



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: October 21, 2016

STAFF REPORTS BY DEPARTMENT



Weekly Report for October 14, 2016 – October 20, 2016

City Manager's Office

Council Meeting Agenda Schedule
Economic Development Report – October 2016

Community Development

Zoning Report
Inspection Report

Fire Department

Fire Department Report – September 2016

Health Department

Food Establishment Application Weekly Report

Law Department

Weekly Liquor License Applications Report

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, October 24, 2016

Administration and Public Works

www.cityofevanston.org/apw

Planning and Development - CANCELLED

www.cityofevanston.org/pd

City Council/Budget Discussion

www.cityofevanston.org/citycouncil

Wednesday, October 26, 2016

Design and Project Review Committee - CANCELLED

www.cityofevanston.org/dapr

Transportation & Parking Committee Meeting

www.cityofevanston.org/transportationcommittee

Economic Development Committee

www.cityofevanston.org/economicdev

Thursday, October 27, 2016

Emergency Telephone System Board - CANCELLED

www.cityofevanston.org/911board

Saturday, October 29, 2016

Special City Council Meeting and Public Hearing: Budget

www.cityofevanston.org/citycouncil



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of October 14, 2016 through October 20, 2016.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2395	2438
SERVICE REQUESTS	583	536
TOTAL CHATS	27	23
TOTAL TEXT	13	12

Top 5 Service Requests

Total

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

1. Building Permit Inspection Request	98
2. Broken Parking Meter	49
3. Rodents-Rats	29
4. Trash – Special Pick Up	24
5. Tree Evaluation	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.

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services –Parking	217
Administrative Services -Finance	35
Administrative Services -HR	33
Administrative Services - Other	99
City Clerk’s Office	60
City Manager’s Office	19
ComDev / Economic Development	11
ComDev/ Bldg Inspections	269
ComDev / Housing Rehab	7
ComDev / Planning/Zoning	12
General Assistance	3
Fire Life Safety	32
PublicStuff Request	291
Health	98
Information	527
Law	14
Library	2
Mayor’s Office	10
Other/311	196
Other – Social Services	14
Parks – Maintenance	2
Parks – Programs/Picnics/Permits	10
Parks – Other	5
Parks/Recreation	21
Parks – Forestry	30
Parks- Recreation Programs	27
Police	102
Public Works / Fleet	1
Public Works / Street Sanitation	110
Public Works / Engineering	39
Tax Assessment Office	8
Utilities – Power	1
Utilities – Sewer	2
Utilities – Water	88
TOTAL	2395

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	10/29/2016	Special City Council Meeting - Public Hearing (Truth in Taxation, FY2017 Budget), and Preliminary Tax Levy Estimate	SPB	CC	Lyons	9:00 AM
CMO	10/29/2016	Tax Levy Ordinance	O	CC	Lyons	
CMO	11/7/2016	2017 Budget Discussion (if needed)	SPB	CC	Lyons	7:00 PM
PRCS	11/14/2016	Mayor Donation/Registration	A	CC	Hemingway	
CMO	11/14/2016	Harley Clarke	SPB	CC	Bobkiewicz	Action
CMO	11/14/2016	Robert Crown Update	SPB	CC	Lyons	
CMO	11/14/2016	Robert Crown Architectural Firm Recommendations	SPB	CC	Lyons	
CD	11/14/2016	Complete Streets Policy Revision	B	APW	Muenzer	
PWA	11/14/2016	Water Chemical Purchase	B	APW	Stoneback	
PWA	11/14/2016	CMMS Purchase	B	APW	Stoneback	
Law	11/14/2016	Insurance Renewals	B	APW	Farrar	
CMO	11/14/2016	Snow Tow	B	APW	Lyons	
Admin Services	11/14/2016	Holiday Parking	B	APW	Storlie	
Admin Services	11/14/2016	Tow Ordinance Revision	O	APW	Storlie	
PWA	11/14/2016	Ridge/Grove Right Turn Only	O	APW	Stoneback	
CMO	11/14/2016	Parking Deck Fee Change	O	APW	Lyons	
CD	11/14/2016	Noise Limitations (Apartments)	D	PD	Muenzer	
CD	11/14/2016	117-O-16 - Update Inclusionary Housing Ord	O	PD	Muenzer	
PRCS	11/28/2016	Park Score Card Presentation	P	CC	Hemingway	
CMO	11/28/2016	2017 Budget & 2016 Tax Levy Adoption	B	APW	Lyons	
CMO	11/28/2016	Smylie Lease	B	APW	Lyons	
PWA	11/28/2016	Water Meter Purchase	B	APW	Stoneback	
PRCS	11/28/2016	Noyes Tenant Leases	R	APW	Hemingway	
CMO	11/28/2016	Tax Levy Abatements	R	APW	Lyons	
CMO	11/28/2016	Right of Way Permit for ERUV	R	APW	Bobkiewicz	
PWA	11/28/2016	Sewer Rate Decrease	O	APW	Stoneback	
PWA	11/28/2016	Water Rate Increase	O	APW	Stoneback	
PWA	11/28/2016	Meter Hour/Time Changes	O	APW	Stoneback	
PWA	11/28/2016	Benchmarking Ordinance	O	APW	Stoneback	Action (held from 9/26)
PRCS	11/28/2016	Farmers Market Regulations	O	HS	Hemingway	
CD	11/28/2016	Mental Health Board 2017 Funding	O	HS	Muenzer	

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
Admin Services	12/12/2016	Janitorial Services - Multiple Buildings	B	APW	Storlie	
CMO	12/12/2016	Water Sales	R	APW	Bobkiewicz	
CMO	12/12/2016	Home Rule Taxes	O	APW	Lyons	
PWA	1/23/2017	CMAQ Applications Approval	B	APW	Stoneback	

Council & Committee Meetings

Wed, Oct 19	5:30 PM	City-School Liaison Committee				
Wed, Oct 19	6:30 PM	M/W/EBE Development Committee				
Mon, Oct 24	6:00 PM	A&PW, P&D, City Council meetings				
Wed, Oct 26	6:00 PM	Transportation/Parking Committee				
Wed, Oct 26	7:00 PM	Economic Development Committee				
Sat, Oct 29	9:00 AM	Special City Council Meeting and Public Hearing: Budget				
Thurs, Nov 3	7:00 PM	Housing & Homelessness Commission				
Mon, Nov 7	6:00 PM	Human Services				
Mon, Nov 7	7:00 PM	City Council Budget Discussion				
Mon, Nov 14	6:00 PM	A&PW, P&D, City Council meetings				
Tues, Nov 14	7:00 PM	Housing & Community Development Act Committee				

DEFERRED

Dept	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	
Law		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg

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		Animal Stray Hold Policy	O	HS	Bobkiewicz	(discussion at Animal Board mtg 7/13)



Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Leonard, Economic Development Division Manager

Subject: Monthly Economic Development Report for October 2016

Date: October 21, 2016

Discussion

Enclosed is the monthly report of economic development activities for the month of October 2016. The report summarizes meetings, ongoing initiatives, new businesses, marketing activities, as well as activity reports on key economic development projects and sites.

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

Central Street

No.	Project	Address	Status
1	Central Street Business Association	n/a	Quarterly Meeting held 9/14/2016 at Ryan Field, Staff reports weekly to Association. Produce monthly newsletter
2	Former Subway	1927 Central	Subway closed last month. Landlord seeking restaurant or retailer
3	Evanston Awning	2801 Central	Looking to sell property, currently listed at \$750,000.

Howard Street

No.	Project	Address	Status
1	Howard Street Business Association	N/A	Meeting scheduled for 11/15/16
2	City Owned Property Howard Theatre Properties	717, 721-723 Howard Street	Presenting proposed Memorandum of Understanding (MOU) on October 26, 2016 to the Economic Development Committee
3	City Owned Property 727-729 Howard Street	727-729 Howard Street	Due diligence ongoing for interested party (Maureen Broom / Jazz concept)
4	City Owned Property - Police Outpost	633 Howard Street	Working to identify a user for 633. A breakfast/coffee concept and dessert café concept are interested and working on proposals.
5	North Shore Cider	705 Howard	Monitoring project. Anticipated opening in early 2017
6	Autobarn Tech Center	Hartrey	Finalizing sales tax sharing agreement to start payments and awaiting grand opening / ribbon cutting date.

Downtown

No.	Project	Address	Status
1	Downtown Performing Arts Center	N/A	Conversations with a developer regarding the acquisition of the property are ongoing.
2	Sherman Plaza Retail	1620 Sherman Avenue	Economic Development and Downtown Evanston staff are working with the property manager to identify tenants for former Office Depot, Pier 1 and 800 Degrees Pizza spaces.
3	City owned parking lot ("library parking lot")	1714-20 Chicago Avenue	Reviewing proposals with anticipated presentations to Economic Development Committee in November or December.

4	Church Street Plaza	1705 Maple	Red Robin Burger Works closed. Health Mart Pharmacy is open. Terra & Vine (Alpana Singh) open. Actively marketing vacant Buffalo Wild Wings space.
---	---------------------	------------	----------------------------------------------------------------------------------------------------------------------------------------------------

CEBA-Central Evanston Business Association

No.	Project	Address	Status
1	Central Evanston Business Association (Church & Dodge Group)	N/A	Staff working with CEBA to schedule next meeting.
2	Walgreens - Green Bay Road	2116 Green Bay Road	Working to have discussion with Walgreens on updates for improvement of the space.
3	Church & Darrow Lots	1805 Church	Property listed for sale.
4	Gibbs Morrison Cultural Center	1823 Church Street	First Slice Café Open. City Parks & Recreation is actively seeking a recording studio operator tenant.
5	1911 Church	1911 Church	YOU HQ under construction and ready for occupancy in December 2016.

Noyes-Foster Street

No.	Project	Address	Status
1	Noyes Merchant District	N/A	Staff is working with merchants to determine needs and interest in the area.
2	Former Noyes Street Café	824-28 Noyes St.	Residential redevelopment is planned, and staff will work with owner to identify tenants for the space.

West End / Southwest

No.	Project	Address	Status
1	Recycling Center - 2222 Oakton Street	2222 Oakton Street	Smylie Brothers is planning to open a production facility and event space at this location. The proposed lease if going to be presented to the City Council on November 28, 2016.

Loan Status	Borrower		Date Loan Funded	Original Loan Amount	Monthly Payment	Total Amount Paid			Balance in Arrears	Remaining Balance to be Paid [1]	Date Loan Terminates
						Principal	Interest	Total			
	Name	Address									
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 130,000.00	\$ 1,316.19	\$ 43,861.65	\$ 16,733.09	\$ 60,594.74	\$ -	\$ 86,138.35	12.1.22
OPEN	Evanston North Shore Contractor's Cooperative	1817 Church	8.14.12	\$ 200,000.00	\$ 1,028.26	\$ 8,738.39	\$ 12,855.07	\$ 21,593.46		\$ 191,261.61	1.5.20
OPEN	Peckish Pig (Building)	623 Howard St.	3.18.13	\$ 675,000.00	\$ 6,500.00	\$ 165,000.00	\$ -	\$ 165,000.00	\$ -	\$ 510,000.00	NA
OPEN	Little Beans	430 Asbury Ave.	2.1.14	\$ 75,000.00	\$ 832.65	\$ 6,619.56	\$ 5,037.54	\$ 11,657.10		\$ 68,380.44	1.31.25

Last Update 10/18/2016

Project Name	Status	Meeting Dates		Funding	Summary of Project	Latest Update	Completion Date	Staff
		ED Committee	City Council					
Sunshine Enterprises Funding	Active - Pending City Council Approval	4/25/2016	5/9/2016	\$ 50,000.00	Funding for entrepreneurship program	EDC approved 4/25; Pending City Council approval 5/9	3Q2016	PZ
Great Merchant Grant - West Village	Active - City Council Approval	3/23/2016		\$ 7,200.00	Marketing support and planters		4Q2016	CP
Boltwood	Active - City Council Approval	1/27/2016	2/8/2016		Storefront modernization grant - signage	EDC approved 1/27; Council approval 2/8 project complete, invoices submitted	2Q2016	CP
2200 Green Bay Rd	Active - City Council Approval	12/2/2015	12/14/2015	\$ 10,000.00	Storefront modernization grant for complete rehab of street-facing façade	EDC approved 12/2; Council Approved 12/14	2Q2016	cp
Dance Center Evanston	Active - City Council Approval	12/2/2015	12/14/2015	\$50,000	Storefront modernization grant for buildout of convertible classroom/performance space	EDC approved 12/2; Council Approved 12/14 theater buildout nearing completion; awaiting invoices for reimbursement	2Q2016	CP
1800 Church St.	Active - City Council Approval	12/2/2015	12/14/2015	\$50,000	Storefront Modernization grant for rehabbing 4-unit commercial space	EDC approved 12/2; Council Approved 12/14	2Q2016	CP
Memorandum of Understanding with Strawdog Theatre	Active- Pending City Council Approval	10/28/2015	11/9/2015	\$ -	Memorandum of Understanding that will guide continued discussion of bringing performin arts/Strawdog Theatre to Evanston's Howard Street	EDC approved 10/28/2015;	2Q2016	
Storefront Modernization for Dave's Rock Shop	Active- City Council Approval	10/28/2015	11/9/2015	\$ 4,500.00	New Signage at Dave's Rock Shop at 711 Main Street	EDC Approved 10/28/15; Project Complete, invoices submitted, check issued.	1Q2016	CP
2222 Oakton Street	Active- City Council Approval	7/7/2015	7/13/2015	\$ -	Recommendation to Negotiate with Smylie Brothers Brewing Company for Real Estate Agreement	EDC Approved 7/7/2015, City Council Approved 7/13	3Q2016	
Accuity	Active- City Council Approval	5/27/2015	6/8/2015	\$210,000	Five year parking agreement, 70 spaces Maple Ave Garage - \$42,000 annually	EDC approved 5/27, City Council 6.8	3Q 2016	PZ
Curt's Café (2922 Central St.)	Active - City Council Approval	4/22/2015	5/26/2015	\$42,000	Individual stipends for students that successfully complete the program and are placed in jobs. Workforce Development funding program to EDC in September	City Council approved 5/26	1Q 2016	PZ
Central Street Streetscape Improvements	Active- City Council Approval	4/22/2015	5/11/2015	\$25,000	Use of Economic Development Funds to assist in streetscape projects for Central Street	City Council approved. Improvements set to start August 10th.	3Q 2015	
ZS Associates Retention Assistance	Active -- EDC Consideration; Pending City Council Approval	1/28/2015	2/9/2015	TBD	Funding for relocation and ongoing assistance in form of potential hotel/motel tax sharing agreement.	City Council approved 2/9/2015.	1Q2017	PZ
Merchant Grant - Central Street	Active- Ready for EDC		1/27/2016	\$ 9,000.00	Banner Maintenance, Website Work, Plantings, Benches	City Council Approved 3/9. Working with Public Works to provide benches and coordinate projects with Streetscape Improvements	1Q2016	CA
Merchant Grant - West End	Active- Ready for EDC		1/27/2016	\$ 9,000.00	Planters/Plantings, business plan projects	City Council Approved 3/9. Working on entryway signage as part of business plan item	1Q2016	CA
Merchant Grant - West Village	Pending- Awaiting Neccessary Doucments		TBD	\$ 9,000.00	Plantings, Website and Marketing	City Council Approved 3/9. Work continues on website and promotion of district events is underway	1Q2016	CA
Merchant Grant - Chicago/Dempster	Active- City Council Approval		3/9/2015	\$ 9,000.00	Planters/Plantings, Bike Racks, Small Business Saturday Promotion, Wine Walk, Open House Event	City Council Approved 3/9.	1Q2016	
Merchant Grant - Main Street	Active- City Council Approval		3/9/2015	\$ 9,000.00	Approved to use 2014 funds to complete welcome packet printing and bike rack installation. No new funding provided	City Council Approved 3/9.	1Q2016	
Merchant Grant - Central Evanston (CEBA)	Pending- Awaiting Neccessary Doucments		TBD	\$ 9,000.00	Branding/Logo, Banners, Plantings	City Council Approved 3/9. Worked with Public works to determine planter locations	1Q2016	CA

Merchant Grant - Hill Arts	Active - Ready for EDC		1/27/2016	\$ 9,000.00	Dr. Hill Sculpture and Memorial Garden Maintenance, Plantings, Website/Blog Development	City Council Approved 3/9. Reimbursed \$1500 for plantings.	1Q2016	CA
Merchant Grant - Howard Street	Active - Ready for EDC		1/27/2016	\$ 1,754.00	Plantings, Replacement of tree lights to LED lights	City Council Approved 3/9.	1Q2016	CA
Merchant Grant - Noyes Street	Pending- Awaiting Necessary Documents		TBD	\$ 9,000.00	Branding/Marketing, Banners, Plantings	City Council Approved 3/9. Working to get plantings in place by late July/ early August	1Q2016	CA
Lucky Platter Façade (514 Main Street)	Closed -- Project Complete	1/28/2015	2/9/2015	TBD	Improvement of façade at 514 Main Street	Work on the Façade is complete.	1Q2015	MJ
Evanston Plaza Funding	Active -- EDC Consideration; Pending City Council Approval	1/28/2015	2/23/2015	TBD	Funding for interior and exterior rehabilitation of grocery store space at Evanston Plaza	City Council consideration scheduled for 2/23/2015.	3Q2015	PZ
Chicago + Main (835 Chicago Ave.)	Active -- City Council Approved	9/17/2014	9/22/2014	\$ 2,900,000.00	Funding for TIF eligible expenses to reduce financial gap for office component of mixed-use building.	Groundbreaking in February 2015.	4Q2016	JN
Little Beans (430 Asbury Ave.)	Active -- City Council Approved	9/17/2014	9/22/2014	\$30,000 (façade); \$95,000 (loan)	Financial assistance for play café space in former Osco-Drug building. Assistance will fund fixtures and interior build-out of space. Also approved for façade improvement project.	Working to complete; opening early February	1Q2015	Jn
Campus Gear (1720 Sherman Ave.)	Active -- City Council Approved	7/9/2014	8/11/2014	\$ 10,000.00	Façade improvement project to install new signage and place new façade on new store space.	Extension requested into summer 2015. Looking to revise	1Q2015	MJ
Davis Transportation Loan	Closed -- Loan Funded	7/9/2014	8/11/2014	\$ 140,000.00	Loan for working capital and equipment for bus company.	Staff finalized agreements; First payment due in 2015.	4Q2014	PZ
Homestead Meats	Closed -- Project Complete	5/28/2014	8/9/2014	\$ 935.00	Façade Improvement	Funding awarded and project complete	2Q2014	JN
Fitness Avenues (1910 Main Street)	Closed -- Project Complete	7/9/2014	7/28/2014	\$ 1,980.00	Façade improvement	Project Complete; Ribbon-cutting held 8/6/14	3Q2014	MJ
La Principal - 700 Main Street	Active- City Council Approval	7/7/2015	7/13/2015	\$17,888	Façade improvement project to install signage, windows, lighting, paint, and awning	EDC Approved 7/7/2015, City Council Approved 7/13. Project completed, reimbursement issued.	4Q2015	CP
FEW Spirits (918 Chicago Ave.)	Closed -- Loan Funded	10/23/2013	6/23/2014	\$ 250,000.00	Loan for purchase of new equipment for additional bottling line for distillery and working capital.	Loan is funded	2Q2014	JN
Autobarn (222 Hartrey Avenue)	Active -- City Council Approved	8/7/2013	5/28/2014	\$ 2,500,000.00	TIF assistance for build-out at 222 Hartrey, 7B support to Cook County Assessor, and extension of Sales Tax Sharing Agreement.	Under construction; construction draws currently occurring	4Q2015	JN
Just Turkey Façade	Closed -- Project Complete	2/19/2014	3/10/2014	\$ 2,090.00	Façade improvement funds for signage at 2430 Main Street for new business.	Now Open 1Q2014	1Q2014	MJ
Curt's Café (2922 Central St.)	Active -- City Council Approved	9/25/2013	10/14/2013	\$ 21,000.00	Reimbursement for up to seven Evanston resident participants who are placed in jobs.	Curt's café continues training program	4Q2014	PZ
Next Chapter (1703 Orrington Ave)	Closed -- Project Complete	9/25/2013	10/14/2013	\$ 9,900.00	Support of Entrepreneurship education program at EPL.	Next Chapter is open and offering classes	1Q2014	PZ
Now We're Cookin' (1601 Payne St.)	Active -- Project in Process	8/7/2013	9/9/2013	\$ 60,933.00	Seeking funding support for entrepreneurial training for early stage food businesses.	Funding received; status reports provided regularly	3Q2015	PZ
Music Institute of Chicago (1702 Sherman Ave.)	Closed -- Project Complete	4/24/2013	5/13/2013	\$ 165,000.00	Sought funds to support build-out of black-box theatre and other extraordinary construction expenses..	Project Complete; Ribbon-cutting held 10/23/2014	3Q2013	JN
Peckish Pig (623 Howard St.)	Closed -- Project Complete	2/27/2013	3/18/2013	\$ 200,000.00	Build-out funds for City-owned property in support of creation of restaurant at 623 Howard Street.	Peckish opened 3/13/14	1Q2014	JN
Beacon Academy	Closed -- No City Assistance Necessary	8/28/2013	NA	\$ 250,000.00	Seeking build-out assistance for interior space of school.	Determined Project did not need City funding	NA	PZ
Margarita Inn (1566 Oak Ave.)	Closed -- No City Assistance Necessary	2/27/2013	NA	\$ 230,000.00	Support following major rehabilitation of the hotel to offset costs in the form of a hotel tax sharing agreement of new incremental.	Margarita Inn was able to secure bank loan without need of City tax sharing agreement.	NA	JN
Dempster/Chicago/Main Special Service Area	Active -- Project in Process	4/29/2014	NA	TBD	Chicago/Dempster and Main/Chicago merchants came to EDC seeking funding for larger special service area.	Public meetings are scheduled for 1Q2015	4Q2015	JN
Relocation of Police Outpost	Active -- Project in Process	4/29/2014	NA	TBD	Staff is actively working to identify opportunity for leasing of 633 Howard Street for retail/restaurant use.	Police Outpost is in process of relocation to 745 Howard Street.	2Q2015	JN



Memorandum

To: Honorable Mayor and Members of the City Council
From: Michael Griffith, Development Planner
Subject: Weekly Zoning Report
Date: October 20, 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) 448-8155 or mgriffith@cityofevanston.org if you have any questions or need additional information.

Zoning Weekly Update
Cases Received and Pending, October 12, 2016 - October 18, 2016

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	2126 Orrington Avenue	Zoning Analysis	Construct new front porch, 3-season room and rear porch	10/10/16	pending staff review
1	808 Church Street	Building Permit	Interior alteration (Fidelity Investments)	10/12/16	pending staff review
1	711 Colfax Street	Building Permit	Install paver walk	10/13/16	pending staff review
1	1411-22 Judson	Building Permit	Install paver patio	10/18/16	pending staff review
2	2323 Greenleaf Street	Building Permit	Construct detached garage and concrete parking pad and sidewalk at SFR	09/28/16	non-compliant, pending revisions
2	1727 Washington Street	Building Permit	Construct paver patio and walk at SFR	10/03/16	pending staff review
2	1402 Brown Street	Zoning Analysis	Construct 2-unit townhome	10/10/16	pending staff review
2	1513 Greenleaf Street	Building Permit	Replace existing building with two single-family live/work homes, both to be ADA accessible	10/11/16	pending staff review
3	726 Sheridan Road	Zoning Analysis	Construct patio, walks and built in BBQ	10/12/16	pending staff review
3	1246 Forest Avenue	Building Permit	Reconstruct rear porch	10/14/16	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 office expansion (Evanston Capital Management)	10/04/16	pending staff review
4	1130 Elmwood Avenue	Building Permit	Construct new detached garage/coach house with carport at SFR	10/04/16	pending staff review
4	1144 Sherman Avenue	Zoning Analysis	remove existing walks; construct new walks in different location and paver patio	10/05/16	pending staff review
4	1144 Sherman Avenue	Zoning Analysis	Remove existing hardscape, construct new walks and patio	10/05/16	pending staff review
4	1132 Oak Avenue	Building Permit	Replace front stairs	10/10/16	pending staff review
4	1560 Sherman Avenue	Building Permit	Interior alteration (Silver Oak)	10/12/16	pending staff review
4	1511 Wilder Street	Building Permit	2-story addition with attached garage, interior and exterior remodel at SFR	10/13/16	pending staff review
5	2117 Foster Street	Building Permit	Construct new detached garage	08/10/16	pending minor variation determination
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	2118 Jackson Avenue	Building Permit	Interior remodel at SFR	10/13/16	pending staff review
5	1117 Foster Street	Building Permit	Interior remodel at SFR	10/18/16	pending staff review
6	2515 Thayer Street	Building Permit	Second story addition to SFR	05/12/16	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	2618 Isabella Street	Building Permit	2nd story addition to SFR	09/14/16	pending additional information from applicant

6	3301 Noyes Street	Building Permit	Construct new garage at SFR	10/10/16	pending staff review
6	2044 Ewing Avenue	Building Permit	Construct new 2-car detached garage to replace 1-car garage	10/11/16	pending staff review
6	2721 Simpson Street	Building Permit	Interior remodel at SFR	10/13/16	pending staff review
6	2669 Crawford Avenue	Building Permit	Replace driveway and walk at SFR	10/18/16	pending staff review
6	2520 Isabella Street	Building Permit	Replace stone walk with concrete walk	10/18/16	pending staff review
7	2022 Central Street	Building Permit	Interior and exterior remodel (Lush Wine and Spirits)	04/15/16	DAPR 11/02/16
7	2529 Ashland Avenue	Building Permit	Construct new brick walk, crushed stone patio at SFR	08/02/16	non-compliant, pending revisions
7	712 Ingleside Place	Building Permit	New detached garage at SFR	09/20/16	non-compliant, pending minor variation application
7	2220 Campus Drive	Building Permit	Construct fire alarm equipment room in basement (Cook Hall - NU)	09/23/16	pending staff review
7	2311 Campus Drive	Building Permit	Construct fire alarm equipment room in lobby (Henry Crown Sports Pavilion - NU)	09/23/16	pending staff review
7	581 Ingleside Park	Zoning Analysis	Addition to SFR	09/29/16	pending staff review
7	2720 Broadway Avenue	Building Permit	2nd story addition to SFR	09/30/16	pending staff review
7	711 Roslyn Terrace	Building Permit	Construct new SFR	09/30/16	pending staff review
7	1501 Central Street	Building Permit	Install cellular antennas and equipment (Ryan Field - NU)	10/05/16	pending staff review
7	2509 Pioneer Road	Building Permit	Interior remodel at SFR	10/10/16	pending staff review
7	2215 Payne Street	Building Permit	Install paver landing at base of steps and sitting area	10/13/16	pending staff review
7	1410 Rosalie Street	Zoning Analysis	1-story addition and porch enclosure at SFR	10/13/16	pending staff review
7	2145 Sheridan Road	Building Permit	Interior remodel (NU - Technological Inst)	10/17/16	pending staff review
7	1718 Harrison Street	Zoning Analysis	Construct front porch and 2nd-story addition at rear of SFR	10/17/16	pending staff 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 special use and major variation applications
8	1126 Harvard Terrace	Building Permit	Enclose existing screened-in rear porch at SFR	10/11/16	pending staff review
9	1327 Kirk Street	Building Permit	Construct detached garage in place of a shed at SFR	05/31/16	non-compliant, pending revisions
9	742 Asbury Avenue	Building Permit	Construct shed	07/25/16	non-compliant, pending revisions
9	1125 Madison Street	Building Permit	Construct paver patios at SFR	09/22/16	non-compliant, pending revisions from applicant
9	1206 Main Street	Building Permit	Install solar photovoltaic system	10/04/16	pending staff review
9	726 Madison Street	Building Permit	Replace front porch at SFR	10/11/16	pending staff review
9	1402 Seward Street	Building Permit	Construct new detached garage	10/13/16	pending staff review
9	1018 South Boulevard	Building Permit	New concrete block parking pad	10/13/16	pending staff review
9	1418 Main Street	Building Permit	Replace rear deck	10/14/16	pending staff review
9	742 Asbury Avenue	Building Permit	Construct new detached garage	10/18/16	pending staff review

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	2233 Sherman Avenue	Appeal	Appeal of Zoning Administrator's determination that Residential Care Home distance requirement includes Child Residential Care Homes	09/19/16	ZBA 12/20/16
3	516 Dempster Street	Special Use	Animal Hospital	10/13/16	pending DAPR & ZBA 11/15/16
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 & side yard setback to raise existing roof at SFR	08/09/16	ZBA 11/01/16
4	1029 Davis Street	Special Use	Commercial Indoor Recreation - Title Boxing Club	10/13/16	pending DAPR & ZBA 11/15/16
5	1924 Grey Avenue	Zoning Complaint	Illegal landscaping business	10/08/15	Re-inspected 08/30/16, notice sent 09/02/16; checked 10/07/16 did not observe a violation
5	2117 Foster Street	Minor Variation	Construct 19.3'x22.5' detached garage in the interior side yard, 6.5' from principal structure, 2' side yard setback	10/13/16	Determination after 11/04/16
6	2301 Lawndale Avenue	Major Variation	Street side yard & interior side yard setbacks for a 1-story addition at SFR	09/12/16	ZBA 11/01/16
6	2742 Bennett Avenue	Minor Variation	Building lot increase from 30% to 38.54% and impervious lot coverage from 45% to 52.46 for 18'x22', 2-car detached garage	10/06/16	Determination after 10/26/16
7	811 Clinton Place	Minor Variation	Building lot increase from 31.5% to 33% for 2nd story addition to residence and larger 2-car detached garage	09/27/16	Determination after 11/04/16
8	1127 Harvard Terrace	Fence Variation	Install 6' tall wood fence zero feet from street side property line	10/17/16	Determination after 11/04/16



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: October 21, 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 if you have any questions or need additional information.

Inspector Weekly Update
Cases Received, October 21, 2016

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Fences and sidewalks are in good condition and all construction conditions approved. No activity at the last remaining lot.	10/17/2016
2	1613-27 Church Street (Church Street Village)	New 8 Unit Townhomes	Fences and sidewalks are in good condition. Foundation wall is complete. No activity on job site at the time of the inspection.	10/17/2016
3	835 Chicago Avenue (9-story mixed-used)	Commercial/Residential	Sidewalks and fences are in good condition and construction fencing at the front sidewalk is still in place. Alley and catch basin are clean and all construction conditions comply. Construction fencing and pedestrian canopy are scheduled to be removed by October 24th.	10/17/2016
4	1571 Maple Avenue	Mixed Use Building	Steel framework and pre-cast concrete decking are in progress. The 1st floor deck is in place and floor joints have been grouted. There are no obstructions in the public ways. Catch baskets are free of dirt. Fencing and dust control screening is in place and plumb.	10/17/2016
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Glass guards are partially installed around the main floor stairway opening. Display case staging and CTV monitor installation continues on floors 1 through 3. Exterior of the job is clean and in order. Catch basket is clean.	10/17/2016
5	1911 Church Street (Y.O.U. Building)	New Youth Center	Masonry work is nearing completion. The interior has rough inspection approvals and drywall is being installed. Roofing membrane is complete and waiting for parapet capping and gutter work. Site is well kept with fences and windscreen in place. Catch baskets are clean.	10/17/2016
7	1620 Central Avenue	New 47 Unit Apartment Building	Public right of way was clear at the time of inspection. Concrete driveway along the east side has been completed. Temporary lighting is installed in the common hallways. Catch baskets on Central and the alley were functional. Construction fencing is secure.	10/17/2016
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Finish work is being completed. Mechanical areas are complete. Site is in good condition and fences are present and stand plumb. Catch baskets are cleared weekly and tire washing is in effect for all trucks leaving the site.	10/20/2016
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Construction and soil erosion fences are in place and plumb. Concrete grade beams along the east side of the project are now in place. The job site is being kept in order.	10/18/2016
7	560 Lincoln (NU Residence Hall)	New Dormitory	The job is active with all trades on site. Exterior masonry and roofing are in progress. Site is well kept. Fences and windscreens stand plumb. Tire washing is in effect for all trucks leaving the site. Catch baskets at neighboring storm structures are empty.	10/20/2016

EVANSTON FIRE DEPARTMENT



MONTHLY REPORT SEPTEMBER 2016

General information:

Total number of calls	Fire - 287 EMS - 501 Exposures - 0 Unknown - 0 All - 788
Average calls per day	Fire - 9.56 EMS - 16.70 All - 26.26
Total number of arson calls	0
Estimated dollar loss	Fire - 800 Other - 600 All - 1,400 Arson - 0
Estimated value	Fire - 800 Other - 8,000 All - 8,800 Arson - 0
Percentage saved	Fire - .00% Other - 92.50% All - 84.09% Arson - .00%
Total injuries	Fire service - 0 Civilian fire - 0 EMS - 0 Arson - 0
Total fatalities	Fire service - 0 Civilian fire - 0 Arson - 0
Total apparatus responses	Emergency - 1,628 Non-emergency - 133 All - 1,761
Average responses per day	Emergency - 54.26 Non-emergency - 4.43 All - 58.70
Average apparatus per call	Fire - 2.62 EMS - 2.00 All - 2.23
Average turnout time	Emergency - 0:00:46 Non-emergency - 0:01:16 All - 0:00:50
Average response time	Emergency - 0:03:08 Non-emergency - 0:04:47 All - 0:03:21
Average contain time	Emergency - 0:00:00 Non-emergency - 0:00:00 All - 0:00:00
Average total time	Emergency - 0:34:50 Non-emergency - 0:22:18 All - 0:33:09
Total man hours	Fire - 390 EMS - 1,031 All - 1,422
Average personnel per call	Fire - 7.11 EMS - 4.94 All - 5.73
Total aid given calls	2
Total aid received calls	8

Total calls by incident group:

	Count	Average response time	Aid given	Exposures
100-173 Fire	4	0:03:19	1	0
300-381 Rescue and emergency medical service incidents	501	0:03:08	0	0
400-482 Hazardous conditions (no fire)	19	0:03:19	0	0
500-571 Service call	117	0:04:16	0	0
600-672 Good intent call	25	0:02:02	1	0
700-751 and 7009 False alarm and false call	122	0:03:22	0	0

Total calls by incident type:

	Count	Aid given	Aid received	Exposures
111 Building fire	1	1	0	0
150 150side rubbish fire, other	1	0	0	0
151 151side rubbish, trash or waste fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	1	0	0	0
321 EMS call, excluding vehicle accident with injury	460	0	8	0
322 Motor Vehicle Accident	23	0	0	0
323 Motor vehicle/pedestrian accident (MV Ped)	3	0	0	0
324 Motor vehicle accident with no injuries	1	0	0	0
331 Lock-in (if lock out, use 511)	2	0	0	0
353 Removal of victim(s) from stalled elevator	11	0	0	0
356 High-angle rescue	1	0	0	0
411 Gasoline or other flammable liquid spill	1	0	0	0
412 Gas leak (natural gas or LPG)	3	0	0	0
424 Carbon monoxide incident	7	0	0	0
440 Electrical wiring/equipment problem, other	2	0	0	0
441 Heat from short circuit (wiring), defective/worn	1	0	0	0
442 Overheated motor	1	0	0	0
443 Breakdown of light ballast	1	0	0	0
444 Power line down	1	0	0	0
445 Arcing, shorted electrical equipment	2	0	0	0
500 Service Call, other	39	0	0	0
511 Lock-out	9	0	0	0
520 Water problem, other	1	0	0	0

Total calls by incident type:		Count	Aid given	Aid received	Exposures
531	Smoke or odor removal	3	0	0	0
541	Animal problem	1	0	0	0
551	Assist police or other governmental agency	4	0	0	0
553	Public service	8	0	0	0
554	Assist invalid	39	0	0	0
555	Defective elevator, no occupants	13	0	0	0
600	Good intent call, other	3	0	0	0
611	Dispatched & canceled en route	10	1	0	0
650	Steam, other gas mistaken for smoke, other	1	0	0	0
651	Smoke scare, odor of smoke	11	0	0	0
700	False alarm or false call, other	2	0	0	0
713	Telephone, malicious false alarm	1	0	0	0
714	Central station, malicious false alarm	2	0	0	0
731	Sprinkler activation due to malfunction	1	0	0	0
733	Smoke detector activation due to malfunction	8	0	0	0
734	Heat detector activation due to malfunction	2	0	0	0
735	Alarm system sounded due to malfunction	14	0	0	0
736	CO detector activation due to malfunction	7	0	0	0
740	Unintentional transmission of alarm, other	4	0	0	0
743	Smoke detector activation, no fire - unintentional	20	0	0	0
744	Detector activation, no fire - unintentional	6	0	0	0
745	Alarm system activation, no fire - unintentional	53	0	0	0
746	Carbon monoxide detector activation, no CO	2	0	0	0

Fire incidents with dollar loss:			Dollar loss	Dollar value
2016-0007411-000	9/19/16	150side rubbish fire, other 2233 MADISON BL, EVANSION, IL, 60202	200	200
2016-0007557-000	9/25/16	Dumpster or other outside trash receptacle fire INIR DEMPSIER & HARRIREY AVE	600	600
Totals:			800	800

Other incidents with dollar loss:			Dollar loss	Dollar value
2016-0007041-000	9/06/16	Assist police or other governmental agency 1315 MC DANIEL AVE, EVANSION, IL, 60201	600	8,000
Totals:			600	8,000

Incidents receiving aid:		
2016-0006965-000	9/02/16	EVS call, excluding vehicle accident with injury 1801 HARRIREY AVE, EVANSION, IL, 60201
2016-0007107-000	9/08/16	EVS call, excluding vehicle accident with injury 1043 DODGE AVE, EVANSION, IL, 60201
2016-0007125-000	9/09/16	EVS call, excluding vehicle accident with injury 1007 CHURCH ST #1, EVANSION, IL, 60201
2016-0007126-000	9/09/16	EVS call, excluding vehicle accident with injury 1426 CHICAGO AVE, EVANSION, IL, 60202
2016-0007135-000	9/09/16	EVS call, excluding vehicle accident with injury 2700 HURD AVE, EVANSION, IL, 60202
2016-0007136-000	9/09/16	EVS call, excluding vehicle accident with injury 2715 SIMPSON ST, EVANSION, IL, 60202
2016-0007227-000	9/13/16	EVS call, excluding vehicle accident with injury 1737 DODGE AVE, EVANSION, IL, 60201

EVANSTON FIRE DEPARTMENT
Prepared: 10/07/16, 16:08:00
Program: FI263L

Incident Summary Report
9/01/16 to 9/30/16

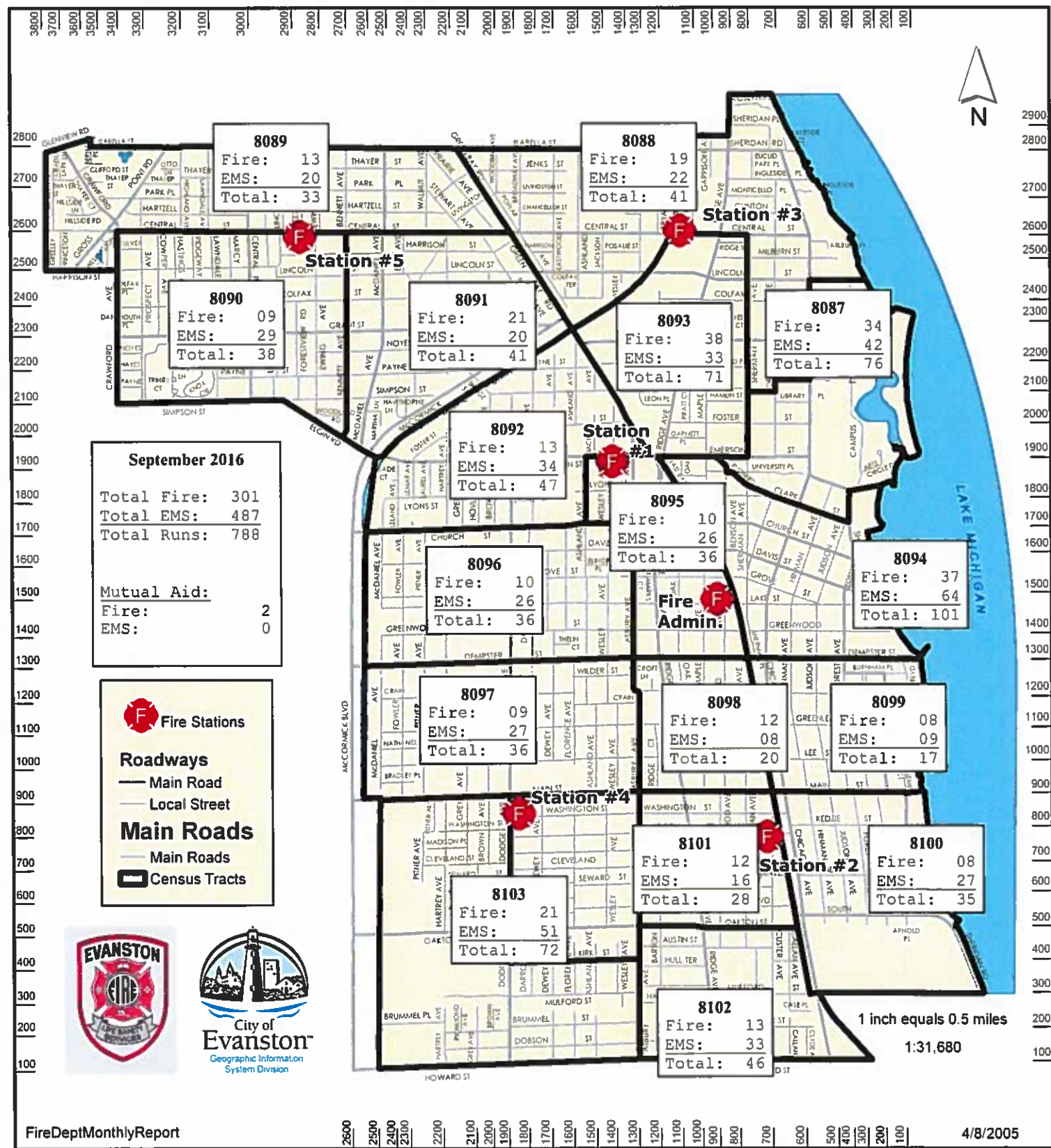
Page 3

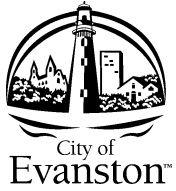
Incidents receiving aid:

2016-0007646-000 9/28/16 EMS call, excluding vehicle accident with injury
1013 MC DANIEL AVE, EVANSTON, IL, 60202

Total: 8 incidents

Evanston Fire Department Responses by Census Tract September 2016





Memorandum

To: Honorable Mayor and Members of the City Council

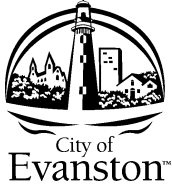
From: Carl Caneva, Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: October 21, 2016

There were no new applications for food establishments for the week of October 16, 2016.

Please contact me at 847/859.7831 or ccaneva@cityofevanston.org if you have any questions or need additional information.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: October 21, 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 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 ¹
2	Kabul House	2424 Dempster Street	D	Restaurant (Liquor)	Sun: Noon – 10 pm; Mon – Sat: 11 am – 10 pm	10/20/16	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 City Council Introduction
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 City Council Introduction
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 City Council Introduction
3	Meta Wine	600 Main Street	P-3	Craft Winery	Sun-Th: 10 am – 12 am; Fri – Sat: 10 am – 1 am	9/21/16	Pending City Council Introduction
4	Sam's Chicken & Ribs	1639 Orrington	D	Restaurant (Liquor)	Sun: 11 am – 10 pm; Mon – Sat: 11 am – 11 pm	9/12/16	Pending City Council Introduction
7	Pita 1	1926 Central Street	H	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	Pending Liquor Board Meeting
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 City Council Introduction

¹ Applicants are first noticed to the Liquor Licensing Review Board before proceeding to City Council