



# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: August 19, 2016

## STAFF REPORTS BY DEPARTMENT



Weekly Report for August 12, 2016 – August 18, 2016

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

Weekly Bids Advertised  
Council Meeting Agenda Schedule

### **Community Development**

Zoning Report  
Inspection Report

### **Health Department**

Food Establishment Application Weekly Report

### **Law Department**

Weekly Liquor License Applications Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Tuesday, August 23, 2016**

Preservation Commission – Ordinance Review Subcommittee

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

**Wednesday, August 24, 2016**

Design and Project Review Committee

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

Transportation/Parking Committee

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

Economic Development Committee

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



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of August 12, 2016 through August 18, 2016.

|                         | <b>CURRENT WEEK'S<br/>TOTALS</b> | <b>PREVIOUS WEEK'S<br/>TOTALS</b> |
|-------------------------|----------------------------------|-----------------------------------|
| <b>CALLS HANDLED</b>    | <b>2620</b>                      | <b>2568</b>                       |
| <b>SERVICE REQUESTS</b> | <b>680</b>                       | <b>720</b>                        |
| <b>TOTAL CHATS</b>      | <b>49</b>                        | <b>42</b>                         |
| <b>TOTAL TEXT</b>       | <b>25</b>                        | <b>19</b>                         |

## **Top 5 Service Requests**

## **Total**

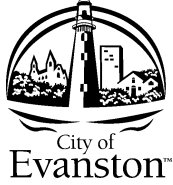
*Most requested service requests (Source: PublicStuff - Open/Closed)*

|                                       |     |
|---------------------------------------|-----|
| 1. Building Permit Inspection Request | 114 |
| 2. Broken Parking Meter               | 70  |
| 3. Trash – Special Pick up            | 60  |
| 4. Tree Evaluation                    | 30  |
| 5. Rodents – Rats                     | 22  |

**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     | 246          |
| Administrative Services -Finance     | 32           |
| Administrative Services -HR          | 17           |
| Administrative Services - Other      | 76           |
| City Clerk’s Office                  | 65           |
| City Manager’s Office                | 17           |
| ComDev / Economic Development        | 12           |
| ComDev/ Bldg Inspections             | 272          |
| ComDev / Housing Rehab               | 6            |
| ComDev / Planning/Zoning             | 21           |
| General Assistance                   | 0            |
| Fire Life Safety                     | 41           |
| PublicStuff Request                  | 318          |
| Health                               | 147          |
| Information                          | 468          |
| Law                                  | 13           |
| Library                              | 4            |
| Mayor’s Office                       | 19           |
| Other/311                            | 236          |
| Other – Social Services              | 4            |
| Parks – Maintenance                  | 1            |
| Parks – Programs/Picnics/Permits     | 26           |
| Parks – Other                        | 16           |
| Parks/Recreation                     | 37           |
| Parks – Forestry                     | 30           |
| Parks- Recreation Programs           | 72           |
| Police                               | 123          |
| Public Works / Fleet                 | 2            |
| Public Works / Street Sanitation     | 105          |
| Public Works / Engineering           | 61           |
| Tax Assessment Office                | 16           |
| Utilities – Power                    | 2            |
| Utilities – Sewer                    | 4            |
| Utilities – Water                    | 111          |
| <b>TOTAL</b>                         | <b>2620</b>  |



# Memorandum

To: Wally Bobkiewicz, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of August 15, 2016

Date: August 19, 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 August 15, 2016**

| Bid/RFP/RFQ Number and Title   | Requesting Dept.    | Description of Project  | Budgeted Amount | Bid/RFP/RFQ Opening Date | Anticipated Council/ Library Board Date |
|--|---------------------|---|-----------------|--------------------------|---|
| RFQ 16-61<br>Robert Crown Community Center and Ice Complex, Architectural and Engineering Services | Public Works Agency | The City of Evanston's Public Works Agency is requesting information and a Statement of Qualifications to perform architectural and engineering services for construction of a new community center, library and ice complex in Evanston, Illinois. | \$1,000,000     | Sep 27                   | Nov 14                                  |

|  |                                |  |                            |               |               |
|--|--------------------------------|--|----------------------------|---------------|---------------|
| <p>RFP 16-64<br/>Gibbs Morrison<br/>Sound Studio<br/>Equipment</p> | <p>RPCS</p>                    | <p>The City of Evanston's Parks, Recreation and Community Services Department is seeking proposals from experienced firms to provide sound studio recording system equipment and installation.</p>   | <p>\$25,000</p>            | <p>Sep 13</p> | <p>Sep 26</p> |
| <p>RFP 16-65<br/>Office Furniture<br/>Supplier</p>                 | <p>Public Works<br/>Agency</p> | <p>The City of Evanston's Public Works Agency is seeking proposals from experienced firms to supply office furniture manufactured by Steelcase, remanufactured by American Interiors or other qualified firms and manufactured by Varidesk or equal, for the City of Evanston, Illinois.</p> | <p>\$30,000<br/>Annual</p> | <p>Sep 20</p> | <p>Nov 14</p> |

## 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)**

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| DEPT           | MEETING DATE | ITEMS   | COUNCIL ACTION | COUNCIL or COMMITTEE | LEAD STAFF             | NOTES                           |
|----------------|--------------|---|----------------|----------------------|------------------------|---------------------------------|
| Mayor          | 9/12/2016    | IMRF 75th Anniversary                                     | P              | CC                   | Francellno             |                                 |
| CMO            | 9/12/2016    | Chief Klaiber Retirement                                  | P              | CC                   | Bobkiewicz             |                                 |
| CMO            | 9/12/2016    | Managing to Livability                                    | P              | CC                   | Bobkiewicz             |                                 |
| CD             | 9/12/2016    | 2623 Lincoln - Recission of Landmark Designation          | SPB            | CC                   | Muenzer                |                                 |
| PWA            | 9/12/2016    | Dodge Bike Lane   | SPB            | CC                   | Bobkiewicz             |                                 |
| CMO            | 9/12/2016    | Harley Clarke   | SPB            | CC                   | Bobkiewicz             |                                 |
| Admin Services | 9/12/2016    | Automatic Vehicle Locator                                 | B              | APW                  | Storlie                |                                 |
| Admin Services | 9/12/2016    | North Shore Towing  | B              | APW                  | Storlie                |                                 |
| CMO            | 9/12/2016    | Special Assessment Interest Rate Change                   | B              | APW                  | Lyons                  |                                 |
| PWA            | 9/12/2016    | James Park Field House Roofing & Siding Repair Project    | B              | APW                  | Stoneback              |                                 |
| CD             | 9/12/2016    | Complete Streets Policy Revision                          | B              | APW                  | Muenzer                |                                 |
| Admin Services | 9/12/2016    | USPS Lease - 63-R-16                                      | R              | APW                  | Storlie                |                                 |
| PWA            | 9/12/2016    | 33-O-16 - Energy & Water Use Benchmarking                 | O              | APW                  | Stoneback              |                                 |
| CMO            | 9/12/2016    | Senior Wheel Tax  | O              | APW                  | Lyons                  | Action                          |
| Legal          | 9/12/2016    | Liquor License changes - Bangers & Lace Increase/Decrease | O              | APW                  | Farrar                 | Action                          |
| Legal          | 9/12/2016    | Liquor License D Decrease - Addis Abeba                   | O              | APW                  | Farrar                 | Action                          |
| CD             | 9/12/2016    | North Downtown Planning                                   | Discussion     | PD                   | Muenzer                | (contd from 4/18)               |
| CD             | 9/12/2016    | 824-828 Noyes Planned Development                         | O              | PD                   | Muenzer                |                                 |
| CMO            | 9/12/2016    | 63-O-16 - City Council Compensation                       | O              | Rules                | Bobkiewicz             | Introduction (held at 8/15 mtg) |
| CMO            | 9/12/2016    | 64-O-16 - City Clerk Compensation                         | O              | Rules                | Bobkiewicz             | Introduction (held at 8/15 mtg) |
| CMO            | 9/12/2016    | xx-O-16 - DAPR Revision                                   | O              | Rules                | Bobkiewicz             | Introduction                    |
| CMO            | 9/12/2016    | 78-O-16 - Environment Board                               | O              | Rules                | Bobkiewicz             | Action                          |
| CMO            | 9/12/2016    | 79-O-16 - Mental Health Board                             | O              | Rules                | Bobkiewicz             | Action                          |
| CMO            | 9/12/2016    | 80-O-16 - Economic Development Committee                  | O              | Rules                | Bobkiewicz             | Action                          |
| CMO            | 9/12/2016    | 103-O-16 - Housing & Comm Develop Act Committee           | O              | Rules                | Bobkiewicz             | Action                          |
| CMO            | 9/19/2016    | City Manager Evaluation                                   |                | CC                   | Bobkiewicz             |                                 |
| CMO/PWA        | 9/19/2016    | Water Update/Sales  |                | CC                   | Bobkiewicz / Stoneback |                                 |
| PRCS           | 9/26/2016    | Gibbs-Morrison Sound Studio Equipment                     | B              | APW                  | Hemingway              |                                 |
| Admin Services | 9/26/2016    | Portable Generator Purchase                               | B              | APW                  | Storlie                |                                 |
| CMO            | 9/26/2016    | Single Audit 2015   | B              | APW                  | Lyons                  |                                 |
| CMO            | 9/26/2016    | Right of Way Permit for ERUV                              | R              | APW                  | Bobkiewicz             |                                 |

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|-------|--------------|---|----------------|----------------------|------------|-------|
| CD    | 9/26/2016    | 1919 Dempster St - Special Use - McDonalds Expansion  | O              | PD                   | Muenzer    |       |
| CD    | 9/26/2016    | 618 1/2 Church St - Special use - Viet Nom Nom  | O              | PD                   | Muenzer    |       |
|       |              |   |                |                      |            |       |
| Mayor | 10/10/2016   | National Community Planning Month   | PR             | CC                   | Francellno |       |
| Mayor | 10/10/2016   | National Fire Prevention Week   | PR             | CC                   | Francellno |       |
| Mayor | 10/10/2016   | Indigenous People's Day   | PR             | CC                   | Francellno |       |
|       |              |   |                |                      |            |       |
| CMO   | 10/29/2016   | Special City Council Meeting - Public Hearing (Truth in Taxation, FY2017 Budget), and Preliminary Tax Levy Estimate | SPB            | CC                   | Lyons      |       |
|       |              |   |                |                      |            |       |

### Council & Committee Meetings

|                |         |   |
|----------------|---------|---|
| Wed, August 24 | 6:00 PM | Transportation/Parking Committee              |
| Wed, August 24 | 7:00 PM | Economic Development Committee                |
| Thurs, Sept 1  | 7:00 PM | Housing and Homelessness Commission           |
| Thurs, Sept 1  | 7:00 PM | Commission on Aging                           |
| Tues, Sept 7   | 6:00 PM | Human Services Committee                      |
| Thurs, Sept 8  | 7:00 PM | Housing & Community Development Act Committee |
| Mon, Sept 12   | 6:00 PM | A&PW, P&D, City Council meetings              |
| Wed, Sept 14   | 1:00 PM | Lighthouse Landing Complex Committee          |

| DEFERRED   | Date | Item                                       | Action | Committee | Staff      | NOTES                        |
|------------|------|--|--------|-----------|------------|------------------------------|
| CD         |      | Sidewalk Cafes Administrative Revisions    | O      | PD        | Muenzer    | Introduction                 |
| 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        |      | 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      |                              |



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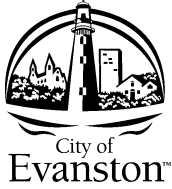
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|------|--------------|---|----------------|----------------------|------------|---------------------------------------|
| Law  |              | Panhandling/Soliciting; limit residential hours to 4 pm | O              | APW                  | Farrar     | Intro 7/27/15; Held at 8/17 mtg       |
| PWA  |              | AVL Purchase  | B              | APW                  | Stoneback  |                                       |
| CMO  |              | Animal Stray Hold Policy                                | O              | HS                   | Bobkiewicz | (discussion at Animal Board mtg 7/13) |
| CMO  |              | Smylie Lease  | B              | APW                  | Lyons      |                                       |



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Damir Latinovic, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: August 18, 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, August 10 - August 16, 2016**

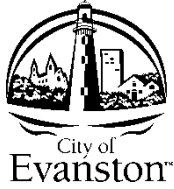
**Zoning Reviews**

| Ward | Property Address         | Type            | Project Description  | Received | Status   |
|------|--------------------------|-----------------|--|----------|--|
| 1    | 500 Davis Street         | Building Permit | Interior remodeling for office use (7th floor)   | 08/18/16 | pending staff review                                 |
| 1    | 1620 Judson Avenue       | Zoning Analysis | Demolish existing rear porch and deck and construct a new enclosed porch and deck at SFR   | 03/10/16 | pending additional info from the applicant           |
| 1    | 2350 Orrington Avenue    | Zoning Analysis | Construct new SFR  | 08/01/16 | pending additional info from applicant               |
| 1    | 2130 Orrington Avenue    | Building Permit | Construct new block paving pad   | 08/08/16 | pending staff review                                 |
| 1    | 2000 Sheridan Road       | Building Permit | Install air conditioning system  | 08/08/16 | pending staff review                                 |
| 2    | 2424 Dempster Street     | Building Permit | Interior and exterior renovation of existing restaurant with construction of a 150 sq. ft. addition for a new restaurant (Kabul House) | 06/30/16 | pending DAPR review                                  |
| 2    | 1714 Asbury Avenue       | Building Permit | Remove and replace existing deck   | 08/02/16 | pending staff review                                 |
| 2    | 1220 Darrow Ave          | Building Permit | Construct detached garage  | 08/09/16 | pending staff review                                 |
| 2    | 1413 Florence Avenue     | Building Permit | Remove and replace front porch   | 08/11/16 | pending staff review                                 |
| 2    | 1112 Fowler Avenue       | Building Permit | Construct detached garage, patio and sidewalk  | 08/16/16 | pending staff review                                 |
| 3    | 515 Main Street          | Building Permit | Install cellular antennas, equipment cabinet on roof of multi-family dwelling  | 07/22/16 | pending DAPR review                                  |
| 3    | 1221 Hinman Avenue       | Building Permit | Interior alteration of attic space and move chimney to a SFR   | 08/15/16 | pending staff review                                 |
| 4    | 1006 Ridge Avenue        | Building Permit | Various interior and exterior renovation to existing SFR   | 03/08/16 | pending additional information from the applicant    |
| 4    | 1026 Elmwood Avenue      | Building Permit | Convert 2-flat to single family residence, build new interior stairs to attic, raise roof over new interior stairs                     | 06/14/16 | non-compliant, pending major variation determination |
| 5    | 2019 Pratt Court         | Building Permit | Construct new single family residence  | 05/26/16 | pending revisions                                    |
| 5    | 2029 Maple Avenue        | Zoning Analysis | Demolish existing 1-car garage, construct 2-car detached garage  | 08/08/16 | pending staff review                                 |
| 5    | 2117 Foster Street       | Building Permit | Construct new detached garage  | 08/10/16 | pending staff review                                 |
| 5    | 922 Noyes Street         | Building Permit | Interior alteration for a medical clinic (Evolution Spine & Sports Therapy)  | 08/12/16 | pending staff review                                 |
| 5    | 1801 Brown Avenue        | Building Permit | Construct brick patio  | 08/15/16 | pending staff review                                 |
| 6    | 2515 Thayer Street       | Building Permit | Second story addition to SFR   | 05/12/16 | pending additional info from the applicant           |
| 6    | 2519 Harrison Street     | Building Permit | Construct new SFR  | 06/27/16 | pending additional info from applicant               |
| 6    | 2507 Colfax Street       | Building Permit | Construct new unilock paver parking pad next to existing concrete driveway   | 06/30/16 | non-compliant, pending major variation application   |
| 6    | 2319 Marcy Avenue        | Building Permit | Construct dormer on existing garage, including HVAC, electric, plumbing, add exterior steps  | 07/11/16 | pending additional info from applicant               |
| 6    | 3233-3249 Central Street | Zoning Analysis | Construct 14 DU multifamily 2-story residence with detached garage   | 07/20/16 | non-compliant; pending major variation application   |
| 6    | 2915 Grant Street        | Building Permit | Construct rear addition  | 07/18/16 | non-compliant, pending major variation application   |
| 6    | 2521 Thayer Street       | Building Permit | Addition and interior remodel at SFR   | 07/21/16 | pending revisions                                    |
| 6    | 2415 Hartzell Street     | Building Permit | Construct new detached garage  | 08/01/16 | pending staff review                                 |
| 6    | 2423 Lawndale Avenue     | Building Permit | Construct concrete around garage   | 08/04/16 | pending staff review                                 |
| 6    | 2742 Bennett Avenue      | Zoning Analysis | Construct new detached garage  | 08/05/16 | pending staff review                                 |
| 6    | 3501 Hillside Road       | Zoning Analysis | Construction of an addition to SFR   | 08/08/16 | pending staff review                                 |
| 6    | 2511 Park Place          | Zoning Analysis | Construct 2-car detached garage  | 08/08/16 | pending staff review                                 |
| 6    | 3032 Thayer Street       | Building Permit | Construct new detached garage  | 08/10/16 | pending staff review                                 |
| 7    | 2022 Central Street      | Building Permit | Interior and exterior remodel (Lush Wine and Spirits)  | 04/15/16 | pending final DAPR review                            |

|   |                       |                 |  |          |   |
|---|-----------------------|-----------------|--|----------|---|
| 7 | 811 Central Street    | Building Permit | Addition to SFR  | 06/14/16 | pending revisions                               |
| 7 | 811 Clinton Place     | Zoning Analysis | Construct 2nd story addition and 2-car detached garage at SFR  | 08/10/16 | pending revisions                               |
| 7 | 2129 Pioneer Road     | Building Permit | Construct addition to SFR  | 07/07/16 | pending minor variation determination           |
| 7 | 2529 Ashland Avenue   | Building Permit | Construct new brick walk, crushed stone patio at SFR   | 08/02/16 | pending staff review                            |
| 7 | 1851 Hinman Avenue    | Zoning Analysis | Construct new 7-story residence hall, renovate existing residence hall, and connect both buildings (NU; Planned Development) | 08/16/16 | pending staff review                            |
| 8 | 1426 Mulford Street   | Building Permit | Construction of a new single-story SFR   | 06/21/16 | pending revisions                               |
| 8 | 2330 Oakton Street    | Zoning Analysis | Expansion of existing parking lot (Pace Bus).  | 01/19/16 | pending DAPR review                             |
| 8 | 318 Custer Avenue     | Building Permit | Basement remodel at SFR  | 08/01/16 | pending staff review                            |
| 8 | 1123 Hull Terrace     | Building Permit | Interior remodel   | 08/05/16 | pending staff review                            |
| 8 | 300 Ashland Avenue    | Building Permit | Construct 12'x8' shed  | 08/11/16 | pending staff review                            |
| 9 | 742 Asbury Avenue     | Building Permit | Construct shed   | 07/25/16 | non-compliant, pending revisions from applicant |
| 9 | 1916 Warren Street    | Building Permit | Interior remodel at SFR  | 08/02/16 | pending staff review                            |
| 9 | 1520 Cleveland Street | Building Permit | Replace existing screened porch and replair/replace portion of roof at SFR   | 08/04/16 | pending staff review                            |

**Miscellaneous Zoning Cases**

| <b>Ward</b> | <b>Property Address</b> | <b>Type</b>                                   | <b>Project Description</b>   | <b>Received</b> | <b>Status</b>                              |
|-------------|-------------------------|---|--|-----------------|--|
| 2           | 1919 Dempster Street    | Special Use                                   | Expand Type 2 Restaurant (McDonalds) and expand Drive-Through to 2 lanes   | 07/27/16        | <b>DAPR 08/24/16 &amp; ZBA 09/06/16</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           | 1026 Elmwood Avenue     | Major Variation                               | 3rd story addition for an enclosed stair at SFR  | 08/09/16        | <b>DAPR 09/21/16 &amp; ZBA 10/04/16</b>    |
| 4           | 618 1/2 Church Street   | Special Use                                   | Type 2 Restaurant (Viet Nom Nom)   | 08/08/16        | <b>ZBA 09/06/16</b>                        |
| 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           | 824-828 Noyes Street    | Planned Development                           | New four story mixed-use building with 44 dwelling units, 3200 sq. ft. ground floor commercial space and 35 on-site parking spaces                     | 05/27/16        | <b>PD 09/12/16</b>                         |
| 5           | 1608 Emerson Street     | Substitution of Special Use                   | Type 2 Restaurant (Papa Philly's)  | 08/16/16        | determination after 09/02/16               |
| 6           | 2419 Lawndale Avenue    | Minor Variation                               | Building lot coverage for a new detached garage  | 07/25/16        | approved                                   |
| 6           | 2632 Princeton Avenue   | Minor Variation                               | Rear yard setback for new 1-story addition and attached garage   | 07/21/16        | approved                                   |
| 6           | 2303 Thayer Street      | Appeal of Minor Variation Determination       | Construct addition with building lot coverage of 38% where 30% is allowed  | 08/02/16        | <b>ZBA 09/06/16</b>                        |
| 7           | 2639 Broadway Avenue    | Minor Variation                               | Front yard setback for front porch   | 07/19/16        | Pending additional info from the applicant |
| 7           | 1129-1133 Leonard Place | Resubdivision                                 | Re-subdivision of two existing lots so that 1133 Leonard PI meets side yard setback  | 07/25/16        | <b>P&amp;D/CC 08/15/16</b>                 |
| 7           | 1201 Grant Street       | Minor Variation                               | Building lot coverage, impervious surface coverage and side yard setbacks for a 1-story addition, patio and walks at SFR                               | 07/29/16        | determination after 08/19/16               |
| 7           | 2129 Pioneer Road       | Minor Variation                               | Remove existing front porch, construct 1st and 2nd floor addition with a 12' street side setback on 2nd floor and 16.33' front setback for front porch | 08/01/16        | determination after 08/19/16               |



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: August 19, 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.

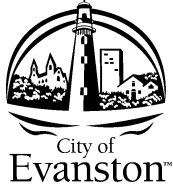
**Inspector Weekly Update**  
**Cases Received, August 19, 2016**

**Field Reports**

| <b>Ward</b> | <b>Property Address</b>                        | <b>Construction Type</b>        | <b>Inspector Notes</b>  | <b>Received</b> |
|-------------|--|---------------------------------|---|-----------------|
| 1           | 1619 Chicago Avenue<br>(The Merion)            | Residential Addition            | Final inspections are being scheduled. Streets and sidewalks are in good condition. Contractor was forwarded plan for re-stripping of street parking spaces. The alley and catch basin are clean.   | 8/17/2016       |
| 1           | 711 Colfax Street<br>(Kendall Place)           | New Residential Building (SFRs) | Grass at fences and parkways are compliant. The streets are clean and no dust or mud was noted at time of inspection. Awaiting MWRD response on drainage plan. On-site meeting with contractor and residents will be scheduled after response.                      | 8/17/2016       |
| 3           | 835 Chicago Avenue<br>(9-story mixed-used)     | Commercial/Residential          | Streets and alleys are clean. Fences and sidewalks are in good condition and all construction conditions comply. Final inspections will begin next week for lower level through sixth floor.  | 8/17/2016       |
| 4           | 1026 Davis Street<br>(Taco Diablo/LuLu's)      | Restaurant/Retail               | Restaurants have been issued occupancy certificate. West section of building will be built out when commercial tenants are found.   | 8/16/2016       |
| 4           | 1029 - 1035 Davis Street                       | One Story Commercial            | Project on hold until commercial tenants are found. Exterior job site is being kept in order.   | 8/16/2016       |
| 4           | 1571 Maple Avenue                              | Mixed Use Building              | Construction fence and dust control screens are in place and plumb. Crews continue forming up the walls of elevator shaft and stairway. The public walkway, streets and catch basins are clear. Closure of street and sidewalk on Elmwood Avenue began August 17th. | 8/16/2016       |
| 4           | 1560 Oak Avenue<br>(Museum of Time and Glass)  | New Commercial Building         | Work on the center stairway has resumed. Display case installation continues. The storm drain catch basket is clean. The exterior is kept clean and in order.   | 8/16/2016       |
| 5           | 1911 Church Street<br>(Y.O.U. Building)        | New Youth Center                | Steel work is complete and 2nd floor deck surface will be poured by the end of the week. Job site is well maintained. Windscreens, construction fence, silt fences and catch baskets are in place and in good condition.  | 8/17/2016       |
| 7           | 1620 Central Avenue                            | New 47 Unit Apartment Building  | Masonry work continues to move forward on the north facing exposure. Rough trades are active on each floor. Site is well kept. There are no obstructions in the public right of way. Construction fencing is secure.  | 8/16/2016       |
| 7           | 2211 Campus Drive<br>(Kellogg Graduate School) | New Education Building          | Job is very active. Finishes are being installed in kitchens and restrooms. Basement and mechanical areas have been completed and insulated. The site is well kept and materials are stored neatly. Fences are in good condition.                                   | 8/18/2016       |

|   |  |                            |  |           |
|---|--|----------------------------|--|-----------|
| 7 | 2255 Campus<br>(Ryan/Walter Athletic Center) | Lakeside Athletic Facility | Construction and soil erosion fencing and truck wash station are in good condition. Caisson installation continues at the south end of the project site. The job site is being kept in order.  | 8/16/2016 |
| 7 | 560 Lincoln<br>(NU Residence Hall)           | New Dormitory              | Subtrades are roughing rooming units and common areas. Job site is well kept. Tire washing is enforced for all trucks leaving the site. Windscreens, construction fence, silt fences and catch basin are in place and in good condition. | 8/17/2016 |
| 8 | 222 Hartrey Avenue<br>(Autobarn)             | Interior/Exterior Remodel  | Final inspections have passed and site work is finished. Awaiting elevator installation for occupancy.   | 8/17/2016 |





# Memorandum

To: Honorable Mayor and Members of the City Council

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

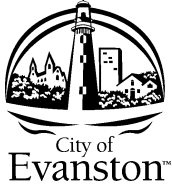
Subject: Food Establishment Application Weekly Report

Date:

The table below is the weekly report of all applications for Food Establishments received during the week of August 14, 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> |
|---------------------------|----------------|-------------|--------------------------------|----------------------------|------------------------------|
| Papa Philly               | 1608 Emerson   | 5           | 8/14/16                        | Food Establishment License | Not yet announced            |
| Gyros Planet              | 1903 Church    | 5           | 8/17/16                        | Food Establishment License | Not yet announced            |



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: August 19, 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>                        |
|-------------|--|-------------------------|---------------------|--------------------------|--|-------------------|--|
| 2           | Kabul House                              | 2424 Dempster Street    | D                   | Restaurant (Liquor)      | Sun – Sat: 11am to 10pm  | 8/8/16            | Under review – awaiting additional documentation |
| 3           | Kuni's (new owner)                       | 511 Mains Street        | D                   | Restaurant (Liquor)      | Sun: 9:45 am – 9:30 pm;<br>Mon: 11:30 am – 9:30 pm;<br>Wed – Sat: 11:30 am – 9:30 pm | 07/29/16          | Pending City Council Introduction                |
| 3           | Asian Cajun too                          | 1322 Chicago Ave        | D                   | Restaurant (Liquor)      | Sun: Noon – 9pm; Mon – Thu: 3pm – 10 pm; Fri” 3pm – 11pm; Sat: Noon – 11 pm          | 8/2/16            | Under review – awaiting additional documentation |
| 6           | Old Neighborhood Grill                   | 2902 Central Street     | D                   | Restaurant (Liquor)      | Sat & Sun: Noon-Midnight; Mon-Fri: 5pm - Midnight                                    | 8/4/16            | Pending City Council Introduction                |
| 7           | Northwestern University – Kellogg Center | 2211 Campus Drive       | R                   | University (Liquor)      | Sun: 12pm-1am; Mon-Thu: 11am-1am; Fri-Sat: 11am-2am                                  | 8/4/16            | Pending City Council Introduction                |

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



# DIRECTOR'S WEEKLY BRIEFING



By NWMC Executive Director Mark L. Fowler

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**WEEK ENDING AUGUST 19, 2016**

## ***Attorney General Ruling Opens Employee Personal Emails to FOIA***

In response to a dispute over public access to Chicago Police Department (CPD) emails, last week the Illinois Attorney General issued a binding opinion that could have far reaching implications for local governments and their employees.

A Freedom of Information Act (FOIA) request was issued to the CPD for all emails related to the Laquan McDonald case. The CPD turned over requested email records in its possession but argued that under FOIA the emails of CPD employees contained on their own private email accounts were not public records. On August 9, the Attorney General issued a binding opinion ([link to FOIA opinion 16-006](#)) that directed the CPD “to take immediate and appropriate action to comply with this opinion by conducting a search of the personal e-mail accounts of the 12 named CPD officers.” The ruling also states that “CPD’s interpretation would undercut the principle that public bodies act through their employees, by excluding from the definition of “public records” communications sent or received by employees of a public body on personal devices or accounts, regardless of whether the communications pertain to the transaction of public business. Such an interpretation erroneously focuses not on the content of a communication but on the method by which it is transmitted.”

For a more detailed discussions of the complexity of this issue and potential impact on local governments, please see the [Ancel Glink FOIA opinion analysis](#) and the [Holland and Knight FOIA opinion analysis](#). We strongly advise our members to review the Attorney General’s binding opinion with their corporation counsel to discuss and determine if any changes to local policy are in order. *Staff contacts: Mark Fowler, Larry Bury*

## ***America’s AA Announces New Transportation Rates, Discusses Program Expansion***

As we have been reporting, the next NWMC live Surplus Vehicle and Equipment Auction will be held on Tuesday, October 25, 1:00 p.m. at Americas Auto Auction (America’s AA) Chicago, 14001 S. Karlov Avenue in Crestwood. Staff met with representatives from America’s AA this morning to discuss the auction as well as an initiative to expand the program by including other councils of government (COGs) in the region and establishing a quarterly auction schedule.

During the meeting, America’s AA reported that they have implemented a new, simplified and transparent transportation fee to deliver vehicles to their Crestwood facility. The new rate is \$1.50 per mile based on mileage calculated by Google Maps from the exact pickup location to delivery at America’s AA. Charges are one-way only, with a \$35.00 minimum.

We are working to make the event even bigger and better by joining forces with some of the other COGs in the region. We will keep you posted as we finalize participation which will create additional excitement, larger crowds and more vehicles. In the meantime, America’s AA Commercial Account Manager Bruce Uhter or sales representative Jim Fee will be contacting all NWMC members to discuss the October 25 auction in detail. For additional information, please visit <http://www.nwmc-cog.org/Products-and-Services/Surplus-Vehicle-and-Equipment-Auctions.aspx>.

Can’t wait until October? The NWMC/America’s AA partnership also provides for year-round Internet auctions, allowing NWMC members to remarket vehicles and equipment quickly and easily to America’s AA extensive network of buyers. For questions or additional information, please contact staff or Bruce Uhter, [Bruce.Uhter@americasautoauction.com](mailto:Bruce.Uhter@americasautoauction.com), 219-713-0327 (mobile) or 708-389-4488 (office) or Jim Fee, [jamesfee7522@yahoo.com](mailto:jamesfee7522@yahoo.com) or 773-315-0293. *Staff contact: Ellen Dayan*

### ***Bicycle and Pedestrian Committee Discusses Priorities, Plans and Grants***

The NWMC Bicycle and Pedestrian Committee met on Tuesday to consider potential meeting topics and committee priorities for the upcoming year. The committee expressed a desire to learn more about pedestrian crossing options, particularly along 4-lane roads, as well as community bike share programs. Recently, several communities in the region have begun implementing bike share systems. The committee plans to explore the challenges and opportunities involved in implementing such a system in a suburban context. NWMC staff announced plans to update the 2010 NWMC Bike Plan and the committee identified items they would like the update to address.

NWMC staff also presented grant opportunities for bicycle and pedestrian projects. The Regional Transit Authority (RTA) Access to Transit Improvement Program is currently accepting applications until October 30. In January, the Chicago Metropolitan Agency for Planning (CMAP) will open a call for Congestion Mitigation and Air Quality (CMAQ) and Transportation Alternatives Program (TAP) projects. The CMAQ and TAP applications will require Phase I Engineering to be underway at the time of application. For more information on any of these opportunities or to schedule a kick-off meeting with IDOT, please contact NWMC staff. Finally, staff noted that Illinois Transportation Enhancement Program (ITEP) fund awards will be announced in October. *Staff contacts: Mike Walczak, Brian Pigeon*

### ***Northwest Council of Mayors Issues Call for Projects***

The Northwest Council of Mayors is accepting applications for new Surface Transportation Program (STP) projects. Please visit <http://www.nwmc-cog.org/Transportation/Northwest-Council-of-Mayors.aspx> to access the project application. Applications are due by Friday, September 30 and will be presented to the Northwest Council of Mayors Technical Committee at their October 21 meeting. Please direct all applications as well as any questions to Mike Walczak, [mwalczak@nwmc-cog.org](mailto:mwalczak@nwmc-cog.org) or 847-296-9200, ext. 134. *Staff contact: Mike Walczak*

### ***Where Are All the Stores Going?***

For your weekend reading assignment, we direct you to an interesting [article](#) from Crain's Chicago Business regarding the impact of brick and mortar store closings on municipal finances and the need to "plan for a post retail future." The article gives some food for thought on the future of retail shopping, including insight from *Village of Wheeling Director of Economic Development John Melaniphy*. *Staff contact: Mark Fowler*

### ***Cook County to Host Free Brownfield Workshop***

On Thursday, September 15, the Cook County Department of Environmental Control, the Technical Assistance to Brownfield (TAB) Program at Kansas State University and the Delta Institute are co-hosting a free event entitled "'Green' Your Brownfield: Strategies for Sustainable Brownfield Redevelopment." Participants will "gain a better understanding of how to use sustainable or "green" practices in the cleanup and redevelopment of brownfield sites, which include abandoned buildings, old gas stations and other potentially contaminated properties that are impeding your communities' future growth."

The workshop will be held from 8:00 a.m. to 1:00 p.m. at the Brookfield Zoo, 8400 31<sup>st</sup> Street in Brookfield. To RSVP and for more information, please visit <https://www.ksutab.org/education/workshops>. *Staff contact: Mark Fowler*

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

*NWMC Executive Board* will meet Wednesday, September 7 at 8:30 a.m. at the NWMC offices.

*NWMC Finance Committee* will meet Wednesday, September 14 at Noon at the NWMC offices.

*NWMC Board of Directors* will meet Wednesday, September 14, at 7:00 p.m. at Oakton Community College, Room 1604 in *Des Plaines*.

*NWMC Legislative Committee* will meet Wednesday, September 21 at 8:30 a.m. at the NWMC offices.