



# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Martin Lyons, Acting City Manager  
Subject: City Manager's Weekly Update  
Date: Friday, February 12, 2016

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for February 05, 2016 –February 11, 2016

### **Administrative Services**

Weekly Bids Advertised

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

Council Meeting Agenda Schedule  
Economic Development Monthly Report

### **Community Development**

Zoning Report  
Inspection Report

### **Health Department**

Food Establishment Application Weekly Report

### **Public Works Agency**

Dodge Avenue Protected Bike Lane Construction

### **Law Department**

Weekly Liquor License Applications Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, February 15, 2016**

City Council-Cancelled  
[www.cityofevanston.org/citycouncil](http://www.cityofevanston.org/citycouncil)

**Tuesday, February 16, 2016**

Board of Ethics-Cancelled  
[www.cityofevanston.org/boardofethics](http://www.cityofevanston.org/boardofethics)

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

Housing & Community Development Act Committee  
<http://www.cityofevanston.org/housingcommunitydev>

Zoning Board of Appeals  
[www.cityofevanston.org/zoningboard](http://www.cityofevanston.org/zoningboard)

**Wednesday, February 17, 2016**

Design and Project Review Committee  
[www.cityofevanston.org/dapr](http://www.cityofevanston.org/dapr)

City-School Liaison Committee  
<http://www.cityofevanston.org/events/2016/02/city-school-liaison-committee-12/>

M/W/EBE Advisory Committee  
[www.cityofevanston.org/mwebecommittee](http://www.cityofevanston.org/mwebecommittee)

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

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

**Thursday, February 18, 2016**

Parks & Recreation Board  
[www.cityofevanston.org/recreationboard](http://www.cityofevanston.org/recreationboard)



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of February 5, 2016 through February 11, 2016.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2020</b>	<b>2204</b>
<b>SERVICE REQUESTS</b>	<b>463</b>	<b>543</b>
<b>TOTAL CHATS</b>	<b>65</b>	<b>64</b>
<b>TOTAL TEXT</b>	<b>12</b>	<b>23</b>

## **Top 5 Service Requests**

**Total**

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

- |                                       |    |
|---------------------------------------|----|
| 1. Building Permit Inspections        | 85 |
| 2. Trash – Special Pick-up            | 57 |
| 3. Broken Parking Meters              | 26 |
| 4. Graffiti                           | 14 |
| 5. Trash – Missed Garbage Pick-up     | 12 |
| Child Seat Installation or Inspection |    |

**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	231
Administrative Services -Finance	54
Administrative Services -HR	32
Administrative Services - Other	175
City Manager's Office	24
ComDev / Economic Development	9
ComDev/ Bldg Inspections	227
ComDev / Housing Rehab	4
ComDev / Planning/Zoning	12
General Assistance	1
Fire Life Safety	43
PublicStuff Request	217
Health	91
Information	331
Law	9
Library	3
Mayor's Office	9
Other/311	169
Other – Social Services	4
Parks – Maintenance	3
Parks – Programs/Picnics/Permits	10
Parks – Other	2
Parks/Recreation	39
Parks – Forestry	9
Parks- Recreation Programs	46
Police	85
Public Works / Fleet	2
Public Works / Street Sanitation	75
Public Works / Engineering	16
Tax Assessment Office	3
Utilities – Power	2
Utilities – Sewer	5
Utilities – Water	78
<b>TOTAL</b>	<b>2020</b>



# Memorandum

To: Wally Bobkiewicz, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of February 8, 2016

Date: February 12, 2016

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

**Bids/RFPs/RFQs advertised during the Week of February 8, 2016**

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/Library Board Date
RFP 16-13 Church Street Harbor Renovations – Phase 2	Public Works Agency	The City of Evanston's Public Works Agency is seeking proposals from experienced firms to perform engineering services for planned improvements to the Church Street Harbor, located at Lake Michigan just east of Church Street in Evanston, Illinois.	\$650,000	Mar 8	Apr 25

<p>RFQ 16-21 Construction Engineering &amp; Surveying Engineering Services</p>	<p>Public Works Agency</p>	<p>The City of Evanston's Bureau of Capital Planning &amp; Engineering of the Evanston Public Works Agency is seeking proposals from experienced firms for: Various construction engineering and land survey professional services related to municipal infrastructure capital improvements. The purpose of this RFQ is to prequalify a group of highly proficient multifaceted civil engineering consulting firms. The successful firms will be prequalified to submit proposals requested by City staff for various professional services on an as needed basis over a period of two years with the potential for one additional year extension.</p>	<p>\$130,000</p>	<p>Mar 1</p>	<p>Mar 21</p>
<p>Bid 16-16 2016 Fire Hydrant Painting</p>	<p>Public Works Agency</p>	<p>Work on this project includes surface preparation (sandblasting), priming and painting of 255 fire hydrants in various locations within the City of Evanston.</p>	<p>\$35,000</p>	<p>Mar 8</p>	<p>Mar 28</p>

## Evanston City Council Agenda Schedule - 2016

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

<b>2016 Meeting Dates: Jan 11, Jan 19 (Tues), Jan 25, Feb 8, Feb 15, Feb 22, Mar 14, Mar 21, Mar 28, Apr 11, Apr 18, Apr 25</b>					
<b>May 9, May 16, May 23, June 13, June 20, June 27, July 11, July 18, July 25, Aug 15, Sept 12, Sept 19, Sept 26</b>					
<b>Oct 10, Oct 17, Oct 24, Nov 14, Nov 21, Nov 28, Dec 12, (Jan 9, 2017)</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
Mayor	2/22/2016	7th Ward Alderman Sworn In		CC	Tisdahl	
PRCS	2/22/2016	MSYEP Job Fair Announcement	A	CC	Heminway	
Admin Services	2/22/2016	Total Parking Solutions Pay Stations	B	APW	Storlie	
Fire	2/22/2016	NIPSTA Membership Renewal	B	APW	Klaiber	
PWA	2/22/2016	911 Data Center Change Order 1	B	APW	Stoneback	
PWA	2/22/2016	Fountain Square Consulting Services	B	APW	Stoneback	
PWA	2/22/2016	Street Patching Contract Renewal	B	APW	Stoneback	
PWA	2/22/2016	Foster Field Athletic Lighting Renovations Bid Award	B	APW	Stoneback	
PWA	2/22/2016	Fleetwood-Jourdain HVAC/Electrical – Consulting Svcs	B	APW	Stoneback	
PWA	2/22/2016	48" Intake Eng Svcs Chg Order 2	B	APW	Stoneback	
PWA	2/22/2016	48" Intake Construction Change Order 4	B	APW	Stoneback	
CD	2/22/2016	DIVVY IGA with Chicago	R	APW	Muenzer	
Law	2/22/2016	Nuisance Premises /Neighborhood Integrity	O	APW	Farrar	Introduction
Law	2/22/2016	Advanced Disposal	R/O	APW	Farrar	Introduction; Held 2.8.16
CD	2/22/2016	Artist Studios in the Downtown Districts	O	PD	Muenzer	Introduction
CD	2/22/2016	Dog Daycare Businesses as Home Occupations	O	PD	Muenzer	Introduction
CD	2/22/2016	1610 Fowler Avenue – Variance to establish one open parking space in the rear yard	O	PD	Muenzer	Introduction
CD	2/22/2016	1304 Chicago Avenue – Special Use for a Resale Establishment	O	PD	Muenzer	For Introduction & Action per Ald Wynne
CD	2/22/2016	1140 Lakeshore Blvd – Variations to locate a generator more than 2' from the principal structure & establish rear yard parking space	O	PD	Muenzer	For Introduction & Action per Ald Wynne
CD	2/22/2016	831 Emerson	O	PD	Muenzer	Introduction; Held 2.8.16
CD	3/14/2016	Appeal Certificate of Appropriateness:1012 Lake St Roof	SPB	CC	Muenzer	
Admin Services	3/14/2016	Janitorial Contract Renewal	B	APW	Storlie	
Admin Services	3/14/2016	Website Contract Award	B	APW	Storlie	
PWA	3/14/2016	IGA with Skokie for Howard Street Intersection Impr project	R	APW	Stoneback	
Law/CMO	3/14/2016	Hotel/Motel Tax on B&Bs	Discussion	APW	Farrar/Lyons	

# Evanston City Council Agenda Schedule - 2016

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

2016 Meeting Dates: Jan 11, **Jan 19 (Tues)**, Jan 25, Feb 8, ~~Feb 15~~, Feb 22, Mar 14, Mar 21, Mar 28, Apr 11, Apr 18, Apr 25  
 May 9, May 16, May 23, June 13, June 20, June 27, July 11, July 18, July 25, **Aug 15**, Sept 12, Sept 19, Sept 26  
 Oct 10, Oct 17, Oct 24, Nov 14, Nov 21, Nov 28, Dec 12, **(Jan 9, 2017)**

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
CD	3/14/2016	1501 Central St: Ryan Field West Parking Lot	O	PD	Muenzer	Introduction
CD	3/14/2016	Sidewalk Cafes Administrative Revisions	O	PD	Muenzer	Introduction
CD	3/14/2016	Ord 165-O-15: Impervious Surface Coverage Calculation	O	PD	Muenzer	Introduction: Held in Ctte 12.14.15
CMO	3/14/2016	Animal Stray Hold Policy	O	HS	Bobkiewicz	Introduction
CMO	3/14/2016	Funding Assistance: 1806 Church	B	EDC	Lyons	
CMO	3/21/2015	Aldermanic Referral: Neighborhood Fund	Discussion	CC	Lyons	Rules Committee; 3rd Monday
PWA	3/21/2016	Residential Refuse Removal	Discussion	CC	Stoneback	
CMO	3/21/2016	Robt Crown Update	Discussion	CC	Lyons	
	3/28/2016	Public Health Week Apr 4-10 2016	A			
PWA	3/28/2016	ERG Viaduct Artwork	P	CC	Stoneback	
CMO	3/28/2016	Equity & Inclusion	P	CC	Lyons	
CMO	3/28/2016	Investment Strategies	P	CC	Lyons	
PRCS	3/28/2016	Special Events Calendar	B	HS	Hemingway	
PRCS	3/28/2016	Noyes Leases	B	HS	Hemingway	
CD	3/28/2016	2015 Consolidated Annual Performance and Evaluation Report (CAPER)	B	HCDC	Muenzer	
	4/11/2016	April Fair Housing Month	A			
	4/11/2016	National Library Week Apr 10-16	A			
	4/11/2016	National Volunteer Week Apr 10-16	A			
PRCS	4/11/2016	Lakefront Concessions	B	APW	Hemingway	
PWA	4/25/2016	2016 Drinking Water Week May 1-7	A	APW	Stoneback	6:00 PM
PRCS	4/25/2016	Mudlark Theater	B	HS	Hemingway	
PRCS	4/25/2016	NU Parking on Golf Course	B	HS	Hemingway	
PRCS	4/25/2016	2016 Summer Food Program	B	HS	Hemingway	
	5/9/2016	Public Service Recognition Week May 1-7	A			
	5/9/2016	May is National Preservation Month	A			
	5/9/2016	National Police Week May 15-21	A			
	5/9/2016	National Public Works Week May 15-21	A			
PRCS	5/23/2016	Handyman Contract	B	HS	Hemingway	



# Evanston City Council Agenda Schedule - 2016

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

2016 Meeting Dates: Jan 11, **Jan 19 (Tues)**, Jan 25, Feb 8, ~~Feb 15~~, Feb 22, Mar 14, Mar 21, Mar 28, Apr 11, Apr 18, Apr 25  
 May 9, May 16, May 23, June 13, June 20, June 27, July 11, July 18, July 25, **Aug 15**, Sept 12, Sept 19, Sept 26  
 Oct 10, Oct 17, Oct 24, Nov 14, Nov 21, Nov 28, Dec 12, (**Jan 9, 2017**)

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

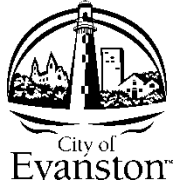
DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
PRCS	6/13/2016	Moran Center Rehabilitation Agreement	B	APW	Hemingway	

## Council & Committee Meetings

Tues, Feb 16	7:00 PM	Housing & Community Dev Act Committee				
Wed, Feb 17	5:30 PM	City-School Liaison Committee				
Wed, Feb 17	6:30 PM	M/W/EBE Advisory Committee				
Mon, Feb 22	6:00 PM	A&PW, P&D, City Council meetings				
Wed, Feb 24	6:00 PM	Transportation/Parking Committee				
Wed, Feb 24	7:30 PM	Economic Development Committee				

## DEFERRED

Dept	Date	Item	Action	Committee	Staff	Notes
CMO		Harley Clarke	SPB	CC	Bobkiewicz	CC Tabled 10.26.15
CMO		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
Utilities		Computerized Maintenance Management System	B	APW	Stoneback	
CMO		D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv		Increase Parking Garage Monthly Permit Fee	B	APW	Voss	
Admin Serv		Amendment to PEHP Resolution	R	APW	Lyons	
Law		Ord 27-O-12 Cell Phone Ban	O	HS	Grover/Farrar	
CD		Rental Licensing	O	PD		
Law		Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law		Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)
Admin Serv		Credit Card Analysis	D	APW	Lyons	
Admin Services		NU Parking agreement - Church St Garage	R	APW	Lyons/Storlie	
Law		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg
PWA		AVL Purchase	B	APW	Stoneback	
PWA		Standpipe Painting Engr Services Chg order 2	B	APW	Stoneback	
PWA		Standpipe Painting- Chg order 2	B	APW	Stoneback	
PWA		Gibbs-Morrison Stormwater Impr – Consulting Svcs	B	APW	Stoneback	



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Leonard, Economic Development Division Manager

Subject: Monthly Economic Development Report for January 2016

Date: February 12, 2016

## Discussion

Enclosed is the monthly report of economic development activities for the month of January 2016. 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
1	Central Street Business Association	Ongoing support of business district.	Group completed 2016 Merchant Grant application. Stephen Farmer plans to meet with Jim Maiworm to place two benches purchased with 2015 grant funds.	Business District Vitality
2	West End Business Association	Revision and Completion of items on "punch list" generated by West End businesses.	Group completed 2016 Merchant Grant application. Jennifer Kalas confirmed that the group will not hold a meeting until February.	Business District Vitality
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.	Group completed 2016 application but working to provide invoices from 2015 grant funds. No meeting dates for the group have been established at this time.	Business District Vitality
4	Howard Street Business Association	Ongoing support of business district.	Meeting dates are set for next year (every 2nd Tuesday of the month, every other month).	Business District Vitality
5	Chicago/Main/Dempster SSA	Development and implementation of workplan	Next board meeting is 3/7; Board meets on the first Monday of every month with subcommittees meeting in between. Finalizing by-laws, placemaking activities, and events for 2016.	Business District Vitality
6	Dr. Hill Arts District	Establish meeting/event calendar.	Group completed 2016 Merchant Grant application, but working on submitting bids prior to council. No date has been set for the next meeting at this time.	Business District Vitality
7	Central Evanston Business Association	Increase number of registered businesses and events hosted by the association; Establish meeting/event calendar.	Group is still working to submit 2016 Merchant Grant application and appropriate materials to receive reimbursement for 2015 grant money spent on CEBA's open house event and banners.	Business District Vitality
8	Noyes Merchant District	Continue to support creation of group; establish regular meeting schedule and activities.	Group has not met or submitted merchant grant materials. ED is working on outreach to assist in their efforts to complete necessary items.	Business District Vitality
9	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	Targeted efforts ongoing as needed. Current focus is on Oak/Davis property.	Business Attraction
10	Business District Investments/Tree Replacement	Identify areas for improvement/clean-up in business districts and utilize ED funds to augment existing CIP efforts.	Tenatively scheduled for February EDC meeting.	Business District Vitality
11	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.	First Slice anticipated to open in March 2016.	Business Attraction
12	Update of www.evanstonedge.com	Updated website	Redesigning and moving to Strikingly. Awaiting comments from Health & Community Development.	Business Attraction/Retention
13	Howard Street Theatre Project (717-723 Howard Street)	Development of RFQ to identify credible theatre group to locate on Howard Street. Coordinate with group to build/construct theatre on Howard.	Ross Barney Architects retained by the City of Evanston to work to develop theatre in coordination with Strawdog Theatre Company.	Business District Vitality
14	Howard Street Police Outpost Redevelopment	Utilization of property at 633 Howard Street for commercial use.	Space will be publicly offered in late February/early March.	Business District Vitality
15	Recycling Center RFQ/P	Determine future utilization of property.	Smylie is studying how the space would be utilized and City is working to draft lease terms for discussion with Smylie. Expect to return to City Council with an update in early March.	Business Attraction/Retention
16	Support Workforce Development Activities	Support workforce development goals throughout year.	Sunshine Enterprises Winter session starts 1/30/2016.	Workforce Development
17	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
18	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

No.	Project	Staff	Ward	Desired Outcome	Status
1	Howard Theatre Properties (717, 721-723, 727-729 Howard)	JL	8	<i>Redevelopment As Theatre</i>	Ross Barney Architects selected as the architect for this project.
2	633 Howard Street (Police Outpost Space)	JL	8	<i>Occupied with Food Retail Uses</i>	Will soon start showing space to other restaurants/restaurantiers. Releasing press release in late February to boost attention for this property and Howard Street.
3	Tom Thumb Redev	PAZ	4	<i>Part of Larger Redevelopment</i>	"Lulu's, Taco Diablo, Five & Dime" targeting April 2016 opening. Acquired Studio Media building next door.
4	Recycling Center - 2222 Oakton Street	JL	8	<i>Redevelopment/Re-Use of Property</i>	Smylie Brothers and City are working to draft a lease that will be provided to City Council for review and discussion. The matter will return to City Council if negotiations progress for potential sale/lease.
11	Walgreens - Green Bay Road	JL	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 w/ Walgreens representatives in near future.
12	Church Street Plaza	PAZ	2	<i>Occupied with Retail Uses</i>	Owner rep (McAfferly interests) continues to market the space / considering options based on overall re-tenanting plan. Red Robin Burger Works opening spring 2016. Pharmacy opening spring. Virtual golf interested in Buffalo Wild Wings. Bravo space new user lease negotiations anticipated to early February
24	Evanston Auto Glass	CA	2	<i>Relocation/ Façade</i>	Owner is seeking to sell the building or have short term (1 -2 year) leases.
25	Evanston Plaza	PAZ	2	<i>Occupied with Retail Uses</i>	Valli has received \$2 million TIF reimbursement. Play It Again Sports Grand Opening/ribbon cutting held on Oct 29nd. Dance Center Evanston expansion underway. Theater component approved December 2015. Rock Climbing gym in lease negotiations. Dollar Tree opening mid March.
26	Oakton/Asbury	JL	9	<i>Little Beans</i>	Waiting for determination from Cook County on Class 7a status.
27	Main/Chicago	JL	3	<i>Mixed Use Redevelopment</i>	Goddess & The Baker has leased corner space for café/prepared foods space. First Bank & Trust lease signed. Topping off ceremony planned for April 2016.
28	Dance Center Evanston	CA/CP	2	<i>Occupied Space</i>	Expansion plan revisions have been approved and work begun. Approved for storefront modernization funding for buildout of performance space.
55	2424 Oakton (Sports Dome)	JL	8	<i>Recreational Use</i>	Construction underway. December open targeted

Project Name	Status	Meeting Dates		Funds Invested	Summary of Project	Latest Update	Completion Date
		ED Committee	City Council				
Boltwood	Active - City Council Approval	1/27/2015	2/8/2016		Storefront modernization grant - signage	EDC approved 1/27; Council approval 2/8	2Q2016
2200 Green Bay Rd	Active - City Council Approval	12/2/2015	12/14/2015	\$ 10,000.00	Storefront modernization grant for complete rehab of street-facing façade	EDC approved 12/2; Council Approved 12/14	2Q2016
Dance Center Evanston	Active - City Council Approval	12/2/2015	12/14/2015	\$50,000	Storefront modernization grant for buildout of convertible classroom/performance space	EDC approved 12/2; Council Approved 12/14	2Q2016
1800 Church St.	Active - City Council Approval	12/2/2015	12/14/2015	\$50,000	Storefront Modernization grant for rehabbing 4-unit commercial space	EDC approved 12/2; Council Approved 12/14	2Q2016
Memorandum of Understanding with Strawdog Theatre	Active- Pending City Council Approval	10/28/2015	11/9/2015	\$ -	Memorandum of Understanding that will guide continued discussion of bringing performing arts/Strawdog Theatre to Evanston's Howard Street	EDC approved 10/28/2015;	2Q2016
Storefront Modernization for Dave's Rock Shop	Active- City Council Approval	10/28/2015	11/9/2015	\$ 4,500.00	New Signage at Dave's Rock Shop at 711 Main Street	EDC Approved 10/28/15;	1Q2016
2222 Oakton Street	Active- City Council Approval	7/7/2015	7/13/2015	\$ -	Recommendation to Negotiate with Smylie Brothers Brewing Company for Real Estate Agreement	EDC Approved 7/7/2015, City Council Approved 7/13	3Q2016
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 10th.	3Q 2015
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
Merchant Grant - Central Street	Active- Ready for EDC		1/27/2016	\$ 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	1Q2016
Merchant Grant - West End	Active- Ready for EDC		1/27/2016	\$ 9,000.00	Planters/Plantings, business plan projects	City Council Approved 3/9. Working on entryway signage as part of business plan item	1Q2016
Merchant Grant - West Village	Pending- Awaiting Neccessary Doucments		TBD	\$ 9,000.00	Plantings, Website and Marketing	City Council Approved 3/9. Work continues on website and promotion of district events is underway	1Q2016

Merchant Grant - Central Evanston (CEBA)	Pending- Awaiting Neccessary Doucments		TBD	\$ 9,000.00	Branding/Logo, Banners, Plantings	City Council Approved 3/9. Worked with Public works to determine planter locations	1Q2016
Merchant Grant - Hill Arts	Active - Ready for EDC		1/27/2016	\$ 9,000.00	Dr. Hill Sculpture and Memorial Garden Maintenance, Plantings, Website/Blog Development	City Council Approved 3/9. Reimbursed \$1500 for plantings.	1Q2016
Merchant Grant - Howard Street	Active - Ready for EDC		1/27/2016	\$ 1,754.00	Plantings, Replacement of tree lights to LED lights	City Council Approved 3/9.	1Q2016
Merchant Grant - Noyes Street	Pending- Awaiting Neccessary Doucments		TBD	\$ 9,000.00	Branding/Marketing, Banners, Plantings	City Council Approved 3/9. Working to get plantings in place by late July/ early August	1Q2016
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
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
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	\$ 2,250.00	\$ 66,000.00	\$ -	\$ 66,000.00	\$ -	\$ 296,650.00	NA
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 130,000.00	\$ 1,316.19	\$ 31,778.31	\$ 13,022.15	\$ 44,800.46	\$ -	\$ 98,221.69	12.1.22
OPEN	Evanston North Shore Contractor's Cooperative	1817 Church	8.14.12	\$ 200,000.00	\$ 1,028.26	\$ 3,675.02	\$ 5,579.32	\$ 9,254.34		\$ 196,324.98	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	\$ (7,105.74)	\$ 202,563.42	10.1.32
OPEN	Peckish Pig (Building)	623 Howard St.	3.18.13	\$ 675,000.00	\$ 6,500.00	\$ 75,500.00	\$ -	\$ 75,500.00	\$ -	\$ 599,500.00	NA
OPEN	Curt's Café	2922 Central St.	5.11.14	\$ 15,000.00	\$ 500.00	\$ 10,930.51	\$ 69.49	\$ 11,000.00	\$ -	\$ 4,069.49	4.11.17
OPEN	FEW Spirits	918 Chicago Ave.	6.27.14	\$ 250,000.00	\$ 2,775.51	\$ 22,065.32	\$ 16,791.82	\$ 38,857.14	\$ -	\$ 227,934.68	8.30.24
OPEN	Davis Transportation	1040 Wesley Ave.	10.1.14	\$ 140,000.00	\$ 3,287.90	\$ 1,756.89	\$ 1,387.06	\$ 3,143.95	\$ (44,185.05)	\$ 152,693.11	12.31.18
OPEN	Little Beans	430 Asbury Ave.	2.1.14	\$ 75,000.00	\$ 832.65	\$ 917.59	\$ 747.71	\$ 1,665.30		\$ 74,082.41	1.31.25
OPEN	PharmaCann	1800 Maple Ave.	8.1.15	\$ 196,000.00	\$7,000.00	\$21,000.00	\$ -	\$21,000.00		\$175,000.00	11.1.17



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Damir Latinovic, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: February 12, 2016

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

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



**Zoning Weekly Update**  
**Cases Received and Pending, February 5 - February 11 , 2016**

**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	601 University Place	Building Permit	Interior remodeling (Guild Hall, NU)	02/09/16	compliant
1	1622 Sherman Avenue	Zoning Analysis	Proposed outdoor seating (Epic Burger)	02/10/16	<b>DAPR 2/24/16</b>
2	1720 Maple Avenue	Building Permit	Install "green" roof work (Optima Views)	02/04/16	<b>DAPR 2/17/16</b>
2	1706 Maple Avenue	Building Permit	Interior remodeling for retail service establishment (Health Mart Pharmacy).	02/08/16	compliant
3	821-825 Chicago Avenue	Building Permit	Install vent extension (Sketchbook Brewery)	02/04/16	<b>DAPR 02/17/16</b>
3	1033 Hinman Avenue	Building Permit	Replace rear yard landing/steps @ SFR.	02/10/16	compliant
4	1571 Maple Avenue	Building Permit	Construct 12-story, 101 DU multifamily residence (planned development)	12/21/15	pending add'l info from the applicant
4	1333 Greenwood Street	Zoning Analysis	Demo existing, construct 1-car det. Garage @ SFR.	12/28/15	pending add'l info from the applicant
4	1603 Orrington Avenue	Building Permit	Install four (4) new pole lights @ Chase Bank Pavillion patio	01/14/16	<b>DAPR 02/24/16</b>
4	630 Davis Street	Building Permit	Proposed exterior modifications to Chandler Building	01/14/16	pending Preservation Review
4	1025 Asbury Avenue	Building Permit	Construct 2-car det. Garage @ SFR.	02/09/16	compliant
4	1560 Sherman Avenue	Building Permit	Interior remodeling to 2nd floor office space.	02/10/16	compliant
5	1911-1917 Church Street	Building Permit	Construct 2-story Cultural Facility (Y.O.U.)	01/15/16	<b>DAPR 2/17/16</b>
5	2115 Dewey Avenue	Building Permit	Int./ext. remodeling of existing buildings, constr. 2nd story addition for mixed use	02/04/16	<b>DAPR 2/17/16</b>
6	2422 Hastings Avenue	Building Permit	Construct rear yard paver patio	11/18/15	pending Major Variation
6	2539 Lawndale Avenue	Building Permit	Construct 2nd story addition @ SFR.	02/08/16	compliant
6	2111 Lawndale Avenue	Building Permit	Construct 2nd story addition @ SFR.	02/09/16	compliant
6	2441 Ridgeway Avenue	Building Permit	Demo existing, construct 2-car det. Garage @ SFR.	02/09/16	compliant
7	2233 Tech Drive	Building Permit	Foundaton permit for Mudd Hall (NU) addition.	01/19/16	<b>DAPR 2/17/16</b>
8	2330 Oakton Street	Zoning Analysis	Expansion of existing parking lot (Pace Bus).	01/19/16	<b>DAPR 2/24/16</b>
8	309-323 Howard Street	Building Permit	Convert second floor office space into 12 Dwelling Units (parking variation granted)	01/29/16	pending staff review
8	147 Custer Avenue	Building Permit	Rebuild rear (roofed) porch @ SFR	02/09/16	compliant
9	1624 Washington Street	Building Permit	Interior remodeling to SFR.	02/09/16	compliant

### Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	831 Emerson Street	Planned Development, Special Use and Rezoning	New mixed use 12-story building with 260 DUs, 3300-sq. ft. commercial space and 145 parking spaces	10/29/15	<b>PD 02/22/16</b>
2	1223-1227 Dodge Avenue	Zoning Complaint	Illegal Trade Contractor (Landscaping) business	08/17/15	Case ongoing Re-Inspection pending
2	1815 Ridge/1815 Oak Ave	Planned Development and Rezoning	New 11-story independent and assisted living senior housing development with 165 units and 55 parking spaces	12/11/15	<b>DAPR 02/17/16 / Plan Commission 03/09/16</b>
2	1610 Fowler Avenue	Major Variation	Establish one open parking space in the rear yard with a 0.5' side yard setback	11/20/15	<b>P&amp;D 02/22/16</b>
2	1500 Ashland Avenue	Major Variation	Interior side yard setback for a second story addition	01/19/16	<b>ZBA 02/16/16</b>
3	1140 Lakeshore Boulevard	Major Variation	Street side yard setback for a generator and rear yard setback for one open parking space at SFR	12/30/15	<b>P&amp;D 02/22/16</b>
3	1304 Chicago Avenue	Special Use	Resale Establishment (Threads Boutique)	01/07/16	<b>P&amp;D 02/22/16</b>
3	1045 Hinman Avenue	Minor Variation	Rear yard setback to install a/c condensing unit	01/21/16	pending Preservation Commission Review
3	801 Forest Avenue	Major Variation	5' rear yard setback for a 1.5 story attached garage with a rooftop deck/pergola	02/11/16	<b>pending DAPR &amp; ZBA 03/15/16</b>
4	601 Davis Street	Planned Development, Rezoning and Special Use	New 26-Story, 221 unit mixed use development with 21,020 sq. ft. of commercial space	12/23/15	pending additional info from the applicant
4	1560 Oak Avenue	Minor Variation	Install 8'h wrought iron fence in side yard	12/23/15	pending Preservation Commission review
5	1924 Grey Avenue	Zoning Complaint	Illegal landscaping business	10/08/15	Case ongoing, Re-inspection pending
5	1927 Brown Avenue	Zoning Complaint	Illegal car repair business	02/04/16	Case ongoing, Re-inspection pending
5	2128 Asbury Avenue	Minor Variation	Side yard setback variation to const 2nd story addition	02/11/16	pending staff review
6	2422 Hastings Avenue	Major Variation	Impervious surface coverage for a brick paver patio	12/04/15	<b>ZBA 02/16/16</b>
6	2745 Lincolnwood Drive	Minor Variation	Bldg. lot coverage to construct 1-story addition	02/04/16	determination after 2/26/16
7	1501 Central Street (West Ryan Field Parking Lot)	Special Use & Major Variation	Reconstruct and extend existing NU parking lot, add landscaping, add lighting with 5' street side setback	01/22/16	<b>ZBA 02/16/16 &amp; P&amp;D 03/14/16</b>



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: February 12, 2016

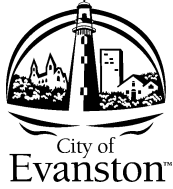
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

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, February 12, 2016**

**Field Reports**

Ward	Property Address	Construction Type	Inspector Notes	Received
1	1515 Chicago Avenue (Hyatt House)	New Hotel	Exterior finishes are nearly complete and interior finish work in the common floors has begun. Public right of way is still directed around the frontage of the building until landscape is completed. Catch baskets are emptied on a weekly basis.	2/9/2016
1	1619 Chicago Avenue (The Merion)	Residential Addition	Fences and sidewalks are in good condition. Catch basin is clean. No dust or mud being created at time of inspection.	2/8/2016
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Sidewalks and fences are in good condition. Ice from sump water is clear as of this date. Soil erosion reports are current.	2/8/2016
3	835 Chicago Avenue (9-story mixed-used)	Foundation	Streets, fences and sidewalks are in good condition. Catch basin is clean. Fifth floor deck installation is nearing completion.	2/8/2016
4	1026 Davis Street (Taco Diablo/LuLu's)	Restaurant/Retail	Work continues on the installation of perimeter wall framing and insulation. HVAC, electrical and plumbing installation on first and ground floor is in progress. Job site is kept in order.	2/9/2016
4	1029 - 1035 Davis Street	One Story Commercial	Drywall installation, fire suppression piping and above ceiling electric continues. Job site is well maintained.	2/9/2016
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Drywall on the 4th floor is complete and display cases are being staged for assembly. Ventilation hoods are installed in the food preparation areas located in the basement. Exterior is kept clean and in order. Interior work continues.	2/9/2016
7	1620 Central	New 47 Unit Apartment Building	Installation of footings and the front foundation wall section is completed. The surface water drainage system in the parking garage is in progress. Sidewalk was clear of obstructions and the job site is kept in order. Upcoming crane work will require sidewalk closures as needed.	2/9/2016
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Job has not called for further inspections since last report. Fences and silt fences are present and stand plumb. Floating silt fence in neighboring pond is intact and materials are neatly stored.	2/9/2016
7	560 Lincoln (NU Residence Hall)	New Dormitory	Foundations are moving from east to west and are verified by 3rd party inspections. Caissons are complete. Job is fenced with windscreen and locked gates. Catch baskets are protecting storm sewer structures. Street sweeping operations are in place.	2/9/2016
8	222 Hartrey Avenue (Autobarn)	Interior/Exterior Remodel	Fences, street and sidewalks are in good condition. Exterior work on hold until Spring. Interior spoils stored at southeast lot.	2/8/2016



# Memorandum

To: Honorable Mayor and Members of the City Council

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

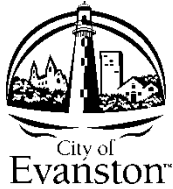
Subject: Food Establishment Application Weekly Report

Date: February, 12, 2016

The table below is the weekly report of all applications for Food Establishments received during the week of February 7, 2016.

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>
Terra & Vine	1701 Maple	1	2/12/2016	Food Establishment	Not Yet Announced



# Memorandum

To: Wally Bobkiewicz, City Manager  
Marty Lyons, Acting City Manager

From: David Stoneback, Public Works Agency Director  
Lara Biggs, P.E., City Engineer  
Sat Nagar, P.E., Senior Project Manager

Subject: Dodge Avenue Protected Bike Lane Construction Project  
(Howard Street to Church Street)

Date: February 9, 2016

## Summary:

The Illinois Department of Transportation (IDOT) recently advertised the Dodge Avenue Bike Lane Project on behalf of the City of Evanston. The bids were opened by IDOT on January 15, 2016, and the low bid contract amount is \$455,186.01, which will be awarded to Maintenance Coatings Co. (543 Woodbury Street, South Elgin, IL). Construction on this project is expected to start in May 2016.

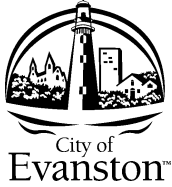
## Background:

The scope of the this project is to install a protected bike lane on Dodge Avenue, from Howard Street to Church Street. The bike lane will be installed between the parked cars and the curb in order to provide an additional level of safety for bicyclists. This contract will be managed by IDOT, but City staff will work with IDOT and the contractor to restrict construction between Oakton Street and Howard Street to June and July when schools are not in session. There will be no changes to the existing bike lane in front of Evanston Township High School between Lake Street and Church Street.

On September 29, 2014, staff presented the Dodge Avenue Bike Lane project to City Council, who then authorized moving forward with the protected bike lane project. On February 9, 2015, City Council approved Resolution 14-R-15 authorizing the City Manager to execute a construction funding agreement with Illinois Department of Transportation (IDOT) to proceed with the project and obligating City funds. To help fund the project, the City received \$480,000 of Congestion Mitigation Air Quality (CMAQ) Funds through the Chicago Metropolitan Agency for Planning (CMAP). This funding requires the City to provide 20% in matching funds, in the amount of \$120,180.

This project was previously advertised for bid by IDOT in April 2015, when the lowest bid came in 58% higher than the engineer's estimate. At the City's request, IDOT rebid the project in July 2015, and no bids were submitted. City staff requested IDOT rebid the project in January 2016 in order to bid prior to contractors having other construction commitments. The current bid of \$455,186.01 is 23% less than engineers estimate. The City will be required to match 20% of the cost as follows:

<b>Estimated Project Funding</b>	<b>Budgeted Amount</b>	<b>Actual (Bid) Amount</b>
CMAQ Grant	\$480,000.00	\$364,148.81
City of Evanston	\$120,180.00	\$ 91,037.20
<b>Total</b>	<b>\$600,180.00</b>	<b>\$455,186.01</b>



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: February 12, 2016

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	Hilton Orrington (ownership change)	1710 Orrington	C	Hotel/Restaurant (Alcohol)	11 am – 1 am (Sun-Thu); 11 am – 2 am (Fri-Sat)	12/11/15	Pending Liquor Board Meeting
1	Flat Top Grill (ownership change)	707 Church Street	D	Restaurant (Alcohol)	11 am-11 pm (Sun-Sat)	02/01/16	Pending Liquor Board Meeting
2	Red Robin Burger Works	1700 Maple Street	D	Restaurant (Alcohol)	10 am-10 pm (Sun-Thu) 10 am – 1 pm (Fri-Sat)	02/02/16	Pending Liquor Board Meeting
3	Sketchbook Brewery (upgrade from P-1 to P-2)	825 Chicago Ave	P-2	Craft Brewery (w/ onsite consumption)	11am – 10pm (Mon-Thu) 11am-11pm (Fri-Sat) 12pm-10pm (Sun)	02/02/16	Pending Liquor Board Meeting
4	The Funky Monk	618 ½ Church Street	D	Restaurant (Alcohol)	11am-9 pm (Sun – Sat)	02/08/16	Pending Liquor Board Meeting
4	LuLu's-Taco Diablo	1026 Davis St	C	Hotel/Restaurant (Alcohol)	11am-10pm (Sun); 11 am –11pm (Mon-Thu); 11 am – 1 am (Fri-Sat)	02/10/16	Pending Liquor Board Meeting

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