



# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: August 26, 2016

## STAFF REPORTS BY DEPARTMENT



Weekly Report for August 19, 2016 – August 25, 2016

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

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**

**Wednesday, August 31, 2016**

Design and Project Review Committee - CANCELLED

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

**Thursday, September 1, 2016**

Housing and Homelessness Commission

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

Commission on Aging - RESCHEDULED

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



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of August 19, 2016 through August 25, 2016.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2860</b>	<b>2620</b>
<b>SERVICE REQUESTS</b>	<b>754</b>	<b>680</b>
<b>TOTAL CHATS</b>	<b>53</b>	<b>49</b>
<b>TOTAL TEXT</b>	<b>13</b>	<b>25</b>

## **Top 5 Service Requests**

## **Total**

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

- |                                       |     |
|---------------------------------------|-----|
| 1. Building Permit Inspection Request | 126 |
| 2. Trash – Special Pick up            | 77  |
| 3. Broken Parking Meter               | 58  |
| 4. Rodents – Rats                     | 39  |
| 5. Tree Evaluation                    | 35  |

**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	306
Administrative Services -Finance	51
Administrative Services -HR	22
Administrative Services - Other	101
City Clerk’s Office	74
City Manager’s Office	27
ComDev / Economic Development	12
ComDev/ Bldg Inspections	321
ComDev / Housing Rehab	4
ComDev / Planning/Zoning	17
General Assistance	7
Fire Life Safety	35
PublicStuff Request	311
Health	152
Information	361
Law	16
Library	3
Mayor’s Office	17
Other/311	252
Other – Social Services	12
Parks – Maintenance	5
Parks – Programs/Picnics/Permits	14
Parks – Other	18
Parks/Recreation	25
Parks – Forestry	43
Parks- Recreation Programs	78
Police	153
Public Works / Fleet	2
Public Works / Street Sanitation	126
Public Works / Engineering	49
Tax Assessment Office	16
Utilities – Power	4
Utilities – Sewer	9
Utilities – Water	217
<b>TOTAL</b>	<b>2860</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
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	
Police	9/12/2016	In-Car Camera System Purchase	B	APW	Eddington	
CMO	9/12/2016	Insurance Consulting Services	B	APW	Lyons	
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	
Legal	9/12/2016	Liquor License- New Class P-4	O	APW	Farrar	
Legal	9/12/2016	Liquor Licenses - NU, Old Neighborhood, Kunis	O	APW	Farrar	
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
CMO	9/12/2016	Senior Wheel Tax	O	APW	Lyons	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
	9/12/2016	Executive Session - Litigation		CC		
CMO	9/19/2016	City Manager Evaluation		CC	Bobkiewicz	
CMO/PWA	9/19/2016	Water Update/Sales		CC	Bobkiewicz / Stoneback	

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
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	
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	
<b>Council &amp; Committee Meetings</b>						
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				
<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	

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
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: Damir Latinovic, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: August 25, 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 17 - August 23, 2016**

**Zoning Reviews**

Ward	Property Address	Type	Project Description	Received	Status
1	500 Davis Street	Building Permit	Interior remodeling for office use (7th floor Katalyst Technologies)	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	1743 Benson Avenue	Building Permit	Replace vent hood	08/23/16	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 additional info from applicant for DAPR review
2	1714 Asbury Avenue	Building Permit	Remove and replace existing deck	08/02/16	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
2	1419 Fowler Avenue	Building Permit	Construct new detached garage	08/18/16	pending staff review
2	1326 Darrow Street	Building Permit	Interior remodel	08/19/16	pending staff review
2	1565 Florence Avenue	Building Permit	Interior and exterior remodel of SFR	08/23/16	pending staff review
3	515 Main Street	Building Permit	Install cellular antennas, equipment cabinet on roof of multi-family dwelling	07/22/16	pending additional info from applicant for DAPR review
3	1221 Hinman Avenue	Building Permit	Interior alteration of attic space at SFR	08/15/16	pending staff review
3	835 Chicago Avenue	Building Permit	Interior build out for one on one education facility (Fusion Academy)	08/19/16	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 Ave	Building Permit	Interior alteration at existing office	08/17/16	pending staff review
4	1004 Greenwood Street	Building Permit	Construct stairs and accessible ramp (St. Paul's Lutheran Church)	08/17/16	pending staff review
4	1511 Wilder Street	Zoning Analysis	Interior rehab, addition of living space and attached garage to SFR	08/17/16	pending staff review
4	1013 Ashland Avenue	Building Permit	Construct new detached garage	08/18/16	pending staff review
5	2019 Pratt Court	Building Permit	Construct new single family residence	05/26/16	pending revisions non-compliant,
5	2117 Foster Street	Building Permit	Construct new detached garage	08/10/16	pending revisions or variation application from applicant
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	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	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	2521 Thayer Street	Building Permit	Addition and interior remodel at SFR	07/21/16	pending revisions or minor variation application
6	3501 Hillside Road	Zoning Analysis	Construction of an addition to SFR	08/08/16	pending additional info from applicant

6	2511 Park Place	Zoning Analysis	Construct 2-car detached garage	08/08/16	pending additional info from applicant
6	3032 Thayer Street	Building Permit	Construct new detached garage	08/10/16	non-compliant, pending revision or variation application from applicant
6	2438 Cowper Avenue	Building Permit	Addition and interior remodel at SFR	08/17/16	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	2529 Ashland Avenue	Building Permit	Construct new brick walk, crushed stone patio at SFR	08/02/16	pending additional info from applicant
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
7	2740 Eastwood Avenue	Building Permit	Remove existing wood deck, construct new wood deck at SFR	08/19/16	pending staff review
7	2566 Prairie Avenue	Building Permit	Interior alteration at SFR	08/22/16	pending staff review
7	2848 Sheridan Place	Building Permit	Install exterior lighting at SFR	08/22/16	pending staff review
7	2519 Ashland Avenue	Building Permit	Install egress window	08/23/16	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 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
8	120 Dodge Avenue	Building Permit	One-story sunroom and rec room addition in front (Dobson Plaza)	08/17/16	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	1327 Kirk Street	Building Permit	Construct detached garage in place of a shed at SFR	05/31/16	pending additional information from the applicant
9	833 Reba Place	Building Permit	Replace front steps	08/17/16	pending staff review
9	1330 South Boulevard	Building Permit	Construct 2-story addition to rear of SFR	08/22/16	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 09/06/16 to be continued</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	2915 Grant Street	Major Variation	Rear yard setback for a second story addition to a SFR	08/22/16	pending DAPR & <b>ZBA 10/04/16</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	Pending additional info from the applicant
9	502 Florence Avenue	Minor Variation	Construction of a detached garage with an 8' seperation from residence	08/17/16	determination after 09/03/16



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: August 26, 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.

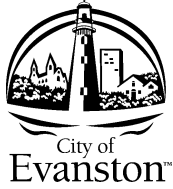
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

**Inspector Weekly Update**  
**Cases Received, August 27, 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 (The Merion)	Residential Addition	Front exterior work is finished and sidewalks are open. All construction conditions are in compliance and interior finishes are near completion. Catch basin is clean. Final inspections are being scheduled.	8/23/2016
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Streets and sidewalks are clean and no dust or mud was present at time of inspection. Fences and parkways are well kept and soil erosion reports are current. Two undeveloped lots remain.	8/23/2016
3	835 Chicago Avenue (9-story mixed-used)	Commercial/Residential	Streets and sidewalks are in good condition and the alley and catch basin are clean. Sidewalks and curbs on the west side of the job site have been poured. Finishes on lower floors are underway.	8/23/2016
4	1026 Davis Street (Taco Diablo/LuLu's)	Restaurant/Retail	TCO issued. Site will be removed from report until activity resumes on unimproved spaces.	8/23/2016
4	1029 - 1035 Davis Street	One Story Commercial	Interior remains in rough state until tenants are found for the commercial spaces. Site will be removed from report until activity resumes on unimproved spaces.	8/23/2016
4	1571 Maple Avenue	Mixed Use Building	Concrete pour continues for the walls of the elevator shaft and stairway. The crane and steel delivery is scheduled for next week. Elmwood is closed to all traffic north of 1570 Elmwood to Davis. The public walkway along Maple Avenue is clear. The catch baskets, construction fencing and dust controls are in place.	8/23/2016
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Work on the center stairway has stalled. Display case installation continues. The exterior is kept clean and in order.	8/23/2016
5	1911 Church Street (Y.O.U. Building)	New Youth Center	Structural rough pre-pour inspection for slab on grade is complete. Structural steel work continues. Site is well kept.	8/24/2016
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.	8/23/2016
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Walls are being painted and tile installation is in progress in all bathrooms. Glazed wall and door assemblies and glass guard rails are being installed. Job is well kept with fences, silt fences and windscreen in place.	8/24/2016
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Construction and soil erosion fencing and truck wash station are in good condition. Caisson installation has restarted on the north end. The job site is being kept in order.	8/23/2016

7	560 Lincoln (NU Residence Hall)	New Dormitory	Exterior masonry has begun at the east side of the project. Rough plumbing, mechanical, electrical and fire protection installations are continuing on all floors. Job is well kept. All fences are in place and stand plumb. Neighboring catch baskets are clear.	8/24/2016
8	222 Hartrey Avenue (Autobarn)	Interior/Exterior Remodel	Work has been completed except for elevator installation. FCO can be issued upon its installation and approval.	8/23/2016



# Memorandum

To: Honorable Mayor and Members of the City Council

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

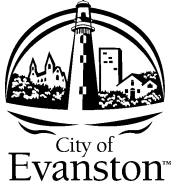
Subject: Food Establishment Application Weekly Report

Date: August 26, 2016

The table below is the weekly report of all applications for Food Establishments received during the week of August 21, 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.

Establishment Name	Address	Ward	Application Received on	Type	Proposed Opening Date
AFC Sushi@Jewel Osco	1128 Chicago Ave	3	8/23/2016	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: August 26, 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; Mon: 11:30 am – 9:30 pm; 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	Pending Liquor Board Meeting
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 26, 2016***

### ***Today's the Day! Register Your Delegates to the NWMC Board of Directors***

Today is the deadline to register delegates and alternate delegates for the NWMC Board of Directors. If you haven't done so already, please remit the form to Karol Heneghan via email [khengan@nwmc-cog.org](mailto:khengan@nwmc-cog.org) or fax, 847-296-9207. *Staff contact: Karol Heneghan*

### ***Coalition Offers Initial Guidance for Small Cell Deployment Requests***

As the public's appetite for access to mobile communications and data continues to grow rapidly, current wireless infrastructure is struggling to handle the demand. Cellular carriers are seeking to implement new technology and equipment to meet customer expectations in locations where demand is exceeding current capacity. Over the past several months, cellular carriers and/or their agents have noticeably increased the number of requests for local governments to approve the deployment of new wireless communication facilities.

The majority of these requests are taking two forms:

- Requests from cellular carriers (such as AT&T, Verizon, etc.) to deploy "small cell" equipment on existing structures or facilities (such as telephone poles); and,
- Requests from recent entrants into the market (such as Mobilitie) to construct new infrastructure that will serve as locations for carriers to deploy their equipment.

NWMC members, working with officials from the DuPage Mayors and Managers Conference (DMMC) and West Central Municipal Conference, are preparing guidance to help smooth the introduction of this new infrastructure into our communities. The group's discussions have focused on gaining a better understanding of this rapidly changing industry and reviewing options for using local regulations (right-of-way and/or zoning ordinances) to manage these requests and ensure these deployments are a proper fit within each community. The group is working to prepare specific recommendations which we expect to make available in the near future.

Emerging from this process were two additional items forwarded to members this week. One, prepared by Victor Filippini (Filippini Law Firm), provides some initial steps that local governments can utilize when receiving these requests. The second was an invitation to an informational workshop on this topic hosted by DMMC on Monday, August 29. That workshop is designed to gain a better understanding of this changing technology and examples of how to respond to these requests. As additional materials or information is developed we will forward to members. *Staff contact: Larry Bury*

### ***NWMC Communicators to Host Joint Cook/Lake County PIO Training***

On Thursday, October 20, the NWMC Local Government Communicators Committee is hosting a joint Public Information Officer (PIO) training with their counterparts in Lake County. The event will be held from 9:00 a.m. to 4:00 p.m. in Room 1604 of Oakton Community College in *Des Plaines*.

The training will consist of two sessions. From 9:00 a.m. to noon, Northern Illinois University Director of Outreach Communications Melanie Magara will cover the following topics: how to create a working public information toolkit; public speaking 101 – how to give an effective interview (on and off camera); and, how to pick the best communications outlet(s) to disseminate information. In the afternoon session (1:00 p.m. to 4:00 p.m.), FEMA Region V Public Affairs and Digital Communications Specialist Meghan Breitenbach and Senior External Affairs Specialist Cassie Ringsdorf will address the following: social media; crisis/basic

communications plans; creative marketing approaches and resources; and, incorporating multi-media into various communications platforms.

Attendees can select to attend either or both sessions at no charge; however, the lunch for the event is available for attendees at a cost of \$10.50 per person. Additionally, seating is limited so please RSVP for yourself and up to one guest by visiting <http://www.lakecountyil.gov/FormCenter/Communications-16/RSVP-for-PIO-TrainingJoint-Meeting-with--144>. For additional information, please contact staff or NWMC Local Government Communicators Committee Chair and *Village of Carpentersville Assistant to the Village Manager/Director of Human Resources Samantha Brunell*, 224-293-1628 or [sbrunell@cville.org](mailto:sbrunell@cville.org). *Staff contact: Mark Fowler*

### ***Plan Today to Participate in the Fall NWMC Surplus Vehicle and Equipment Auction***

Just a friendly reminder that 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. 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>.

Please note that 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*

### ***Lieutenant Governor to Solicit Local Government Best Practices***

With a hat tip to Metropolitan Mayors Caucus Executive Director Dave Bennett, Illinois Lieutenant Governor Evelyn Sanguinetti announced this week that she "will publish the first-of-its-kind Illinois Local Government Shared Service Best Practices Guide examining all of the major types of local government." To that end, the Lieutenant Governor's office has created a survey, <https://www.surveymonkey.com/r/KCQPS5G>, for local governments to share their best practices and partnerships with other units of government. The deadline to complete the survey is Thursday, September 1. *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.