



# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: September 16, 2016

## STAFF REPORTS BY DEPARTMENT



Weekly Report for September 9, 2016 – September 15, 2016

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

Council Meeting Agenda Schedule  
Economic Development Report – August 2016

### **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**

**Monday, September 19, 2016**

City Council

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

**Tuesday, September 20, 2016**

Preservation Commission

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

Housing & Community Development Act Committee

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

Board of Ethics - CANCELLED

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

**Wednesday, September 21, 2016**

Lighthouse Landing Complex Committee

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

Design and Project Review Committee

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

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 - CANCELLED

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

**Thursday, September 22, 2016**

Emergency Telephone System Board

<http://www.cityofevanston.org/events/2016/05/emergency-telephone-system-board-12/>



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of September 9, 2016 through September 15, 2016.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2691</b>	<b>2214</b>
<b>SERVICE REQUESTS</b>	<b>766</b>	<b>596</b>
<b>TOTAL CHATS</b>	<b>61</b>	<b>34</b>
<b>TOTAL TEXT</b>	<b>15</b>	<b>14</b>

## **Top 5 Service Requests**

## **Total**

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

1. Building Permit Inspection Request	110
2. Trash – Special Pick up	79
3. Broken Parking Meter	56
4. Tree Evaluation	40
5. Rodents-Rats	23

**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	308
Administrative Services -Finance	35
Administrative Services -HR	34
Administrative Services - Other	68
City Clerk’s Office	65
City Manager’s Office	26
ComDev / Economic Development	24
ComDev/ Bldg Inspections	338
ComDev / Housing Rehab	3
ComDev / Planning/Zoning	29
General Assistance	4
Fire Life Safety	39
PublicStuff Request	253
Health	121
Information	411
Law	14
Library	1
Mayor’s Office	15
Other/311	198
Other – Social Services	6
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	19
Parks – Other	10
Parks/Recreation	37
Parks – Forestry	42
Parks- Recreation Programs	59
Police	136
Public Works / Fleet	5
Public Works / Street Sanitation	148
Public Works / Engineering	65
Tax Assessment Office	3
Utilities – Power	1
Utilities – Sewer	6
Utilities – Water	168
<b>TOTAL</b>	<b>2691</b>

## 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
CMO	9/26/2016	Rebuilding Evanston	P	CC	Storlie	
CMO	9/26/2016	July 4 Association - Award	P	CC	Bobkiewicz	
PRCS/Library	9/26/2016	Parks/Library Summer Review	P	CC	Heminway / Danczak Lyons	
PRCS	9/26/2016	Gibbs-Morrison Sound Studio Equipment	B	APW	Hemingway	
PWA	9/26/2016	Change Order No 2 - Church St Boat Ramp Project	B	APW	Stoneback	
PWA	9/26/2016	Change Order No 2 - 50/50 Sidewalk	B	APW	Stoneback	
PWA	9/26/2016	Police/Fire HQ Change Order	B	APW	Stoneback	
PWA	9/26/2016	Salt Sale to D65	B	APW	Stoneback	
PWA	9/26/2016	Salt Sale to D202	B	APW	Stoneback	
CMO	9/26/2016	Single Audit 2015	B	APW	Lyons	
CMO	9/26/2016	Howard/Hartrey TIF Closure	B	APW	Lyons	
CMO	9/26/2016	Wheel Tax Processing and Collection Database	B	APW	Lyons	
CMO	9/26/2016	Lease with USPS	R	APW	Lyons	
Legal	9/26/2016	Liquor License Code Updates	O	APW	Farrar	
Admin Services	9/26/2016	Parking Meter Changes	O	APW	Storlie	
Admin Services	9/26/2016	Salvage - Truck	O	APW	Storlie	
Admin Services	9/26/2016	Surplus Fleet Vehicle 120-O-16	O	APW	Storlie	Action
PWA	9/26/2016	Benchmarking Ordinance 33-O-16	O	APW	Stoneback	Action
Legal	9/26/2016	Liquor Licenses - P4, NU/Kellogg	O	APW	Farrar	Action
CD	9/26/2016	North Downtown Area Planning	D	PD	Muenzer	
CD	9/26/2016	618 1/2 Church St - Special use - Viet Nom Nom	O	PD	Muenzer	Intro & Action (Ald Wilson)
CD	9/26/2016	115-O-16 - Planned Development at 824-828 Noyes	O	PD	Muenzer	Action
CMO	9/26/2016	107-O-16 - DAPR Consolidation	O	Rules	Bobkiewicz	Action
	9/26/2016	Executive Session - Work Comp / Litigation / Minutes (9/12 and 9/19)		CC		
Special Executive Session						
	10/4/2016	Special Exec Session		CC	Bobkiewicz	6:00 PM
National Community Planning Month						
Mayor	10/10/2016	National Community Planning Month	PR	CC	Francellno	
Mayor	10/10/2016	National Fire Prevention Week	PR	CC	Francellno	
PWA	10/10/2016	Survey Engr Svcs Contract	B	APW	Stoneback	
PWA	10/10/2016	Parking Lot Engr Svcs Change Order 1	B	APW	Stoneback	
CD	10/10/2016	Complete Streets Policy Revision	B	APW	Muenzer	

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CMO	10/17/2016	Distinguished Budget Presentation Award to Martin Lyons (GFOA)	A	CC	Bobkiewicz	
CMO	10/17/2016	Budget Discussion		CC	Lyons	
PWA	10/24/2016	Dodge Ave Bike Lane Presentation	SPB	CC	Stoneback	
CMO	10/24/2016	Right of Way Permit for ERUV	R	APW	Bobkiewicz	
Admin Services	10/24/2016	Tow Ordinance Revision	O	APW	Storlie	
CD	10/24/2016	Zoning Text Amend. - Inclusionary Housing Ordinance Bonuses	O	APW	Muenzer	
Law	10/24/2016	Ord 110-O-16 - Comprehensive Business Regulations Clean-Up	O	APW	Farrar	
CD	10/24/2016	Wireless Cell Tower Ordinance	D	PD	Muenzer	
CD	10/24/2016	1919 Dempster St - Special Use - McDonalds Expansion	O	PD	Muenzer	
	10/24/2016	Exec Session - Work Comp		CC		
CMO	10/29/2016	Special City Council Meeting - Public Hearing (Truth in Taxation, FY2017 Budget), and Preliminary Tax Levy Estimate	SPB	CC	Lyons	
Admin Services	11/14/2016	Portable Generator Purchase	B	APW	Storlie	
CD	11/14/2016	Wireless Cell Tower	O	PD	Muenzer	
PWA	12/12/2016	Noyes Tenant Leases	R	APW	Hemingway	
<b>Council &amp; Committee Meetings</b>						
Mon, Sept 19	7:00 PM	City Council				
Tues, Sept 20	7:00 PM	Housing & Community Development Act Committee				
Tues, Sept 20	7:00 PM	NU-City Committee				
Wed, Sept 21	6:30 PM	M/W/EBE Advisory Committee				
Mon, Sept 26	6:00 PM	A&PW, P&D, City Council meetings				
Tues, Sept 27	7:00 PM	Housing & Community Development Act Committee				
Wed, Sept 28	6:00 PM	Transportation/Parking Committee				
Wed, Sept 28	7:00 PM	Economic Development Committee				
Tues, Oct 4	6:00 PM	Special Executive Session				
Tues, Oct 4	7:00 PM	Human Services Committee				
Thurs, Oct 6	7:00 PM	Housing and Homelessness Commission				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Mon, Oct 10	6:00 PM	A&PW, P&D, City Council meetings				
<b>DEFERRED</b>	<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>Committee</b>	<b>Staff</b>	
<b>Dept</b>						
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	
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: Paul Zalmezak, Senior Economic Development Coordinator.

Subject: Monthly Economic Development Report for June 2016

Date: September 12, 2016

## Discussion

Enclosed is the monthly report of economic development activities for the month of August 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 Paul Zalmezak at [pzalmezak@cityofevanston.org](mailto:pzalmezak@cityofevanston.org) or 847/448.8013.



## Top Project Priorities

9/12/2016

No.	Project	2016 Deliverable	Latest Update	Area of ED Plan	Deadline
1	Central Street Business Association	Ongoing support of business district.	Provide President of assoc. w/ weekly report & newsletter for entire merchants	Business District Vitality	Ongoing
2	West End Business Association	Revision and Completion of items on "punch list" generated by West End businesses.	Group completed/approved for 2016 Merchant Grant application.	Business District Vitality	Ongoing
3	West Village Merchants Association	Work with WVBA to create series of events to bring visitors to the area; Increase number of participating members from the area.	Group completed/approved for 2016 Merchant Grant application.	Business District Vitality	Ongoing
4	Howard Street Business Association	Ongoing support of business district.	Meeting dates are every 2nd Tuesday of the month, every other month. Group completed/approved for 2016 Merchant Grant application. Twinkle Lights installed	Business District Vitality	Ongoing
5	Chicago/Main/Dempster SSA - AKA Main-Dempster Mile	Development and implementation of workplan	Board meets on the first Monday of every month with subcommittees meeting in between. Sidewalk sale complete. . Annual Meeting in November. Wine Walk October.	Business District Vitality	Ongoing
6	Dr. Hill Arts District	Establish meeting/event calendar.	Group completed/approved for 2016 Merchant Grant application.	Business District Vitality	Ongoing
7	Central Evanston Business Association (Church & Dodge Group)	Increase number of registered businesses and events hosted by the association; Establish meeting/event calendar.	Group completed/approved for 2016 Merchant Grant application.	Business District Vitality	Ongoing
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	Ongoing
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, Main/Chicago, and Sherman Plaza	Business Attraction	Ongoing
10	Business District Investments/Tree Replacement	Identify areas for improvement/clean-up in business districts and utilize ED funds to augment existing CIP efforts.	City Council approved at 3/28 City Council meeting. Business district tree removal has started by Forestry staff; new trees will be planted October 2016.	Business District Vitality	4Q2016

## Top Project Priorities

9/12/2016

No.	Project	2016 Deliverable	Latest Update	Area of ED Plan	Deadline
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 open. SWC Church/Darrow offices for lease. NWC Church Dodge signage/Facade discussion. Church/Darrow property for sale	Business Attraction	Ongoing
12	Howard Street Theatre Project (717-723 Howard Street)	Development of plans for theatre and cost estimates for moving forward with the theatre project.	August EDC meeting for report-back of next steps for the Howard Street theater and ongoing redevelopment initiatives	Business District Vitality	4Q2016
13	Former Howard Street Police Outpost (633 Howard) and 727-729 Howard Street Redevelopment	Utilization of property at 633 and 727-729 Howard Street for commercial use.	Awaiting investor and lender documentation for 727 Howard Street project. Working to identify a user for 633 - breakfast/coffee concept and dessert café concept interested and working on proposals.	Business District Vitality	4Q2016
14	Recycling Center RFQ/P	Determine future utilization of property.	Lease negotiations ongoing.	Business Attraction/Retention	4Q2016
15	Support Workforce Development Activities	Support workforce development goals throughout year.	Sunshine Enterprises Spring Session ongoing. Graduation August 29th. New session begins 9.24.2016 at Civic Center	Workforce Development	Ongoing
16	Main/Chicago TIF Committee	Improvement of streetscapes and underlying infrastructure in Chicago/Main area.	Identification of infrastructure improvements to the Main/Chicago area.). Coordination with Main/Chicago TIF Committee and SSA Steering Committee.	Business District Vitality	Ongoing
17	Business Retention Visits	Ongoing visits with businesses throughout Evanston.	Ongoing	Business Retention	Ongoing
18	Start-Up Showcase	Three startup showcases in 2015. Global entrepreneurship week in November. Identify new entrepreneurship initiatives/award programs/etc. over course of year.	Startup showcase March 10, 2016 at The Garage. Next date November 2016 in conjunction with Global Entrepreneurship Week	Business Attraction/Retention	Ongoing

Targeted Properties

9/12/2016

No.	Project	Ward	Desired Outcome	Status
1	1714-20 Chicago Ave (Library Parking Lot)	1	Office Development (potential)	Ten interested parties as of 9/12/2016. Bids due 9/30.
2	633 Howard Street (Police Outpost Space)	8	Occupied with Food Retail Uses	Two new concepts interested, working on proposals to take to September EDC.
3	Recycling Center - 2222 Oakton Street	8	Redevelopment/Re-Use of Property	Smylie Brothers and City are negotiating lease. Anticipate Oct/Nov City Council
4	Sherman Plaza Retail	1	Occupied with Retail Uses	Economic Development and Downtown Evanston staff working with property manager to identify tenants for former Office Depot, Pier 1 and 800 Degrees Pizza spaces.
5	1823 Church (Gibbs Morrison)	5	Occupied with Retail/Community Use	First Slice Café opened August 2016 inside Gibbs Morrison Cultural Center serving sandwiches, coffee, pie, and food subscription service
6	Howard Theatre Properties (717, 721-723)	8	Redevelopment As Theatre	Negotiations ongoing.
7	727-729 Howard Street	8	Occupied with Restaurant/Retail Uses	Due diligence ongoing for interested party
8	Main/Chicago	3	Mixed Use Redevelopment	17 residential leases signed as of 9/8/2016. First Bank & Trust lease signed. Anticipated retail openings in October. Building complete in October. Negotiations ongoing for other retail spaces
9	Church Street Plaza	2	Occupied with Retail Uses	Cycle Bar opening late summer. Red Robin Burger Works is open. Health Mart Pharmacy is open. Terra & Vine (Alpana Singh) in former Bravo space - late summer/early fall. Actively marketing vacant Buffalo Wild Wings space.
10	Tom Thumb Redev (1026 Davis)	4	Part of Larger Redevelopment	Taco Diablo opened, Five & Dime (rooftop) opened. Studio media space in negotiations / available. Retail space available
11	Oak & Davis (former Pineyard)	4	Part of Larger Redevelopment	Owner seeking tenants. Staff working to help identify unique tenants.
12	2424 Dempster (Former Chicken and Waffles)	2	New Restaurant or Retail Use	Kabul House relocating from Skokie. Permits are under review.
13	1340 Dodge wareHOUSE(1)	2	Renovated Office	Owner reports building has one space remaining for lease
14	1911 Church	5	Occupied with Office Uses	YOU HQ under construction
15	1611 Church Street (former National Awards)	2	New Use	Blue Butterfly Miniatures relocating from Northfield. They collect and distribute miniature dollhouse items, manufacture, and wholesale.



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Damir Latinovic, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: September 15, 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, September 7, 2016 - September 13, 2016**

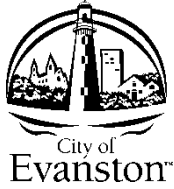
**Zoning Reviews**

Ward	Property Address	Type	Project Description	Received	Status
1	2350 Orrington Avenue	Zoning Analysis	Construct new SFR	08/01/16	pending additional information from applicant
1	711 Colfax Street	Building Permit	Install natural gas generator to SFR	09/02/16	pending staff review
1	628 Colfax Street	Zoning Analysis	Construct 1-story addition (NU)	09/02/16	pending staff review
1	618 Colfax Street	Zoning Analysis	Construct addition, detached garage, patio and walk (NU)	09/09/16	pending staff review
1	820 Church Street	Building Permit	Bike paver pad, bike pump (First Bank & Trust)	09/12/16	pending staff review
2	1112 Fowler Avenue	Building Permit	Construct detached garage, patio and sidewalk	08/16/16	pending additional information from applicant
2	1414 Lyons Street	Building Permit	Interior remodel	08/24/16	pending staff review
2	1219 Dodge Avenue	Building Permit	1st and 2nd floor addition and interior remodel to SFR	08/24/16	non-compliant, pending revisions
2	1021 Dewey Avenue	Building Permit	Demolish existing SFR, construct new 2-story SFR	09/06/16	pending staff review
2	1801 Maple Avenue	Building Permit	Interior remodel of laboratory (NU)	09/08/16	pending staff review
2	1625 Fowler Avenue	Building Permit	Rebuild interior stairs, rebuild floor and support of enclosed front porch at SFR	09/08/16	pending staff review
3	515 Main Street	Building Permit	Install cellular antennas, equipment cabinet on roof of multi-family dwelling	07/22/16	<b>DAPR 09/21/14</b>
3	733 Forest Avenue	Building Permit	Renovate basement, add egress window to SFR	08/30/16	pending staff review
3	1218 Sheridan Road	Building Permit	Construct new patio and asphalt driveway	09/02/16	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	1560 Sherman Avenue	Building Permit	Interior alteration at existing office	08/17/16	pending revisions
4	1300 Church Street	Zoning Analysis	Construct new patio and walk, stepping stones, brick border along driveway, concrete pad along side driveway	08/31/16	pending additional information from applicant
4	1218 Asbury Avenue	Building Permit	Replace deck, steps, railings and construct new paver patio at SFR	09/01/16	pending staff review
4	915 Ridge Court	Building Permit	Remove and replace existing concrete patio and rear walk	09/06/16	pending staff review
5	2117 Foster Street	Building Permit	Construct new detached garage	08/10/16	non-compliant, pending revisions or variation application
5	1801 Brown Avenue	Building Permit	Construct brick patio	08/15/16	pending staff review
5	2034 Maple Avenue	Building Permit	Enlarge front porch, construct new screened rear porch	08/19/16	non-compliant, pending revisions
5	2122 Darrow Avenue	Zoning Analysis	Revisions to construct 6 unit single family attached building (tiny-homes)	08/26/16	non-compliant; pending revisions
5	1813 Laurel Street	Zoning Analysis	Construct new SFR	09/06/16	pending staff review
6	2515 Thayer Street	Building Permit	Second story addition to SFR	05/12/16	pending additional information from applicant
6	2519 Harrison Street	Building Permit	Construct new SFR	06/27/16	pending additional information 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	non-compliant, pending revisions

6	2521 Thayer Street	Building Permit	Addition and interior remodel at SFR	07/21/16	pending minor variation determination
6	3501 Hillside Road	Zoning Analysis	Construction of an addition to SFR	08/08/16	pending additional information from applicant
6	3032 Thayer Street	Building Permit	Construct new detached garage	08/10/16	pending minor variation determination
6	2438 Cowper Avenue	Building Permit	Addition and interior remodel at SFR	08/17/16	pending additional information from applicant
6	2324 Hartzell Street	Building Permit	Demolish detached garage, construct new detached garage at SFR	08/26/16	pending staff review
6	2301 Lawndale Avenue	Zoning Analysis	Construct 1-story addition to SFR	09/09/16	pending revisions
6	3006 Central Street	Zoning Analysis	Interior remodel to divide commercial space, new façade (Central Rug & Carpet)	09/09/16	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 Clinton Place	Zoning Analysis	Construct 2nd story addition and 2-car detached garage at SFR	08/10/16	pending revisions
7	2529 Ashland Avenue	Building Permit	Construct new brick walk, crushed stone patio at SFR	08/02/16	non-compliant, pending revisions
7	2740 Eastwood Avenue	Building Permit	Remove existing wood deck, construct new wood deck at SFR	08/19/16	non-compliant, pending revisions
7	2410 Hartrey Avenue	Building Permit	Remove existing concrete walk, construct new larger walk	08/24/16	pending staff review
7	2652 Broadway Avenue	Building Permit	Construct detached garage	08/29/16	pending additional information from applicant
7	1527 Lincoln Street	Building Permit	Replace existing driveway and front steps at SFR	09/01/16	pending staff review
7	1313 Chancellor Street	Building Permit	Replace vestibule and exterior walk with new covered porch and stone walk at SFR	09/07/16	pending staff review
7	2738 Euclid Park Place	Building Permit	Interior remodel	09/09/16	pending staff review
7	1317 Livingston Street	Building Permit	Basement remodel at SFR	09/12/16	pending staff review
7	2145 Sheridan Road	Building Permit	Interior renovation of a lab, AG35 (NU)	09/13/16	pending staff review
7	2145 Sheridan Road	Building Permit	Interior renovation of a lab, Park Lab (NU)	09/13/16	pending staff review
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 additional information from the applicant
8	120 Dodge Avenue	Building Permit	One-story sunroom and rec. room addition in front (Dobson Plaza)	08/17/16	pending staff review of previous zoning approval
8	2100 Brummel Street	Building Permit	Construct new concrete walk and pad	09/06/16	pending staff review
9	742 Asbury Avenue	Building Permit	Construct shed	07/25/16	non-compliant, pending revisions
9	1327 Kirk Street	Building Permit	Construct detached garage in place of a shed at SFR	05/31/16	non-compliant, pending revisions
9	1330 South Boulevard	Building Permit	Construct 2-story addition to rear of SFR	08/22/16	non-compliant; pending revisions
9	2425 Oakton Street	Building Permit	Upgrade existing wireless communication facility, antennas and related equipment	08/29/16	pending staff review
9	630 Wesley Avenue	Building Permit	Interior remodel to SFR	08/30/16	pending staff review
9	2525 Oakton Street	Building Permit	Construct ready mix concrete batch plant (Ozinga)	08/31/16	pending staff review
9	536 Ridge Avenue	Building Permit	Construct new 20'x13' paver patio	09/01/16	pending staff review
9	600 F South Boulevard	Building Permit	Foundation repair to townhome	09/08/16	pending staff review
9	1129 Cleveland Street	Building Permit	Porch replacement and interior remodel to SFR	09/09/16	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	Pending DAPR, <b>ZBA 10/04/16</b>
3	1015 Chicago Avenue	Preliminary Review	Enclose portion of canopy area, add 2 service bay doors, 2nd story addition (Autobarn - Mazada)	09/09/16	<b>DAPR 09/21/16</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 information 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>P&amp;D 09/26/16</b>
4	915 Greenleaf Street	Zoning Complaint	Outdoor storage of RV and boat	08/26/16	Inspected 08/30/16, notice sent 09/02/16
4	1130 Elmwood Avenue	Minor Variation	Building lot coverage, side setback and roof overhang setback at SFR to demolish existing detached garage, construct new 2-car detached garage/coach house with carport	08/30/16	Determination after 09/16/16
5	1924 Grey Avenue	Zoning Complaint	Illegal landscaping business	10/08/15	Re-inspected 08/30/16, notice sent 09/02/16
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>CC 09/26/2016</b>
5	2029 Maple Avenue	Minor Variation	Building lot and Impervious surface coverage and street side setback to demolish 1-car detached garage, construct 2-car detached garage at SFR	08/24/16	Determination after 09/16/16
5	1925 Hartrey Avenue	Fence Variation	Replace existing chainlink fence in front yard with solid wood fence	09/06/16	Determination after 09/23/16
6	2915 Grant Street	Major Variation	Rear yard setback for a second story addition to a SFR	08/22/16	<b>DAPR 09/21/16 &amp; ZBA 10/04/16</b>
6	2301 Lawndale Avenue	Major Variation	Street side yard & interior side yard setbacks for a 1-story addition at SFR	09/12/16	pending DAPR & <b>ZBA 10/18/16</b>
6	2521 Thayer Street	Minor Variation	Building lot coverage to construct 1-story addition to SFR	08/24/16	Determination after 09/15/16
6	3032 Thayer Street	Minor Variation	Building lot and impervious surface coverage to demolish existing detached garage and construct new 2-car detached garage at SFR	08/29/16	Determination after 09/19/16
6	2511 Park Place	Minor Variation	Bulding lot coverage to construct a 23'x26' detached 2-car garage	09/02/16	Determination after 09/23/16
6	2301 Lawndale Avenue	Major Variation	Street side and interior side setbacks to construct 1-story addition	09/12/16	Pending staff review
7	1201 Grant Street	Minor Variation	Building lot and impervious surface coverage and side yard setbacks for a 1-story addition, patio and walks at SFR	07/29/16	Pending additional information from the applicant



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: September 16, 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.

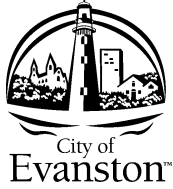


**Inspector Weekly Update**  
**Cases Received, September 16, 2016**

**Field Reports**

<b>Ward</b>	<b>Property Address</b>	<b>Construction Type</b>	<b>Inspector Notes</b>	<b>Received</b>
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Fences and parkways are well kept and soil erosion reports are current. Request was made to contractor to remove fencing from Lot 8 and straighten and screen fencing on Lot 12.	9/13/2016
2	1613-27 Church Street (Church Street Village)	New 8 Unit Townhomes	Construction activity began this week. Construction fence stand plumb. Job site is in good condition. Public right of way is clean.	9/16/2016
3	835 Chicago Avenue (9-story mixed-used)	Commercial/Residential	Work on curbs and sidewalks are underway. Alley and catch basin are clean. All construction conditions are compliant. Exterior masonry and inspections for occupancy of lower level through 6th floor should be complete next week.	9/13/2016
4	1571 Maple Avenue	Mixed Use Building	Concrete pour continues for walls of elevator shaft and stairway. There are no obstructions in the public way and catch baskets are free of dirt. Fencing and dust control screening are in place and plumb.	9/13/2016
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Installation of the glass guard on the center stairway has been completed. Display case staging and wiring of CTV monitors continue on floors 1 through 3. Exterior of the job site is clean and in order. Catch basket is clean.	9/13/2016
5	1911 Church Street (Y.O.U. Building)	New Youth Center	Framing, mechanical, electrical and plumbing rough work is in progress on both levels. The site is well managed. Construction fence, silt fence and windscreens stand plumb. The neighboring storm structures are cleared of debris.	9/15/2016
7	1620 Central Avenue	New 47 Unit Apartment Building	Masonry crews continue on the north façade. Interior rough work is present on all floors. The public right of way is clear. The catch baskets are clear and functional. Construction fencing is secure.	9/13/2016
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Job is very active with trades working on interior finishes throughout each floor of each tower. Site work is concentrated on the drive areas on the west side of the project. The site is well kept with catch baskets at all neighboring storm structures, fences, windscreens and silt fences in good condition.	9/15/2016
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Construction and soil erosion fence is in place and plumb. Caisson installation is active in the central area of the project. Foundation excavation continues. The job site is being kept in order.	9/13/2016

7	560 Lincoln (NU Residence Hall)	New Dormitory	Job is active and rough inspections for plumbing, mechanical and structural have begun. Site is well kept and right of way is clean. Catch baskets have been cleared. Construction fences, silt fences and windscreens are in place and stand plumb.	9/15/2016
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# Memorandum

To: Honorable Mayor and Members of the City Council

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

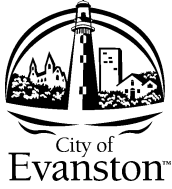
Subject: Food Establishment Application Weekly Report

Date: September 16, 2016

The table below is the weekly report of all applications for Food Establishments received during the week of September 11, 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>
North Shore Cider	707 Howard	8	9/15/2016	Food Establishment License	Not Yet Determined



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: September 16, 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

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROPOSED HOURS for LIQUOR SALES	DATE REC'D	STATUS <sup>1</sup>
2	Kabul House	2424 Dempster Street	D	Restaurant (Liquor)	Sun – Sat: 11am to 10pm	8/8/16	Under review – awaiting additional documentation
2	The Caterist	940 Pitner Ave., Suite 5	T	Caterer (Beer/Wine)	Sun: 10 am-2 am; Mon-Thu: 10 am-1 am; Fri-Sat: 10 am-2 am	9/13/16	Pending Liquor Board Meeting
2	Studio 5	1934 Dempster	U	Live Theater (Liquor)	Sun: 2 pm-10 pm; Mon-Fri: 7 pm-12 am; Sat: 1 pm-12 am	9/12/16	Pending Liquor Board Meeting
3	Asian Cajun Too	1322 Chicago Ave	D	Restaurant (Liquor)	Sun: Noon – 9pm; Mon – Thu: 3pm – 10 pm; Fri: 3 pm – 11 pm; Sat: Noon – 11 pm	8/2/16	Pending Liquor Board Meeting
4	Sam's Chicken & Ribs	1639 Orrington	D	Restaurant (Liquor)	Sun: 11 am – 10 pm; Mon – Sat: 11 am – 11 pm	9/12/16	Under review – awaiting additional documentation
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 Action
7	Pita 1	1926 Central Street	D	Restaurant (Liquor)	Sun: 11 am – 8 pm; Mon – Thu: 11 am – 9 pm; Fri: 11 am – 1 am ; Sat: 11 am – 1 am	9/12/16	Under review – awaiting additional documentation
8	North Shore Cider	707 Howard Street	P-4	Craft Winery	Sat-Sun: Noon – 4 pm; Thu – Fri: 3:30 pm – 7:30 pm	9/12/16	Pending Liquor Board Meeting

<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 SEPTEMBER 16, 2016***

### ***Congratulations Senator Rooney!***

On Thursday, northwest suburban republican committeemen selected *NWMC Past President and Rolling Meadows Mayor Tom Rooney* as the new state Senator for the 27<sup>th</sup> district. He replaces former Senator Matt Murphy, who served in the General Assembly since 2007. Congratulations Senator Rooney! *Staff contact: Mark Fowler*

### ***Wheeling Receives NWMC Communicopia Award; FY15-16 Annual Report Released***

Thank you to the twenty-eight NWMC members who attended Wednesday night's board meeting. Members presented the 2016 NWMC Communicopia Award to the *President Dean Argiris* and the *Village of Wheeling* for providing the most popular gift basket as voted upon by the attendees at the June 22 NWMC Gala. The membership also presented a plaque to *Hanover Park Village Manager Juliana Maller* for her service over the last two years as NWMC Treasurer and Finance Committee chair.

In other business, the membership received the FY2015-2016 NWMC Annual Report, which can be downloaded by visiting <http://www.nwmc-cog.org/Images/FY2015-16-NWMC-Annual-Report.aspx>. The report is a compilation of the past year's accomplishments as well as organizational information including NWMC leadership, committees, membership and staff. Members also heard updates on issues surrounding deployment of new wireless communication facilities and proposed federal rulemaking regarding metropolitan planning organization consolidation. Finally, staff discussed the Safe Roads Constitutional Amendment, which will be on the November 8 ballot. *Staff contacts: Mark Fowler, Larry Bury*

### ***NWMC Surplus Vehicle & Equipment Auction Program Adds New COG Partners***

Staff has been working to make the NWMC Surplus Vehicle & Equipment Auctions even bigger and better by joining forces with other Councils of Government (COGs) in the region. We are pleased to report that agreements have been executed with the South Suburban Mayors & Managers Association, Metro West Council of Government and we are waiting for signed paperwork from DuPage Mayors & Managers Conference. We are confident that this will create additional excitement for the program, resulting in higher sales for participating governments.

In addition to the Tuesday, October 25 auction on which we have been reporting, auctions will now be held on a quarterly basis with the following dates set for 2017:

Tuesday, January 24  
Tuesday, April 25  
Tuesday, July 25  
Tuesday, October 24

America's Auto Auction Commercial Account Manager Bruce Uhter and sales representative Jim Fee will be contacting all participating COG members to discuss the program in detail and we encourage all NWMC members to utilize and grow this enterprise program. *Staff contact: Ellen Dayan*

### ***Public Works Directors to Host Vendor Managed Inventory Lunch & Learn***

The NWMC Public Works Directors Committee will hold a lunch and learn session about Vendor Managed Inventory (VMI) on Thursday, October 27 at the NAPA Distribution Center, 700 Enterprise Court in Naperville. The presentation will begin at 11:00 a.m. at the NAPA Distribution Center conference room, with lunch and walk through of their distribution center. Attendees will then visit the Village of Downers Grove

Fleet facility, 700 Curtiss Street, where the NAPA VMI program has been in place since November 1, 2015. Highlights of a VMI program and how it helps government fleets drive efficiencies and reduce costs are as follows:

- As part of the implementation process, the VMI supplier will usually buy or otherwise help dispose of the municipality's current usable inventory. An immediate hard dollar savings.
- A fully functional vendor managed inventory system will eliminate part obsolescence, duplication and surplus. Studies have shown that a typical fleet shop will carry an average of 10%-15% obsolete parts on their inventory. With a vendor managed inventory system you only pay for the parts you use. The need to deal with obsolete parts will no longer be an issue. This can represent a significant savings.
- VMI solutions are designed to stock all types of parts required for all types of fleet equipment: light/medium/heavy duty vehicles; snow plows; utility vehicles; pursuit vehicles; buses; off-road equipment, etc. Any part for any type of vehicle (or piece of equipment) can be acquired, maintained and be ready for use.
- The best VMI systems are not designed with the intention that the government will use specific brand parts. This is a critical point. The system will use a national database of suppliers to ensure availability of all types parts from all manufacturers to meet the specific need of the fleet.
- A VMI solution will significantly reduce transaction costs and processing time; fewer purchase orders to complete and process, fewer invoices to receive and process, fewer credits to manage, fewer receipts to maintain, fewer backorders, etc. Basically, a government can reduce their invoices for all part purchases down to one or two per month.
- A VMI supplier will provide software that will create efficiencies and generate reports that most fleets do not have the capability to produce today. The software is designed to integrate with most present fleet software systems.
- Shop productivity will increase and fleet downtime will decrease – no need to spend time picking up parts, managing the inventory, etc.
- If use of local or diverse business suppliers is important to the agency, the VMI supplier will help to meet those goals.
- Savings will result from – lower cost of parts overall, fewer contracts to bid/manage, fewer transactions/invoices to process (maybe from hundreds to just a few), no inventory carrying costs as the government would no longer be buying parts only to sit on a shelf. It would be a just-in-time approach to buying fleet parts.

Any local government official or staff who could benefit from attending the lunch & learn is welcome to participate. Please RSVP to Ellen Dayan, 847-296-9200, ext. 132 or [edayan@nwmc-cog.org](mailto:edayan@nwmc-cog.org) by Friday, October 21. *Staff contact: Ellen Dayan*

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

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*

### ***Why Adopt the GRC2?***

Because is it good for the environment! In March, the Metropolitan Mayors Caucus released the Greenest Region Compact 2 (GRC2), which consists of a pledge and supporting resources that “will unify municipal action towards consensus sustainability goals and will support mayors in their role as environmental leaders.” GRC2 builds upon the original Greenest Region Compact, which was adopted by nearly one hundred municipalities (including 22 NWMC members) in 2007. The Caucus again asks that municipalities adopt GRC2, which will build the necessary support to obtain the technical and financial assistance to implement the program’s strategies and projects. To date, the following NWMC members have reported adoption of the GRC2: *Arlington Heights; Barrington; Cary; Fox Lake; Hanover Park; Highland Park; Hoffman Estates; Lake Bluff; Lincolnwood; Mount Prospect; Niles; Northfield; Schaumburg; Streamwood; and, Wheeling.*

Please visit <http://mayorscaucus.org/initiatives/environment/regional-environmental-collaboration/> for more information or contact Metropolitan Mayors Caucus Director of Environmental Initiatives Edith Makra, 312-201-4506 or [emakra@mayorscaucus.org](mailto:emakra@mayorscaucus.org). In addition, please report your municipalities’ adoption of the GRC2 to Edith. *Staff contact: Mark Fowler*

### ***Participate in the On To 2050 Big Ideas Forum***

On Thursday, September 22, the Chicago Metropolitan Agency for Planning (CMAP) and the Northwestern University Transportation Center will hold the next On To 2050 forum entitled “Have we reached peak driving? Planning for future travel in the Chicago Region.” The event is scheduled from 1:30 p.m. to 3:00 p.m. at the Northwestern University McCormick Foundation Center Forum, 1870 Campus Drive in *Evanston*.

“After a half century of increases in car ownership, solo auto commuting, and roadway congestion across the Chicago region, the last decade has seen auto use stall or decline according to most measures,” according to the program announcement. “Have we truly passed peak driving, or did recent economic conditions merely hit the pause button? Make plans to join CMAP and the Northwestern University Transportation Center for a panel in which transportation experts will discuss this question and its implications for planning, policy, and infrastructure decisions through 2050.” For more information and to register for the event, please visit <http://events.r20.constantcontact.com/register/event?llr=nrgjbvcab&oeidk=a07ed5oi92h2e858c7b>. *Staff contacts: Mike Walczak, Brian Pigeon*

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

*NWMC Bicycle/Pedestrian Committee* will meet Tuesday, September 20 at 10:30 a.m. at the NWMC offices

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

*NWMC Transportation Committee* will meet Thursday, September 22 at 8:30 a.m. at the NWMC offices.

*NWMC Executive Board* will meet Wednesday, October 5 at 8:30 a.m. at the NWMC offices.