comply by 2/12/15



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: January 30, 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.

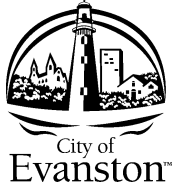
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.



**Inspector Weekly Update**  
**Cases Received, January 26-30, 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)	Foundation	Construction site is active. Concrete form work is underway for stairwells. Water main and sewer work is progressing. Excavation for further foundation work is continuing. Site is fairly well organized. The public right of way has been redirected both on the street and the sidewalk with the proper barricades and signage. Catch baskets are being monitored regularly.	1/29/2015
1	1619 Chicago Avenue (The Merion)	Residential Addition	Construction site is in good condition. Steel beams are being delivered to the site. Staging has begun just inside the fence along Chicago Avenue. The street is clear and the site is secure.	1/26/2015
1	728 Lincoln Street (Kendall Place)	New Residential Building (SFRs)	Construction site is in good condition. Soil erosion reports are current. Sidewalks and fences are in good condition.	1/26/2015
2	1890 Maple Avenue (E2 Apartments)	New Residential Building (MFR)	Construction site is in good condition. Sidewalks remain clear of debris.	1/26/2015
2	2008 Dempster Street (Goldfish Swim School)	Interior Remodel	Construction site is active. Sub trades are installing fire protection, electrical, and plumbing systems. The construction fence has been properly secured with driven fence posts, as required by the previous report. The site is clear of trash and debris. No dust generation or site water migration was observed at the time of inspection. Gates are secure and fences are standing plumb.	1/28/2015
3	414-424 South Boulevard	Monitoring	No construction or auto repair activity has been observed.	1/26/2015
4	1026 Davis Street (Taco Diablo/LuLu's)	Demolition	Building has been demolished and completion of debris removal is scheduled for 1/30/15. Site is well kept and no dust generation was observed at the time of inspection. 8' fences are in place with windscreen and secured gates. Contractor has been informed that top bar for fence and better windscreen attachment are required.	1/29/2015
4	1029-31 Davis Street (Former Pineyard Site)	New Commercial Building	Construction site is not active. Fence is in good condition and wind screen is attached. Gates are secure.	1/26/2015
8	1216-1226 Harvard Terrace	Monitoring	No construction activity has been observed.	1/26/2015



# Memorandum

To: Honorable Mayor and Members of the City Council

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

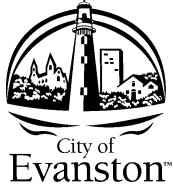
Subject: Food Establishment Application Weekly Report

Date: January 30, 2015

The table below is the weekly report of all applications for Food Establishments received. This initial report lists all establishments for the month of January 2015. Weekly reports will follow when applications are received.

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

Establishment Name	Address	Ward	Application Received on	Type
Burger King #1664	1740 Orrington	1	1/6/2015	Change of Ownership
PS It's Social	1813 Dempster	1	1/14/2015	New Establishment
Whole Foods Market	2748 Green Bay Road	7	1/15/2015	New Establishment
TBD	811 Church	1	1/20/2015	New Establishment
Valli Produce	1910 Dempster	2	1/22/2015	New Establishment
Bake 425	1301 Chicago	3	1/27/2015	New Establishment



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Carl Caneva, Assistant Director Health Department  
Subject: Property Standards Monthly Report  
Date: January 30, 2015

Below is the monthly summary report of field inspections for January 2015. The report, organized by ward, includes the property address and current notes of activity. Please contact me at 847-859-7831 or [ccaneva@cityofevanston.org](mailto:ccaneva@cityofevanston.org) if you have any questions or would like to request more frequent property reports.

***Ward: 2***

**MAIN STREET, 1925 Case Number: 14-1677 1/30/15**

Activity Date: 1/13/2015 Participant: DEUTSCHE BANK NATIONAL

Administrative Hearing are as follows. The respondent was found liable in a default hearing and fined 450.00 dollars. An additional ticket will be issued

***Ward: 6***

**HAYES STREET, 3300 Case Number: 14-1721 1/29/15**

The water service has been voluntarily stopped to protect the building. Homeowners have been referred to Housing Rehabilitation Services to determine if the home can be approved for a loan.

***Ward: 8***

**CALLAN AVENUE, 117 Case Number: 15-0087 1/28/15**

An inspection was performed on today and the exterior is in compliance. The property will continue to be monitored and cited as necessary. All dumpsters were closed and not overflowing.

**CALLAN AVENUE, 117 Case Number: 15-0087 Jelks, Charlton 1/28/15**

An inspection was performed on today and the exterior is in compliance. The property will continue to be monitored and cited as necessary. All dumpsters are in compliance.

**CALLAN AVENUE, 150 Case Number: 15-0088 1/29/15**

An inspection was performed on 01/28/2015 at 1:29 pm and the sidewalks were free and clear of snow and ice. Photos were taken. This property will be monitored on a regular basis.

**CLYDE AVENUE, 135 Case Number: 15-0086 1/29/15**

The property was inspected on 01/28/2015 at 11 am and the walkways are free and clear of snow and there was a small patch of ice on the city sidewalk and a door hanger was posted. Photos were taken. This property will be monitored on a regular basis.

**CUSTER AVENUE, 112-120 Case Number: 15-0091 1/28/15**

An inspection was performed at this address and snow has been shoveled and the walkways are free and clear of ice. This address will continue to be monitored. Photos were taken.

**CUSTER AVENUE, 149 Case Number :15-0089 1/28/15**

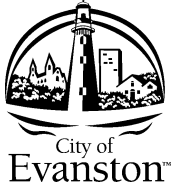
An inspection was performed at this location on today and observed the sidewalk had been shoveled but there was some snow dusting on the walkways and a door hanger was placed on the door as a reminder to keep the walkways clear. Photos were taken. This address will continue to be monitored.

**DOBSON STREET, 710 Case Number: 15-0090 1/28/15**

An inspection was performed on 01/28/2015 and the sidewalks are free of snow and ice. Also, the Dobson & Custer walkways are also clear. This property will continue to be monitored and cited if necessary

**Case Place & Callan Avenue Case Number: 15-0092 1/22/15**

An accumulation of rubbish was observed at two properties in the alley; 224 Callan (counter tops, damaged doors and window treatments) and 223-33 Custer (a console TV). Both addresses were tagged for a special pick up and they were called in to Streets & Sanitation. The bulk items will be picked up following the 72 hour notification period. 311 cases for special pick up were opened.



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Theresa Whittington, Liquor Licensing Manager  
Subject: Weekly Liquor License Application Report  
Date: January 30, 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	Blaze Pizza	1737 Sherman Ave	D	Restaurant, Alcoholic Liquor	11am – 10pm Mon-Thu; 11 am – 11 pm Fri-Sat; 11am – 9 pm Sunday	01/21/15	2/26/15 Liquor Board Meeting
1	The Woman's Club of Evanston	1702 Chicago Avenue	S-1	Evanston Non-Profit, Alcoholic Liquor	TBD	01/23/15	2/26/15 Liquor Board Meeting
5	Feast & Imbibe Events	1601 Simpson Street #3	T	Catering, Beer/Wine	10am – 1:00am; Sun-Sat	01/08/15	2/26/15 Liquor Board Meeting

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



# Memorandum

To: Wally Bobkiewicz, City Manager

From: David D, Stoneback, Utilities Director

Subject: Natural Gas Procurement

Date: January 29, 2015

On January 12, 2014 the City Council authorized the City Manager to negotiate and execute Amendment 6 to the agreement with Twin Eagle Resource Management for the purchase of natural gas for 16 city owned buildings when the strike price is below \$4.10 per MMBTU.

Northwestern elected to lock into the contract amendment with a price of \$4.04 per MMBTU on January 15, 2014 and the City followed along in accordance with Agency Agreement with NU for the management of the natural gas purchase.

The table below shows the pricing for purchasing natural gas under the agreement with Twin Eagle.

Amendment #	Term	Price per MMBTU	Terms of Supply
1	November 2011 to August 2012	\$ 5.300	70% fixed / 30% index
2	September 2012 to August 2013	\$ 5.475	70% fixed / 30% index
3	September 2013 to August 2014	\$ 4.490	70% fixed / 30% index
4	September 2014 to August 2015	\$ 4.760	70% fixed / 30% index
5	September 2015 to August 2016	\$ 4.550	70% fixed / 30% index
6	September 2016 to August 2021	\$ 4.040	70% fixed / 30% index

In 2012 and 2013 the City spend approximately \$297,400 annually to purchase the natural gas necessary for 16 of the larger city owned buildings. With the 2014 polar vortex the City spend \$315,300 on the purchase of natural gas. Please note that there is an additional charge from Nicor for the delivery of the natural gas to these buildings.

As the above chart indicates, the rate provided by this new amendment is the lowest price the City has obtained in a long time. With the natural gas market at a 13 year low, locking in this favorable rate for five years will provide the City with reasonable gas prices and certainty budget purposes.



# Memorandum

To: Wally Bobkiewicz, City Manager

From: David Stoneback, Utilities Director  
Kevin Lookis, Water Production Superintendent

Subject: Metropolitan Water Reclamation District of Greater Chicago  
True Up of 2014 Annual User Charge for Sludge Disposal

Date: January 27, 2015

The Water Division has received the final calculations and annual user charge fee for the sludge discharged to the Metropolitan Water Reclamation District of Greater Chicago (District) during 2014. The final user charge for 2014 totals \$394,126.64.

## Background

During the March 10, 2014 City Council meeting, Council approved the of the Estimated Annual User Charge for 2014 with the District for Disposal of Sludge generated as part of the water treatment process in the amount of \$327,651.32. Staff also informed the Council that \$495,000 had been allocated in the water fund specifically for sludge disposal fees.

## Analysis

In April 2014, the District recalculated their estimated annual user to \$349,809.76 based on the quantity and quality of sludge discharged to the District in 2013.

In December 2014, the District calculated the actual 2014 annual user charge to be \$394,126.64 based not only on quantity of sludge but also considering the quality of the sludge in regards to the amount of suspended solids and biological oxygen demand (BOD).

The amount budgeted in account number 7110.62420 was \$495,000. The initial amount placed on Purchase Order 14-247 was based on the original estimate of \$327,651.32. An increase in the amount of \$66,475.32 is required at this time.





# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING JANUARY 30, 2015**

## ***Governor Rauner, NWMC Officials Outline Fiscal Challenges at Legislative Brunch***

On Saturday, January 24, Governor Bruce Rauner attended the Northwest Municipal Conference Legislative Brunch at the Hilton Chicago in *Northbrook/Prospect Heights* to detail his view of Illinois' challenges and place a call to action on local governments. Rauner's appearance marked the first time that a governor has attended the annual brunch and addressed the NWMC membership.

The governor outlined the state's ongoing fiscal challenges and the difficulties that lie ahead. He called on the one hundred and sixty-three NWMC members, legislators and guests in attendance to work with his administration to improve the state's economy and streamline government operations. He requested that "we work as partners...starting now. Please communicate with us now; with issues you see where we can make the government process more effective."

*NWMC President and Evanston Mayor Elizabeth Tisdahl* thanked Governor Rauner for attending the event and outlined the fiscal challenges shared by the state and local officials. She noted that the 2015 NWMC Legislative Program outlines a roadmap of solutions to ensure the economic vitality of state and local governments.

*NWMC Vice-President and Buffalo Grove Village President Jeffrey Braiman, NWMC Legislative Committee co-chair and Des Plaines Mayor Matt Bogusz, and NWMC Legislative Committee co-chair and Northbrook Village President Sandy Frum* presented the three priority themes in the Conference's Legislative Program:

- Ensure a Pro-Growth Environment that Reduces the Burden on Local Taxpayers
- Ensure local Governments Have Sufficient Revenues to Provide Quality Public Services
- Ensure the Sustainability of Critical Infrastructure through Strategic Investment

For more information the NWMC Legislative Program and to view the speeches from the brunch, please visit <http://www.nwmc-cog.org/Legislation/Legislative-Program.aspx>. Staff contacts: Mark Fowler, Larry Bury, Chris Staron

## ***Environmental Best Practices Committee Finalizes NWMC Bock Award Application***

The NWMC Environmental Best Practices Committee met on Wednesday and proposed revisions to the Irwin A. Bock Award for Excellence in Public Administration, given to NWMC members for environmental best practices. The revised application will emphasize project development as well as quantitative and qualitative outcomes. Infrastructure projects as well as municipal programs, policies and ordinances will be considered. The application will be released next week, with the awards to be presented at the NWMC Annual Banquet in June. The next committee meeting is scheduled for Wednesday, March 18, 2:30 p.m. at the NWMC offices. Staff contact: Mike Walczak

## ***New Factory Order Cutoff Dates Announced for Multiple SPC Vehicle Contracts***

The Suburban Purchasing Cooperative (SPC) is in receipt of the following vehicle order cut-off dates:

### 2015 Dodge Charger Police Pursuit Vehicle (Contract #120)

The SPC has been advised by Napleton Fleet of Westmont that Chrysler has announced a final order date of May 29 for the 2015 Dodge Charger Police Pursuit Vehicle. For questions or additional information, please contact staff or Bob Barr, 630-530-0250, 630-455-2911 (direct), or [rbarr@napletonfleet.com](mailto:rbarr@napletonfleet.com).

### 2015 Ford Vehicle Contracts with Currie Motors

Currie Motors of Frankfort has announced that February 2 is the factory order cut-off date for the following contracts:

- Ford F250XL Regular Cab 2WD DRW (Contract #142)
- Ford F350XL Regular Cab 2WD DRW (Contract #143)
- Ford Fusion I4S & Hybrid (Contract #130)
- Ford Transit Connect Ford Transit Connect XL Cargo Van (Contract #139)

For questions or additional information, please contact staff or Tom Sullivan, 815-464-9200 or [CurrieFleet@gmail.com](mailto:CurrieFleet@gmail.com).

### 2015 Ford Vehicle Contracts with Landmark Ford

Landmark Ford of Springfield has notified the SPC that Ford Motor Company announced the following factory order cut-off dates:

- F-350 XL Chassis Cab 2WD DRW (Contract #144): February 27
- Expedition 4x4 Special Services Vehicle (Contract #117A): May 1

For questions or additional information, please contact staff or Lyle Snow, 217-862-5252, 217-553-2508 (cell) or [lylesnow@msn.com](mailto:lylesnow@msn.com). *Staff contact: Ellen Dayan*

### ***NWMC Surplus Vehicle and Equipment Auction Set for May 12***

The Northwest Municipal Conference (NWMC) and America's Auto Auction Chicago are pleased to announce that the spring NWMC live surplus vehicle and equipment auction will be held:

Tuesday, May 12, 2015  
1:00 p.m.  
America's Auto Auction Chicago  
14001 S. Karlov Avenue  
Crestwood, Illinois

The NWMC/America's Auto Auction partnership offers state of the art methods for NWMC members to dispose of surplus vehicles and equipment. This new partnership streamlines the auction process for buyers and sellers and saves NWMC members time and money in disposing of their surplus vehicles and equipment while supporting the operations of the organization.

The live NWMC Surplus Vehicle and Equipment auctions are held on a semi-annual basis at America's Auto Auction in Crestwood. Their 40-acre, state-of-the-art facility provides full service auctions for their existing dealer network, the general public and online/simulcast bidders. For more information on America's Auto Auction services, please visit <http://americasautoauction.com/files/index.aspx>.

America's Auto Auction Field Sales Representative **Greg Moe** will be contacting all NWMC members to discuss the program in detail. A few of the advantages to holding the NWMC Auctions at America's Auto Auction include:

- Transportation of vehicles to America's Auto Auction at any time, 24/7 – no need to store your vehicles until the day prior to the NWMC auction.
- America's Auto Auction will provide all drivers on auction day (except for some specialty vehicles); therefore, NWMC members will not incur overtime costs for staff to work at the NWMC Auctions.
- America's Auto Auction can arrange to transport vehicles through third party providers at a lower cost than having NWMC members pull employees off the job site.

- America's Auto Auction offers a variety of additional services designed to maximize resale value including vehicle condition reports, reconditioning/repair services, dent removal, window replacement, washing, etc.
- Auction Guarantee: For a \$25.00 fee, America's Auto Auction mechanics will inspect and certify your vehicle and determine if the vehicle can be Auction Guaranteed. The designation will help increase the selling price of the vehicle by ensuring a higher level of confidence. Only vehicles that will be sold for \$1,500 or more are eligible for this Auction Guarantee. This practice is especially popular with Internet buyers since it guarantees that the engine and transmission are in good working condition. The Auction Guarantee covers non-standard engine noise, slow shift or transmission slip. The Auction Guarantee also checks for frame damage on vehicles with selling prices of \$4,000 or greater and is effective until 5:00 p.m. on the day of the transaction, or until the vehicle is driven outside the auction gates, whichever is first.
- Pre-sale inventory listings on <http://americasautoauction.com/files/index.aspx> are viewed by thousands of potential purchasers.
- No NWMC public works facilities will be inconvenienced by hosting the event.

The agreement also provides for year-round Internet auctions, allowing NWMC members to remarket vehicles and equipment quickly and easily to America's Auto Auction extensive network of buyers. America's Auto Auction uses several Internet platforms to list the vehicles, including OVE, Smart Auction, Craigslist and Open Lane.

Announcements have been sent to NWMC Public Works Directors, Fire Chiefs, Police Chiefs, Managers and Finance Directors. For questions or additional information, please contact staff or Greg Moe, 630-247-0044 or [Greg.moe@americasautoauction.com](mailto:Greg.moe@americasautoauction.com). *Staff contact: Ellen Dayan*

### ***Cook County Transportation Plan Development Continues***

Work on Cook County's first transportation plan in 70 years continued on Tuesday with a meeting of the Cook County Transportation Plan Advisory Committee in Chicago. The committee provided feedback to county staff and their consultants on the proposed goals and objectives of the plan as well as the evaluation criteria which will be used to measure the plan's progress. The six over-arching goals of the plan are: economic opportunity; accessibility and reliability; safety; land use; environmental stewardship; and, implementation.

A final set of goals and objectives will be distributed for Advisory Committee review. This information along with feedback received from public engagement will be used to develop a draft plan by May. The draft will be available for public comment over the summer, with final approval anticipated in September. More information on the plan can be found by visiting [www.connectingcookcounty.org](http://www.connectingcookcounty.org). *Staff contacts: Mike Walczak, Brian Pigeon*

### ***Midwest Ecological Landscape Alliance Announces Annual Conference***

On Thursday, March 12, the Midwest Ecological Landscape Alliance (MELA) is holding its annual conference at the College of DuPage in Glen Ellyn. The keynote speaker is Metropolitan Water Reclamation District Commissioner Debra Shore, who will discuss how to mitigate flooding issues and present recommendations for working with the district. Geosyntech Senior Consultant Dennis Dreher will present an educational session on best practices for sustainable stormwater management, including discussion of specific case studies and the economics of stormwater management in progressive, sustainable communities.

The conference will be held from 8:00 a.m. to 3:00 p.m. The cost is \$75 for members and \$90 for non-members. For more information and to register, please visit <http://www.melaweb.org/>. *Staff contact: Chris Staron*

### ***Meetings and Events***

*NWMC Executive Board* will meet on Wednesday, February 4 at 8:30 a.m. at the NWMC offices in *Des Plaines*

*NWMC Finance Committee* will meet on Wednesday, February 11 at noon at the NWMC offices in *Des Plaines*

*NWMC Full Board Meeting* will be held on Wednesday, February 11 at 7:00 p.m. at the *Wheeling Village Hall – 2 Community Boulevard* in *Wheeling*

The Northwest Council of Mayors Technical Committee will meet on Thursday, February 19 at 8:30 a.m. at the *Barrington Village Hall*

The *NWMC Bicycle and Pedestrian Committee* will meet on Tuesday, February 24 at 10:30 a.m. at the NWMC offices in *Des Plaines*

The *NWMC Legislative Committee* will meet on Wednesday, February 25 at 8:30 a.m. at the NWMC offices in *Des Plaines* – **note date change**

The *NWMC Transportation Committee* will meet on Thursday, February 26 at 8:30 a.m. at the NWMC offices in *Des Plaines*