

# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: November 18, 2016

## STAFF REPORTS BY DEPARTMENT



Weekly Report for November 11, 2016 – November 17, 2016

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

City Council Agenda Schedule  
Economic Development Monthly Report for November

### **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 Works Department**

Safe Routes to School Project Update

**PUBLIC NOTICES, AGENDAS & MINUTES**

***None the week of November 21, 2016***

**Monday, November 28, 2016**

Administration and Public Works

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

Planning and Development

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

City Council

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

**Tuesday, November 29, 2016**

Preservation Commission - RESCHEDULED

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

**Wednesday, November 30, 2016**

Design and Project Review Committee

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



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of November 11, 2016 through November 17, 2016.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2498</b>	<b>2797</b>
<b>SERVICE REQUESTS</b>	<b>673</b>	<b>598</b>
<b>TOTAL CHATS</b>	<b>40</b>	<b>50</b>
<b>TOTAL TEXT</b>	<b>28</b>	<b>15</b>

## Top 5 Service Requests

## Total

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

1. Building Permit Inspection Request	106
2. Broken Parking Meter	47
3. Trash – Special Pick Up	39
4. Rodents-Rats	23
5. Exterior Conditions	17

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	261
Administrative Services -Finance	55
Administrative Services -HR	14
Administrative Services - Other	82
City Clerk’s Office	34
City Manager’s Office	29
ComDev / Economic Development	12
ComDev/ Bldg Inspections	247
ComDev / Housing Rehab	2
ComDev / Planning/Zoning	15
General Assistance	4
Fire Life Safety	19
PublicStuff Request	386
Health	102
Information	502
Law	9
Library	4
Mayor’s Office	3
Other/311	198
Other – Social Services	9
Parks – Maintenance	2
Parks – Programs/Picnics/Permits	2
Parks – Other	14
Parks/Recreation	17
Parks – Forestry	46
Parks- Recreation Programs	30
Police	113
Public Works / Fleet	2
Public Works / Street Sanitation	108
Public Works / Engineering	42
Tax Assessment Office	3
Utilities – Power	1
Utilities – Sewer	3
Utilities – Water	128
<b>TOTAL</b>	<b>2498</b>

## Evanston City Council Agenda Schedule - 2016

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

2016 Meeting Dates: Jan 11, <b>Jan 19 (Tues)</b> , Jan 25, Feb 8, <del>Feb 15</del> , 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, <b>Aug 15</b> , Sept 12, Sept 19, Sept 26
Oct 10, Oct 17, Oct 24, Nov 14, Nov 21, Nov 28, Dec 12, ( <b>Jan 9, 2017</b> )

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	11/28/2016	Shop Evanston Events	A	CC	Lyons	
PRCS	11/28/2016	Evanston Life Magazine Update	A	CC	Hemingway	
PRCS	11/28/2016	Evanston Festival Update	A	CC	Hemingway	
CMO	11/28/2016	Winter Awareness Week	A	CC	Bobkiewicz	
CMO	11/28/2016	Sanctuary City	SPB	CC	Bobkiewicz	
CMO	11/28/2016	Harley Clarke	D	APW	Bobkiewicz	
CD	11/28/2016	Mechanical Equipment Decibel Levels	D	APW	Muenzer	
PRCS	11/28/2016	Park Score Card Report (w/presentation)	B	APW	Hemingway	Accept and Place on File
Law	11/28/2016	Insurance Renewals	B	APW	Farrar	
PWA	11/28/2016	Water Chemical Purchase	B	APW	Stoneback	
PRCS	11/28/2016	Noyes Tenant Leases	R	APW	Hemingway	
CMO	11/28/2016	2017 Budget	R	APW	Lyons	
CMO	11/28/2016	Smylie Lease	O	APW	Lyons	
CMO	11/28/2016	Parking Deck Fee Change	O	APW	Lyons	
CMO	11/28/2016	Junk Truck (Bicycle)	O	APW	Bobkiewicz	
Law	11/28/2016	Solemnization of Marriages by City Clerk	O	APW	Farrar	Intro and Action
Law	11/28/2016	Liquor License Increase (Pita 1, Dave's, Stained Glass, Quad)	O	APW	Farrar	Dave's and Stained - Intro and Action
Law	11/28/2016	Liquor License Amendments (Class W, Class U)	O	APW	Farrar	
PWA/Law	11/28/2016	Niles/Morton Grove Water Sale	O	APW	Stoneback / Farrar	
PWA	11/28/2016	Sewer Rate Decrease	O	APW	Stoneback	
PWA	11/28/2016	Water Rate Increase	O	APW	Stoneback	
Admin Services	11/28/2016	Abandoned Vehicle Definition	O	APW	Storlie	
Admin Services	11/28/2016	Removing Permit Spaces in Lot 27	O	APW	Storlie	
PWA	11/28/2016	Benchmarking Ordinance (33-O-16)	O	APW	Stoneback	Action (held from 9/26)
PWA	11/28/2016	Ridge and Grove Traffic Changes (138 and 139-O-16)	O	APW	Stoneback	Action
Admin Services	11/28/2016	Resident Only Parking (147-O-16)	O	APW	Storlie	Action
CMO	11/28/2016	2016 Tax Levy Ordinances (141 thru 144-O-16)	O	APW	Lyons	Action
CD	11/28/2016	Inclusionary Housing	O	PD	Muenzer	
Mayor	12/12/2016	Keys to the City (3)	P	CC	Francellno	
CMO	12/12/2016	Robert Crown Update	SPB	CC	Lyons	
CMO	12/12/2016	Robert Crown Architectural Firm Recommendations	SPB	CC	Lyons	
PWA	12/12/2016	Improve Garnett Place Parking Lot	B	APW	Stoneback	
PWA	12/12/2016	Street Light Purchase	B	APW	Stoneback	
PWA	12/12/2016	Tree & Stump Removal	B	APW	Stoneback	

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Admin Services	12/12/2016	Janitorial Services - Multiple Buildings	B	APW	Storlie	
CMO	12/12/2016	2017 City Council Schedule	B	APW	Bobkiewicz	
CMO	12/12/2016	Post Bond Issuance Report	B	APW	Lyons	Accept and Place on File
CMO	12/12/2016	USPS Lease Amendment	R	APW	Lyons	
CMO	12/12/2016	Tax Levy Abatements	R	APW	Lyons	
CMO	12/12/2016	Water Sales	R	APW	Bobkiewicz	
CMO	12/12/2016	Home Rule Taxes	O	APW	Lyons	
PWA	12/12/2016	Speed Limit Change - 25 mph - Dodge	O	APW	Stoneback	
CMO	12/12/2016	Parking Prohibited - Brummel and Clyde	O	APW	Storlie	
CD	12/12/2016	SAFEbuilt Contract Increase	B	PD	Muenzer	
CD	12/12/2016	516 Dempster - Special Use (Animal Hospital)	O	PD	Muenzer	
CD	12/12/2016	1029 Davis - Special use (Indoor Recreation)	O	PD	Muenzer	Intro and Action (Ald Wilson)
CMO	12/12/2016	Impoundment Procedures	O	HS	Bobkiewicz	
PRCS	12/12/2016	Farmers Market Regulations	O	HS	Hemingway	
CD	12/12/2016	Mental Health Board 2017 Funding	O	HS	Muenzer	
	12/12/2016	Executive Session (Minutes Release)		CC		
CMO	1/9/2017	Sir Fraser Stoddard - Nobel Prize Recognition	P	CC	Francellno/ Bobkiewicz	
CMO	1/9/2017	Right of Way Permit for ERUV	R	APW	Bobkiewicz	
PWA	1/23/2017	CMAQ Applications Approval	B	APW	Stoneback	
CD	2/13/2017	Complete Streets Policy Revision	B	APW	Muenzer	
<b>Council &amp; Committee Meetings</b>						
Mon, Nov 28	6:00 PM	A&PW, P&D, City Council meetings (2017 Budget and Tax Levy Adoption)				
Thurs, Dec 1	7:00 PM	Housing and Homelessness Commission				
Mon, Dec 5	6:00 PM	Human Services Committee				
Mon, Dec 12	6:00 PM	A&PW, P&D, City Council meetings				
Wed, Dec 14	7:00 PM	Economic Development				
Tues, Dec 20	7:00 PM	Housing & Community Dev. Act Committee				
Tues, Dec 20	7:00 PM	Northwestern-City Committee				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
<b>DEFERRED</b>						
Dept	Date	Item	Action	Committee	Staff	
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
CMO		Animal Welfare Board	O	R	Bobkiewicz	(for 2017)



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Leonard, Economic Development Division Manager

Subject: Monthly Economic Development Report for November 2016

Date: November 10, 2016

## Discussion

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

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



<b>Central Street</b>			
No.	Project	Address	Status
1	Central Street Business Association	n/a	Produce monthly newsletter.
2	Hometech building	1925-31 Central St	The building for sale; current business is reported to stay with long-term lease
3	Lush Wines & Spirits	2022 Central Street	DAPR Materials were submitted. Waiting on MWRD permits.
<b>Howard Street</b>			
No.	Project	Address	Status
1	Howard Street Business Association	N/A	Setting date for next HSBA meeting.
2	City Owned Property Howard Theatre Properties	717, 721-723 Howard Street	Presenting proposed Memorandum of Understanding (MOU) on November 16, 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). Meeting scheduled for 11/11/16.
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 early 2017
6	Autobarn Tech Center	Hartrey	Finalizing sales tax sharing agreement to start payments and awaiting grand opening / ribbon cutting date.
7	Terra Cotta Next to Howard Station	309-23 Howard	Property will be turned into residential space, along with a façade improvement.
<b>Downtown</b>			
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	Three proposal were received, and a meeting with an interested developer took place on October 12, 2016. Planning to present a proposal to the Economic Development Committee on November 16
4	Church Street Plaza	1705 Maple	Cycle Bar opening soon. Red Robin Burger Works closed. Health Mart Pharmacy is open. Terra & Vine (Alpana Singh) open. Actively marketing vacant Buffalo Wild Wings space.
5	1622 Orrington - NaKorn Kitchen	1622 Orrington	Open
<b>CEBA-Central Evanston Business Association</b>			
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 the future use of the space. Interested in drive-thru again.
3	Church & Darrow Lots	1805 Church	Meeting with developer to discuss mixed income housing opportunities
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.
6	1817 Church	1817 Church	Construction Completed. Leased

### 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.
2	SOLID Development Corp	Cleveland	New business relocated from Chicago. The company specializes in small manufacturing, engineering, maker, 3D printer.

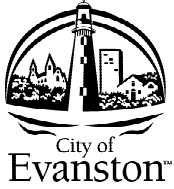
Loan Status	Borrower		Date Loan Funded	Original Loan Amount	Monthly Payment	Total Amount Paid			Balance in Arrears	Remaining Balance to be Paid [1]	Date Loan Terminates
	Name	Address				Principal	Interest	Total			
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 130,000.00	\$ 1,316.19	\$ 43,861.65	\$ 16,733.09	\$ 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	\$ 172,500.00	\$ -	\$ 172,500.00	\$ -	\$ 502,500.00	NA
OPEN	Little Beans	430 Asbury Ave.	2.1.14	\$ 75,000.00	\$ 832.65	\$ 7,110.31	\$ 5,379.44	\$ 12,489.75		\$ 67,889.69	1.31.25

Last Update 11/8/2016

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 Necessary Documents		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 Necessary Documents		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

Love Your Manufacturer Day	Active - Project in Process	11/14/2016		N/A	Initiative aims to create an event/series of events that showcases products made in Evanston, that teaches young people about careers in manufacturing, and shows appreciation for Edvanston manufacturers.	The first meeting will be on 11/14/2016 to discuss the structure and feasibility of the project.		PM
Latino Business Engagement Initiative	Active - Project in Process	11/18/2016		N/A	This initiative to identify Latinx Owned Businesses (LOBs) to learn more about the needs of this group and understand how to better engage them, while at the same time maximizing their business potential.	A pre-meeting with ETHS staff will take place on 11/18/2016 and a meeting with business owners will take place on early December.		PM
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: Scott Mangum, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: November 17, 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 [smangum@cityofevanston.org](mailto:smangum@cityofevanston.org) if you have any questions or need additional information.

**Zoning Weekly Update**  
**Cases Received and Pending, November 9, 2016 - November 15, 2016**

**Zoning Reviews**

Ward	Property Address	Type	Project Description	Received	Status
1	1411 Judson Avenue	Building Permit	Install paver patio	10/18/16	pending additional information from applicant
1	2103 Orrington Avenue	Building Permit	Attic interior renovation st SFR	10/21/16	pending staff review
1	2135 Orrington Avenue	Building Permit	Interior renovation (Seabury-Western Theological Seminary)	11/01/16	pending staff review
1	2135 Orrington Avenue	Building Permit	New patio and 4-car garage (Seabury-Western Theological Seminary)	11/03/16	pending staff review
1	500 David Street, Suite 1010	Building Permit	Interior tenant build-out (Opex Analytics)	11/04/16	pending staff review
1	818 Colfax Street	Building Permit	Two story 2-car detached garage at SFR	11/07/16	pending staff review
1	1865 Sherman Avenue	Building Permit	Addition and interior renovation to NU dorm (Willard Hall)	11/09/16	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	1513 Greenleaf Street	Building Permit	Replace existing building with two single-family live/work homes, both to be ADA accessible	10/11/16	<b>DAPR 11/30/16</b>
2	1402 Brown Avenue	Zoning Analysis	Revisions to construct new 2-flat and detached garage	11/15/16	pending staff review
2	1424 Dewey Avenue	Building Permit	New concrete patio and walk	11/03/16	pending additional information from applicant
2	806 Grey Avenue	Zoning Analysis	Addition to SFR	11/10/16	pending staff review
2	1033 University Place	Building Permit	Tenant office improvements (Startspot)	11/11/16	pending staff review
2	1323 Fowler Avenue	Building Permit	Replace walkway and patio to SFR	11/15/16	pending staff review
3	1030 Lake Shore Boulevard	Building Permit	Addition and interior renovation to SFR	10/31/16	pending staff review
3	1015 Chicago Avenue	Building Permit	Addition and exterior renovation (Autobarn - Mazda)	11/04/16	pending staff review
3	220 Kedzie Street	Zoning Analysis	Convert basement to garage, new driveway, sidewalk and new front porch	11/04/16	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	1511 Wilder Street	Building Permit	2-story addition with attached garage, interior and exterior remodel at SFR	10/13/16	non-compliant, pending revisions
4	934 Elmwood Avenue	Zoning Analysis	Addition to SFR	11/01/16	pending staff review
4	1430 Wilder Street	Building Permit	Interior renovation to SFR	11/09/16	pending staff review
4	931 Wesley Avenue	Building Permit	Interior renovation and new deck at SFR	11/14/16	pending staff review
4	1218 Asbury Avenue	Building Permit	Remodel of existing screened-in porch to SFR	11/15/16	pending staff review
5	2034 Maple Avenue	Building Permit	Enlarge front porch, construct new screened rear porch	08/19/16	non-compliant, pending minor variation determination
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	2415 Lyons Street	Building Permit	Addition to SFR	09/26/16	non-compliant, pending major variation
5	1000 Foster Street	Building Permit	Construct interior demising wall to divide store front into 2 commercial spaces (Evanston Signs)	10/20/16	pending staff review



5	2029 Maple Avenue	Building Permit	2-car detached garage	11/04/16	pending revisions
5	1911 Green Bay Road	Building Permit	Interior renovation of commercial space (Sherwin Williams)	11/10/16	pending staff review
6	2515 Thayer Street	Building Permit	Second story addition to SFR	05/12/16	non-compliant, pending minor variation determination
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	2520 Isabella Street	Building Permit	Replace stone walk with concrete walk	10/18/16	pending additional information from the applicant
6	3615 Hillside Road	Building Permit	Addition to SFR	10/19/16	non-compliant, pending revisions
6	3317 Colfax Street	Building Permit	2nd story addition to SFR	10/20/16	non-compliant, pending revisions
6	2206 Bennett Avenue	Building Permit	Addition to existing det-garage	11/11/16	pending staff review
6	2109 Forestview Road	Building Permit	Remove rear deck, replace with paver patio	11/14/16	pending staff review
7	2022 Central Street	Building Permit	Interior and exterior remodel (Lush Wine and Spirits)	04/15/16	<b>pending final DAPR</b>
7	712 Ingleside Place	Building Permit	New detached garage at SFR	09/20/16	non-compliant, pending minor variation determination
7	2215 Payne Street	Building Permit	Install paver landing at base of steps and sitting area	10/13/16	non-compliant, pending revisions
7	1410 Rosalie Street	Zoning Analysis	1-story addition and porch enclosure at SFR	10/13/16	pending additional info from applicant
7	2814 Garrison Avenue	Building Permit	Interior remodel at SFR	10/24/16	pending staff review
7	581 Ingleside Park	Building Permit	Additions to SFR	10/27/16	non-compliant, pending major variation
7	2119 Pioneer Road	Building Permit	Construct new SFR	10/28/16	pending staff review
7	2672 Green Bay Road	Building Permit	Interior remodel (Pet People)	11/04/16	pending staff review
7	2145 Sheridan Road	Building Permit	Interior remodel (Technological Institute F-140 - NU)	11/11/16	pending staff review
7	2145 Sheridan Road	Building Permit	Interior remodel (Technological Institute F-138 - NU)	11/11/16	pending staff review
7	2145 Sheridan Road	Building Permit	Interior remodel (Technological Institute F-143 - NU)	11/11/16	pending staff review
7	1801 Hinman Ave	Building Permit	Interior remodel (NU)	11/11/16	pending staff review
7	1923 Lincoln Street	Building Permit	Interior remodel to SFR	11/11/16	pending staff review
7	1620 Jenks Street	Zoning Analysis	2nd story addition to SFR	11/11/16	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	non-compliant, pending revisions
8	1320 Brummel Street	Building Permit	New deck at a townhome	11/04/16	pending staff review
9	1327 Kirk Street	Building Permit	Construct attached garage in place of a shed at SFR	05/31/16	non-compliant, pending revisions
9	1125 Madison Street	Building Permit	Construct paver patios at SFR	09/22/16	non-compliant, pending minor variation determination
9	421 Florence Avenue	Building Permit	Addition to SFR	10/19/16	pending additional information from applicant
9	1619 Washington Street	Building Permit	Two story renovation and addition to SFR	11/08/16	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>
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	<b>ZBA 12/20/16</b>
1	628 Colfax Street	Minor Variation	Interior side setback for a 1-story addition to SFR (NU)	11/03/16	Determination after 11/25/16
2	1108 Dodge Avenue	Fence Variation	Install 7' tall chainlink fence with 1' of barbed wire on top (formally Evanston Auto)	11/07/16	Determination after 11/22/16
3	516 Dempster Street	Special Use	Animal Hospital	10/13/16	<b>P&amp;D 12/12/16</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	1565 Sherman Avenue	Special Use	Type 2 Restaurant, Sushi Burrito	11/11/16	<b>DAPR 11/30/16 &amp; ZBA 12/06/16</b>
4	1029 Davis Street	Special Use	Commercial Indoor Recreation - Title Boxing Club	10/13/16	<b>P&amp;D 12/12/16</b>
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	2034 Maple Avenue	Minor Variation	Front and interior side setbacks for front and rear porches to a multi-family dwelling	10/24/16	Determination after 11/11/16
5	2415 Lyons Street	Major Variation	Front setback for porches, side setbacks for porches/addition/eaves, building lot coverage to SFR	11/08/16	<b>ZBA 12/06/16</b>
6	2515 Thayer Street	Minor Variation	Interior side yard setback for 2nd-story addition to SFR	11/10/16	Determination after 11/30/16
7	712 Ingleside Place	Minor Variation	Building lot and impervious lot coverage for a 1-car detached garage	10/24/16	Pending additional information from the applicant
7	581 Ingleside Park	Major Variation	Front yard setbacks (north and south - through lot with two front yards) for additions at SFR	11/09/16	<b>DAPR 11/30/16 &amp; ZBA 12/06/16</b>
9	1125 Madison Street	Minor Variation	Install two patios, impervious lot coverage and patio within interior side yard	10/31/16	Determination after 11/17/16



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: November 18, 2016

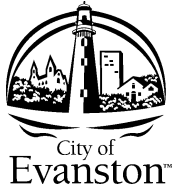
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

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, November 18, 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)	All construction conditions are approved. No construction activity at this site at time of inspection.	11/14/2016
2	1613-27 Church Street (Church Street Village)	New 8 Unit Townhomes	Fences and sidewalks are in good condition. Slab on grade has been poured. All construction conditions comply.	11/14/2016
3	835 Chicago Avenue (9-story mixed-used)	Commercial/Residential	Streets and sidewalks are in good condition and opened for pedestrian traffic. Alley and catch basin are clean and all construction conditions comply. Build-out of First Bank and Trust on the first floor is nearing completion.	11/14/2016
4	1571 Maple Avenue	Mixed Use Building	Steel framework and pre-cast concrete decking are in progress. There are no obstructions in the public ways. Catch baskets are free of dirt. Fencing and dust control screening is in place and plumb.	11/15/2016
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Glass guards are 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. Per owner, final inspections will be scheduled in coming weeks.	11/15/2016
5	1911 Church Street (Y.O.U. Building)	New Youth Center	Exterior brick work is completed and siding metal panels are being installed. Interior drywall has been completed. Site is well kept with fences and windscreen in place and plumb. Neighboring catch basket is clear and emergency contact number is posted.	11/15/2016
7	1620 Central Avenue	New 47 Unit Apartment Building	Interior rough-in work continues on all floors. Construction fence has been removed and curbing, sidewalks and landscaping are being installed. There are no obstructions in the public right of way at the time of inspections.	11/15/2016
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Landscape at the east side is complete. Sidewalks are paved on the east side and in progress on the west. The silt fences, floating silt fence and windscreen are in place and in good condition.	11/16/2016
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Foundation excavation has begun for the natatorium located at the south end of the project. Street cleaning is done on a regular basis. Construction and soil erosion fencing are in place and plumb and the truck cleaning station is in place and functional. Job site is well kept.	11/15/2016
7	560 Lincoln (NU Residence Hall)	New Dormitory	All the MEP contractors are complete through the 4th level with mechanical completed through 7th. Masonry work continues on north elevation, other elevations have been completed. Site is well kept and fences, silt fences and windscreen are in place and stands plumb. Catch baskets are emptied weekly.	11/16/2016



# Memorandum

To: Honorable Mayor and Members of the City Council

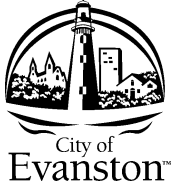
From: Carl Caneva, Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: November 18, 2016

There were no new applications for food establishments for the week of November 13, 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.



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Theresa Whittington, Liquor Licensing Manager  
Subject: Weekly Liquor License Application Report  
Date: November 18, 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.

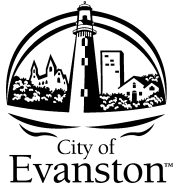
Please contact me at (847) 448-8160 or [twhittington@cityofevanston.org](mailto:twhittington@cityofevanston.org) if you have any questions or need additional information.

## 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: Noon – 10 pm; Mon – Sat: 11 am – 10 pm	10/20/16	Pending Liquor Board Meeting
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 City Council Introduction
1	Dave's New Kitchen	815 Noyes Street	D	Restaurant (Liquor)	Mon-Sun: 11 am – 11 pm	10/21/16	Pending City Council Introduction
1	The Stained Glass (Change from C to I)	1735 Benson Ave	I	Restaurant/Package Store (Liquor)	Mon – Thu: 5 pm – 11 pm; Fri-Sat: 5 pm – 12:00 am; Sun: 11 am – 11 pm	10/21/16	Pending City Council Introduction
8	Quad Indoor Sports	2454 Oakton Street	W	Commercial Indoor Recreation Facility (Beer/Wine)	Sun: Noon – 10 pm; M-F 6 pm – 2 am; Sat: Noon - ??	10/24/16	Pending City Council Introduction

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



# Memorandum

To: Honorable Mayor and Members of the City Council

From: David Stoneback, Public Works Agency Director  
Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer  
Rajeev Dahal, Senior Project Manager

Subject: Safe Routes to School Project Update

Date: November 8, 2016

On August 15, 2016, City Council approved Resolution 55-R-16 authorizing the City Manager to sign the Local Public Agency Agreement for Federal Participation with the Illinois Department of Transportation (“IDOT”) in participation of the Safe Routes to School Project. Last week, IDOT opened the bids for the installation of 20 radar speed feedback solar signs at various school crossing locations on major streets in the City. The low bid was submitted by Utility Dynamics Corporation (23 Commerce Drive, Oswego IL 60543) in the amount of \$115,800.00. IDOT is seeking the City’s concurrence to award the project to the low bidder and staff recommends approving the award. This exceeds the originally authorized amount of \$110,000 by \$5,800.

Funding for this work will be from the CIP Fund, which has \$40,000 budgeted in 2017. The initial project cost was estimated at \$110,000. This included \$88,000 to be paid for by the federal grant, and the remaining \$22,000 to be paid for by the City’s local share. The additional \$5,800 would be paid entirely by the City.

The radar speed feedback signs are effective tools for showing the automobile drivers the speeds that they are driving at any given time, and assist them to better comply with the posted speed limits. The proposed locations are recommended based on designated school crossing locations on major streets and traffic concerns or citations. Staff has installed similar radar signs at various locations in the City on temporary basis with success. These signs will calm the traffic near the locations where the school children walk. The SRTS Program is federally funded and administered by IDOT.