



Memorandum

To: Mayor Hagerty and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: February 16, 2018

STAFF REPORTS BY DEPARTMENT



Weekly Report for February 8, 2018 - February 14, 2018

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule

Community Development

Weekly Zoning Report
Weekly Inspection Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Applications Report

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, February 19, 2018

City Council

www.cityofevanston.org/citycouncil

Tuesday, February 20, 2018

Housing & Community Development Act Committee

www.cityofevanston.org/housingcommunitydev

Board of Ethics - CANCELLED

www.cityofevanston.org/boardofethics

Zoning Board of Appeals

www.cityofevanston.org/zoningboard

Wednesday, February 21, 2018

Design and Project Review Committee

www.cityofevanston.org/dapr

M/W/EBE Development Committee

www.cityofevanston.org/mwebecommittee

Library Board

www.cityofevanston.org/libraryboard

Thursday, February 22, 2018

Parks, Recreation and Community Services Board

www.cityofevanston.org/PRCSBoard

Equity & Empowerment Commission

www.cityofevanston.org/equityandempowermentcommission

Mayor's Climate Action Resilience Plan Working Group

www.cityofevanston.org/climate



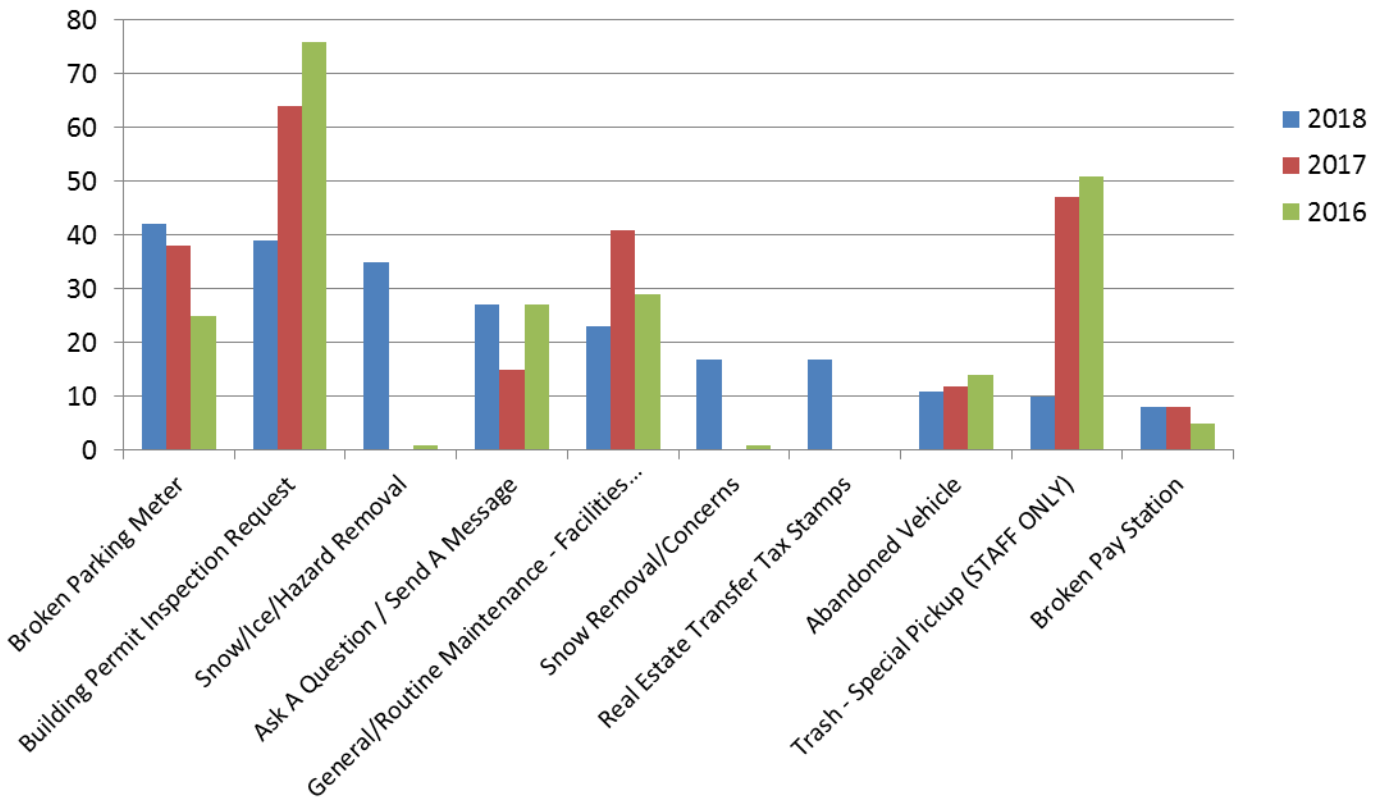
Weekly Report

February 8-14, 2018

	Current Week	Previous Week
Calls Handled	3086	2067
Service Requests	434	436
Total Chats	49	19
Total Text	58	20

Trending Issues	<ul style="list-style-type: none"> • Increase in scheduling hearings to contest parking tickets • Questions about wheel tax • RecTrac login issues and questions • Reports of broken parking meters
Snow Event Questions	<ul style="list-style-type: none"> • Does the City plow driveways/alleys? • Questions/Concerns about snow blocking parking meters • General parking questions during snow event

2016-2018 Comparison Chart
For February 8-14



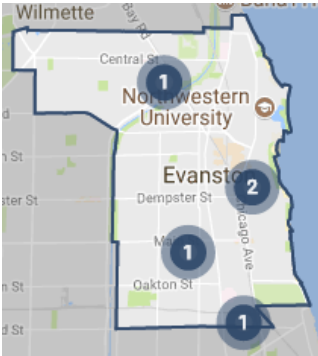


Weekly Report

February 8-14, 2018

Missed Garbage Pickup

This week 0; Last week 3



Missed Recycling Pickup

This week 1; Last week 7



Rodents/Rats

This week 0; Last week 6



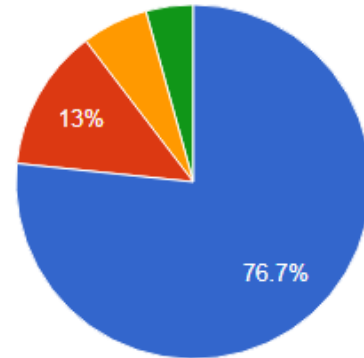
Broken Parking Meters

This week 42; Last week 51



SLA Analysis

Issue	# Late	% Late	% Complete within SLA
Animal Issue/Concern - General	1	25%	75%
Ask a Question/Send a Message	6	22%	78%
Broken Park/Playground Equip.	1	100%	0%
Wheel Tax Payment Status	1	100%	0%
Fire Hydrant - Question/Concern	1	50%	50%
Fire Commercial Inspection	8	100%	0%
Fire SF Home Inspection	1	50%	50%
Fire Prevention - NU	1	100%	0%
Food Establishment - Unsanitary	1	33%	67%
Graffiti	1	100%	0%
Heat Issue	1	50%	50%
Snow/Ice/Hazard Removal	3	9%	91%
Snow Removal - City Lots	1	50%	50%
Snow Removal - City Sidewalk	2	50%	50%
Snow Removal/Concerns	1	6%	94%
Trash Cart - Missing	2	100%	0%
Trash - Missed Garbage Pickup	2	40%	60%
Trash - Overflowing Dumpster	1	100%	0%
Water Bill - E-Billing Problem	1	100%	0%



- Completed
- In progress
- Received
- Submitted



Memorandum

To: Wally Bobkiewicz, City Manager

From: Ashley King, Interim CFO/ City Treasurer and Budget Manager
 Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of February 12, 2018

Date: February 16, 2018

The following is a list of projects that have been advertised and the anticipated date each will be presented to Council or Library Board.

Bids/RFPs/RFQs advertised during the Week of February 12, 2018

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Bid 18-11 Watercraft Maintenance and Service	Admin. Services – Fleet	The City of Evanston's Fleet Services Division of the Administrative Services Department is seeking bids for a full service marine vendor to perform maintenance and repairs on multiple watercraft vehicles.	\$30,000	3/6	3/26

Evanston City Council Agenda Schedule - 2018 Dates						
(PLEASE NOTE: Dates for dates and agenda items are tentative and subject to change.)						
2018 Meeting Dates: Jan 8, Jan 16, Jan 22, Jan 29, Feb 12, Feb 19, Feb 26, Mar 12, Mar 19, Mar 26, Apr 9, Apr 16, Apr 23						
May 14, May 21, May 29, Jun 11, Jun 18, Jun 25, Jul 9, Jul 16, Jul 23, Aug 13, Sept 10, Sept 17, Sept 24						
Oct 8, Oct 15, Oct 22, Nov 12, Nov 19, Nov 26, Dec 10						
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	2/26/2018	Lease with ELHG - Harley Clarke	R	SPB	Storlie	
Clerk	2/26/2018	Minutes (1/22 & 1/29 Amended, and 2/12 & 2/19)	B	CC	Reid	
Admn Svcs	2/26/2018	ParkEvanston App Incentives	D	APW	Richardson	
CMO	2/26/2018	Comprehensive 2017 OT Report	D	APW	Richardson	
CD	2/26/2018	Homeownership Programs	D	APW	Storlie (Flax)	(from 1-29-18 mtg)
CD	2/26/2018	Pilot Landlord Rehab Assistance Program	B	APW	Storlie (Flax)	(from 1-29-18 mtg)
Admn Svcs	2/26/2018	Cisco Network Switches	B	APW	Richardson	
CMO	2/26/2018	Ex Offender Hiring Policy	B	APW	Bobkiewicz	
PWA	2/26/2018	Utility Bill Reimbursement Policy	B	APW	Stoneback	
PWA	2/26/2018	Debris Hauling	B	APW	Stoneback	
PWA	2/26/2018	Granular Materials	B	APW	Stoneback	
PWA	2/26/2018	Service Center Repairs	B	APW	Stoneback	
PWA	2/26/2018	Lovelace Pond	B	APW	Stoneback	
PWA	2/26/2018	Lovelace Tennis Court Rehab	B	APW	Stoneback	
PWA	2/26/2018	Fleetwood-Jourdain Interior Renovations - Designs for Dignity	B	APW	Stoneback	
PWA	2/26/2018	Pavement Patching	B	APW	Stoneback	
PWA	2/26/2018	Robert Crown Construction Mgr	B	APW	Stoneback	
CMO	2/26/2018	MOU with FRCC/City / Library	B	APW	Storlie	
PWA	2/26/2018	Authorizing Funds from IEPA	O	APW	Stoneback	For Intro
Legal	2/26/2018	Finance Code Revisions	O	APW	Farrar	For Intro
Legal	2/26/2018	Public Works Agency Revisions	O	APW	Farrar	For Intro
Legal	2/26/2018	Business Licensing Code Revisions	O	APW	Farrar	For Intro
Legal	2/26/2018	Liquor License Decrease - Kabul	O	APW	Farrar	For Intro and Action
Legal	2/26/2018	New Liquor License Classes (2)	O	APW	Farrar	For Intro
Admn Svcs	2/26/2018	Willard School Parking - One Way	O	APW	Storlie	For Action
Legal	2/26/2018	Include Civil Restitution	O	APW	Farrar	For Action
Legal	2/26/2018	Liquor License Increase - Target	O	APW	Farrar	For Action
CD	2/26/2018	Vacation Rental - 1827 Dobson	B	PD	Storlie (Mangum)	
CD	2/26/2018	Vacation Rental - 710 Madison	B	PD	Storlie (Mangum)	Contd from 1-22-18
CD	2/26/2018	Special Use - Special Education Institution	O	PD	Storlie (Mangum)	For Action
CD	2/26/2018	Code Evanston / Blue 1647	B	ED	Storlie (Zalmezak)	
CD	2/26/2018	Northlight Theater	B	ED	Storlie (Zalmezak)	
	2/26/2018	Exec Session (Work Comp, Minutes)		CC		
CMO	3/12/2018	Sidewalk Inquiries	D	APW	King	held from 2-12
CD	3/12/2018	Taxi Program	O	APW	Hemingway	For Intro and Action
CD	3/12/2018	Form-Based Code Role w/ Development - White Paper	D	PD	Storlie (Flax)	

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CD	3/12/2018	1701 Main St - Zoning Relief for FAR and Open Parking for Robert Crown	O	PD	Storlie (Mangum)	For Intro
CD	3/12/2018	Floodplain Ordinance Revisions	O	PD	Storlie (Gerdes)	For Intro
CD	3/12/2018	Zoning Text Amend - College/ University Parking Requirements	O	PD	Storlie (Mangum)	For Intro
CD	3/12/2018	Zoning Text Amend - Porch Regulations	O	PD	Storlie (Mangum)	For Intro
CMO	3/19/2018	Climate Action Plan Committee Presentation	SPB	CC	Jensen	
CMO	3/19/2018	2019 Budget Kick Off	SPB	CC	Bobkiewicz	
CD	3/19/2018	Public Benefits from Planned Developments	SPB	CC	Storlie (Mangum)	
CD	3/19/2018	Impact Fees from Planned Developments	SPB	CC	Storlie (Mangum)	
Legal	3/26/2018	Code Contractor Debarring Ordinance	O	APW	Farrar	For Intro
CD	3/26/2018	2017 Consolidated Annual Performance and Evaluation Report	B	CC	Storlie (Flax)	From HCDAC
CMO	4/9/2018	1st Quarter OT Report	D	APW	Richardson	
CD	4/9/2018	Rooming Houses	D	PD	Storlie (Flax)	(from 1-29-18 mtg)
CD	4/30/2018	Special City Council - Affordable Housing (rental assistance pgms from 1-29-18 mtg)		CC		
Council & Committee Meetings						
2/19/2018	7:00 PM	City Council				
2/20/2018	7:00 PM	Housing & Community Development Act Committee				
2/21/2018	6:30 PM	M/W/EBE Committee				
2/26/2018	6:00 PM	Administration & Public Works, Planning & Development, City Council				
2/28/2018	7:00 PM	Economic Development Committee				
2/28/2018	7:00 PM	Housing & Homelessness Commission (rescheduled from 3/1)				
3/5/2018	6:00 PM	Human Services				
3/12/2018	6:00 PM	Administration & Public Works, Planning & Development, City Council				

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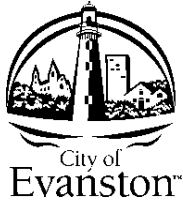
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
DEFERRED	Date	Item	Action	Committee	Staff	
CD		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
CMO		Amendment to PEHP Resolution	R	APW	Lyons	
Admin Serv		Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law		Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)
Admin Serv		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg
Law		Animal Welfare Board	O	R	Bobkiewicz	(for 2017)



Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Administrator
Subject: Weekly Zoning Report
Date: February 14, 2018

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, zoning district, 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 if you have any questions or need additional information.

Zoning Weekly Update

Cases Received and Pending, February 7, 2018 - February 14, 2018

Current Backlog (business days received until reviewed): 24

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1943 Sherman Avenue	R5	Building Permit	Convert SFR to 3-flat	07/26/17	non-compliant, pending revisions or major variation application
1	1714-1720 Chicago Avenue	R6	Zoning Analysis	New 11-story office building with 126 parking spaces (Planned Development)	11/14/17	non-compliant, pending revisions/additional information from the applicant
1	1620 Judson Avenue	R1	Building Permit	Construct bay window, screened porch, and exterior stair	11/29/17	non-compliant, pending revisions from the applicant
1	811-831 Emerson Street	C1	Building Permit	Foundation only for new 9-story, mixed-use building with 241 dwelling units and ground floor retail (831 Emerson Planned Development)	12/01/17	pending revisions from the applicant
1	811-831 Emerson Street	C1	Building Permit	New 9-story, mixed-use building with 241 dwelling units and ground floor retail (831 Emerson Planned Development)	01/24/18	pending staff review
2	2125 Dempster Street	I2	Building Permit	1-story addition to connect two buildings (U-Haul)	10/30/17	non-compliant, pending plat of subdivision and major variation applications
2	1727 Oak Avenue	D3	Zoning Analysis	Construct 17-story multifamily residents (for active adults) with 158 parking spaces (Planned Development)	11/08/17	non-complaint, pending revisions from the applicant
2	1710 Lake Street	R3	Building Permit	2nd-story addition, interior remodel, a/c	01/16/18	non-compliant, pending revisions or minor variation application
2	1420 Fowler Avenue	R2	Building Permit	New 24x24 detached garage	02/05/18	pending staff review
2	942 Brown Avenue	R2	Building Permit	New 20x26 detached garage	02/14/18	pending staff review
3	935 Chicago Avenue	C1a	Building Permit	Repave parking lot, add landscaping (Chicago & Main Planned Development)	05/17/17	pending revisions from the applicant
3	1031 Michigan Avenue	R1	Building Permit	Construct detached garage	12/11/17	non-compliant, pending revisions from the applicant
3	1200 Judson Avenue	R1	Building Permit	New detached garage	12/12/17	pending additional information from the applicant
3	555 Michigan Avenue	R5	Building Permit	Construct new 2-dwelling unit building	02/02/18	pending staff review
4	901 Grove Street	D3	Building Permit	Renovation of existing 1-story building, exterior and site alterations (Wintrust Bank)	01/25/18	pending additional information from the applicant, DAPR
4	1555 Oak Avenue	R6	Building Permit	Remodel of 52-units (King Home)	01/30/18	pending staff review
4	1224 Dempster Street	R1	Building Permit	New entrance ramps and stairs, interior renovation (Beth Emet)	02/02/18	pending staff review
5	1829 Simpson Street	B1	Building Permit	Addition and interior remodel for a Type 2 restaurant (Lenny & Lambs)	01/10/18	pending DAPR 02/21/18
5	2119 Ashland Avenue	MXE	Zoning Analysis	Construct 1-story addition, change of use to brewpub, event venue and classic car display (Ashland Avenue Brewery & Garage)	02/13/18	pending staff review
6	2321 Hastings Avenue	R1	Building Permit	New patio and pavers around house	08/04/17	non-compliant, pending revisions from the applicant

6	2500 Gross Point Road	C2	Building Permit	New parking lot	01/25/18	pending additional information from the applicant, DAPR
6	2206 Lincolnwood Drive	R1	Building Permit	Addition and renovation	01/26/18	pending staff review
6	2441 Central Park	R1	Building Permit	2-story addition and kitchen remodel	01/29/18	pending staff review
6	2406 Pioneer Road	R1	Building Permit	Remove existing concrete and asphalt, install paver bricks	02/13/18	pending staff review
6	2427 Colfax Street	R1	Building Permit	Enlarge patio, stepper walk	02/14/18	pending staff review
7	1501 Central Street	U2	Building Permit	Renovate existing parking lot (NU - Ryan Field east parking lot)	06/30/17	non-compliant, pending revisions or major variation application
7	2124 Pioneer Road	R1	Building Permit	Concrete patio and rear stoop	07/27/17	non-compliant, pending revisions from the applicant
7	2506 Green Bay Road	B1a	Building Permit	Modify ComEd substation and add fire wall	10/03/17	pending additional information from the applicant
7	1932 Central Street	B1a	Building Permit	Remodel windows (Bluestone Restaurant)	12/06/17	pending additional information from the applicant, DAPR
7	2735 Sheridan Road	R1	Zoning Analysis	2-story addition to include residential elevator	02/05/18	pending staff review
8	120 Dodge Avenue	R4	Building Permit	Addition (Dobson Plaza)	01/22/18	pending staff review and DAPR
8	348 Custer Avenue	R5	Building Permit	Remodel basement to convert into dwelling unit	02/06/18	pending staff review
9	620 Custer Avenue	R3	Building Permit	Patio redesign and new brick walk	09/29/17	non-compliant, pending revisions from the applicant
9	1718 Cleveland Street	R2	Building Permit	Shed	10/06/17	non-compliant, pending revisions from the applicant
9	1303 Washington Street	R3	Building Permit	Basement remodel	01/10/18	pending staff review
9	712 Washington Street	R5	Building Permit	Replace existing 3-season room, rear porch and patio, same footprint (townhome)	02/05/18	pending staff review
9	1623 South Boulevard	R2	Building Permit	Interior remodel and new detached garage	02/08/18	non-compliant, pending revisions from the applicant

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	115 Dempster Street	R1	Minor Variation	Inground pool, patio and fence located in front yard, detached patio in street side yard	02/07/18	determination after 03/06/18
2	1233-35 Hartrey Avenue	I2	Special Use	Special use for a Special Educational Institution - Public for ETHS Alternative School	12/12/17	pending CC 02/26/18
2	1503 Church Street	R1	Minor Variation	Building height for a new detached garage	01/17/18	determination after 02/16/18
2	1727 Oak Avenue	D3	Planned Development	Construct 17-story multifamily residents (for active adults) with 169 units and 139 parking spaces	01/31/18	pending DAPR, PC 03/14/18
3	1301 Chicago Avenue	B1	Special Use	Special use for a type-2 restaurant (Frio Gelato)	01/31/18	pending DAPR 02/28/18, ZBA 03/20/18, P&D 04/09/18
3	517 Dempster Avenue	B1	Substitution of Special Use	Substitution of special use for type-2 restaurant (French Kiss Cafe)	02/15/18	pending public notice

4	1239 Asbury Avenue	R1	Major Variation	Building lot coverage, impervious surface coverage, parking setback in order to subdivide property into two lots (Beth Emet)	11/16/17	pending ZBA 02/20/18
4	1801 Main Street (fka 1701 Main Street)	OS	Major Variation	Number of parking spaces, drive aisle width, number of loading docks, and FAR for new Robert Crown Community Center	11/29/17	pending ZBA 02/20/18, P&D 03/12/18
4	1609 Oak Street	D2	Special Use	Special use for a commercial indoor recreation at ground level (Pilates Connection)	02/09/18	pending DAPR 03/07/18, ZBA 03/20/18
4	1428 Wesley Avenue	R1	Minor Variation	Front, interior side and rear setbacks for 2nd floor addition	02/09/18	pending public notice
6	3233-3249 Central Street	R4	Major Variation	Building lot coverage, impervious surface coverage, number of dwelling units, to construct a new 14-DU multiple family residence with detached garage	12/27/17	pending ZBA 02/20/18
7	568 Ingleside Park	R1	Fence Variation	Masonry wall/fence located in front yard	02/14/18	pending public notice



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: February 16, 2018

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.

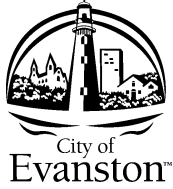
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, February 16, 2018

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	2350 Orrington Avenue (Kendall Place)	New Residential Building (SFRs)	Streets, sidewalks and alleys are in good condition. Parkway grass is maintained. Project is awaiting final inspections.	2/12/2018
1	811 Emerson (Focus Development)	Mixed Use Building	Demolition of structure is nearly completed. Contractor instructed to maintain pedestrian walkway and clear snow accumulation. Construction Management Plan is being finalized and will be posted upon approval.	2/13/2018
2	1711 Church Street (Advanced Disposal)	Demolition/ Site Improvement	Construction fence and wind screen remain in place. Awaiting MWRD approval for issuance of sitework permit. Permit was issued for construction of retaining wall.	2/13/2018
5	824 - 828 Noyes (828 Lofts)	Mixed Use Building	Fences are in good condition and streets and alleys are kept clean. Framing of top floor near completion. Mechanical installation completed up on floors 1 and 2. Contractor instructed to maintain pedestrian walkway and clear snow accumulation.	2/12/2018
7	2705 Ashland (Welsh-Ryan Arena)	New Athletic Arena	Interior buildout, plumbing, mechanical and electrical work on all three levels continue. The project is now under roof. The site is well-kept and all materials are neatly stored. Gate attendants are on duty to direct traffic for trucks entering and leaving the site. Tire washing is done when needed. Helicopter will be used to set mechanical equipment on Saturday, February 24th.	2/14/2018
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Electrical and HVAC ductwork continue to move forward on floors 1-3. Framing for the west and east expansion has been completed. Construction and soil erosion fencing are in place and plumb. Truck cleaning station is in place and functional. Temporary occupancy has been granted for athletic field and supporting spaces. Construction activity will continue on the remainder of the building.	2/14/2018
7	2145 Sheridan Rd (Tech A/B Infill)	Academic Facility	Fourth floor decking installation and deck shoring are in progress. Construction work is in the rough-in stages at this time. Construction fencing is plumb and screening material is in good condition.	2/13/2018



Memorandum

To: Honorable Mayor and Members of the City Council

From: Ike Ogbo, Public Health Manager

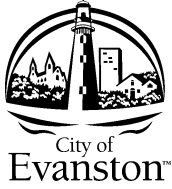
Subject: Food Establishment Application Weekly Report

Date: February 16, 2018

The table below is the weekly report of all applications for Food Establishments received during the week of February 11, 2018.

Please contact me at 847/448-8289 or iogbo@cityofevanston.org if you have any questions or need additional information.

Establishment Name	Address	Ward	Application Received on	Type	Proposed Opening Date
Evanston Citgo	1925 Green Bay Rd	5	2/12/2018	Food Establishment License – Change of Ownership	Currently Open
Clarkes	720 Clark St	1	2/12/2018	Food Establishment License – Change of Ownership	Currently Open



Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: February 16, 2018

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
1	Target Store #3283	1616 Sherman	F	Grocery Store (Liquor)	M-F: 7am – 10PM; Sat: 8am – 11pm; Sun: 8am – 10pm	1/22/18	Pending City Council Action

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