



# Memorandum

To: Mayor Hagerty and Members of the City Council  
From: Erika Storlie, City Manager  
Subject: Weekly City Manager's Update  
Date: March 26, 2021

## STAFF REPORTS BY DEPARTMENT



Weekly Report for March 18, 2021 – March 24, 2021  
*\*There will be no 311 report this week*

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

Weekly Bids Advertised  
City Council Agenda Schedule  
Monthly Financial Report – January 2021

### **Community Development**

Weekly Zoning Report  
Weekly Inspection Report

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Application Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Wednesday, March 31, 2021**

Design and Project Review Committee

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

**Thursday, April 1, 2021**

Housing and Homelessness Commission

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



# Memorandum

To: Erika Storlie, City Manager

From: Hitesh Desai, CFO/ City Treasurer  
Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of March 22, 2021

Date: March 26, 2021

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 March 22, 2021

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/Library Board Date
Bid 21-12 2021 Rebuild IL/MFT Street Resurfacing	Public Works	Work in this project includes: The resurfacing of various Evanston streets with minor utility repairs, ADA Ramps, concrete curb and sidewalk replacement and all incidental work including all materials, labor and equipment. Bidders must be pre-qualified by Illinois Department of Transportation and present IDOT issued "Certificate of Eligibility" with proposal.	\$1,374,000	5/4	5/24

# City Council Agenda Items

Printed from Asana

January 11, 2021

January 19, 2021 - Special Meeting - HOUSING

January 25, 2021

February 8, 2021

February 22, 2021

March 8, 2021

April 12, 2021

**Paul Zalmezak:** Resolution 8-R-21 Lot 1 RFP

Action: For Action  
Council Action: Res  
iCompass Status: Entered  
Notes: awaiting Sarah Flax input  
Department: CMO  
Council or Committee: CC

**Hitesh Desai:** Ordinance 26-O-21 Roycemore Conduit Financing

Department: CMO  
Council Action: Ord  
Council or Committee: CC  
Action: For Action

**Darlene Francellno:** National Healthcare Decisions Day

Department: Mayor's Office  
Council Action: Proc  
Council or Committee: CC

**Sarah Flax:** Resolution XX-R-21, Approving the City's 2021 Action Plan, and Adopting the 2021 Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant Program Budgets

Department: Community Dev  
Council Action: Res  
Council or Committee: CC  
Action: For Action  
iCompass Status: Not Entered in System

**klewislakin:** 2020 Year-End Budget Review

Department: CMO  
Council Action: SPB  
Council or Committee: CC  
Action: For Discussion

**klewislakin: 2020 Budget Amendment**

Department: CMO  
Council Action: Ord  
Council or Committee: CC  
Action: For Introduction  
iCompass Status: Not Entered in System

 **David Stoneback: Ordinance 21-O-21, Modifying the City of Evanston Grid System By Renaming A Portion of Oak Avenue as Norwood Court**

Department: Public Works  
Council Action: Ord  
Council or Committee: APW  
Action: For Introduction  
iCompass Status: Not Entered in System  
MWEBE Memo: No

 **Kelley Gandurski: Extension of the State of Emergency**

Department: Law  
Council Action: Res  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System

 **David Stoneback: Award of Eng Service for Water Utility Continuity Plan**

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System  
MWEBE Memo: No

 **David Stoneback: Emergency Contract for Fire 4 Remediation**

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System  
MWEBE Memo: No

 **David Stoneback: award of 2021 CIPP Contract A**

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System  
MWEBE Memo: Yes

 **David Stoneback: Purchase of backwash valve**

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System  
MWEBE Memo: No

 **David Stoneback: Tree Removal contract award**

Department: Public Works

Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System  
MWEBE Memo: Yes

**David Stoneback:** McCulloch Park Improvements

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System  
MWEBE Memo: Yes

**David Stoneback:** Robert Crown Playground

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System  
MWEBE Memo: Yes

**Luke Stowe:** Ord xx-O-21, Amending Parking on Sheridan Square

Department: Admin Serv  
Council Action: Ord  
Council or Committee: APW  
Action: For Introduction  
iCompass Status: Not Entered in System

Ord to amend parking on Sheridan Square - east side from Garden Park to Sheridan Square allows for non-permit parking for 3 hours from 6am to 9pm. All other parking for R permit only.

**Karen Hawk:** Robert Crown HVAC Contract Award

Department: Parks & Rec  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System

**Kumar Jensen:** Ordinance 19-O-21 Amending Leaf Blower Policy

Made by: Wynne  
Council or Committee: CC  
Date of Referral: 11/16/20  
Department: CMO  
Council Action: Ord  
Council or Committee: PD  
Action: For Introduction  
iCompass Status: Not Entered in System

Wynne made a referral to staff to study the issue and bring back more info

**Johanna Nyden:** Ord -O-21, 2232 Washington Special Use - AUX

Department: Community Dev  
Council Action: Ord  
Council or Committee: PD  
Action: For Introduction  
iCompass Status: Not Entered in System  
MWEBE Memo: No

**Hitesh Desai:** Local Spend Analysis

- Johanna Nyden:** Planning and Development to have the next meeting agenda the option to have the notice go to renter residents in Evanston, along with property owners.

Made by: Fleming

Date of Referral: 9/29/20

- Emergency Assistance Entrepreneurship Grant Program

## TBD

- Lawrence C. Hemingway:** LED Screen

Department: Parks & Rec

Council Action: Disc

Council or Committee: APW

- Hitesh Desai:** Amusement Tax - Small Events

Department: CMO

Council or Committee: APW

Council Action: Ord

Action: For Introduction

- On-Street Residential Parking Permits

Department: Admin Serv

Council Action: Ord

Council or Committee: APW

Notes: Handle after Jan - wait for permits/wheel tax renewals to be completed.

Check if need to prepare an Ordinance for the locations not in the Code but receive a residential permit. Memo from October 2018 said would come back with Ordinance. Not sure that was done.

Also work on combining districts for ease of renewing

- Johanna Nyden:** Comprehensive Plan Discussion

Department: Community Dev

Council Action: Disc

Council or Committee: PD

Action: For Discussion

iCompass Status: Not Entered in System

MWEBE Memo: No

- Audrey Thompson:** Creation of a Evanston Youth Commission

Mayor's Office: Health/Humans Services

Rules Committee Action: For Action

iCompass Status: Not Entered

Department: Health

Council Action: Ord

Council or Committee: Rules

Action: For Introduction

- Kelley Gandurski:** Banning Outdoor Games Involving the Consumption of Alcohol that Can Be Viewed From A Public Way or Adjacent Property

Department: Law

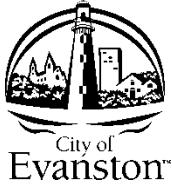
Council Action: Disc

Council or Committee: HS

Action: For Discussion

iCompass Status: Not Entered in System

- Occupancy + 3 Unrelated Text Amendment



# Memorandum

To: Erika Storlie, City Manager

From: Hitesh Desai, CFO/City Treasurer  
Tasheik Kerr, Management Analyst

Subject: January 2021 Monthly Financial Report

Date: March 26, 2021

Please find attached the unaudited financial statements as of January 31, 2021. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

January 2021	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	6,497,645	6,549,289	(51,644)	17,881,067	13,941,688
175 GENERAL ASSISTANCE FUND	2,187	91,927	(89,741)	303,767	316,424
176 HEALTH AND HUMAN SERVICES	43,873	106,177	(62,304)	901,101	937,526
177 REPARATIONS FUND	1,699	-	1,699	219,841	19,841
180 GOOD NEIGHBOR FUND	32	31,681	(31,649)	319,169	319,169
185 LIBRARY FUND	118,099	623,578	(505,479)	2,389,360	2,693,159
186 LIBRARY DEBT SERVICE FUND	-	-	-	29,028	29,028
187 LIBRARY CAPITAL IMPROVEMENT FD	-	-	-	1,283,958	1,283,958
200 MOTOR FUEL TAX FUND	247,742	87,082	160,660	4,227,979	3,935,119
205 EMERGENCY TELEPHONE (E911) FUND	117,722	48,119	69,603	1,488,199	1,111,949
210 SPECIAL SERVICE AREA (SSA) #4	-	-	-	(214,660)	(214,660)
215 CDBG FUND	-	64,672	(64,672)	(1,375)	(83,829)
220 CDBG LOAN FUND	30,433	-	30,433	213,258	213,258
235 NEIGHBORHOOD IMPROVEMENT	2	1	1	22,122	22,122
240 HOME FUND	2,286	5,192	(2,907)	26,658	28,555
250 AFFORDABLE HOUSING FUND	32,707	13,609	19,098	3,820,881	3,978,633
320 DEBT SERVICE FUND	124,221	-	124,221	818,733	841,756
330 HOWARD-RIDGE TIF FUND	18,149	18,177	(28)	2,318,456	2,319,145
335 WEST EVANSTON TIF FUND	171,847	6,254	165,594	1,960,223	1,960,223
340 DEMPSTER-DODGE TIF FUND	34	14,077	(14,044)	198,219	198,219
345 CHICAGO-MAIN TIF	217	21,906	(21,689)	1,302,982	1,302,982
350 SPECIAL SERVICE AREA (SSA) #6	1	-	1	4,074	4,074
355 SPECIAL SERVICE AREA (SSA) #7	11	0	11	364	364
360 SPECIAL SERVICE AREA (SSA) #8	-	-	-	1,046	1,046
415 CAPITAL IMPROVEMENTS FUND	4,526	17,213	(12,687)	10,643,649	11,067,966
416 CROWN CONSTRUCTION FUND	1,288	11,414	(10,126)	3,909,015	5,940,713
417 CROWN COMMUNITY CTR MAINTENANCE	14,583	-	14,583	189,583	189,583
420 SPECIAL ASSESSMENT FUND	26,513	40,782	(14,269)	2,639,198	2,636,015
505 PARKING SYSTEM FUND	467,459	873,230	(405,771)	43,953	440,862
510 WATER FUND	1,717,964	950,556	767,408	4,787,646	9,780,717
515 SEWER FUND	635,882	378,817	257,065	10,077,485	3,824,614
520 SOLID WASTE FUND	398,617	148,856	249,761	129,422	(559,113)
600 FLEET SERVICES FUND	258,953	124,044	134,909	914,120	(424,680)
601 EQUIPMENT REPLACEMENT FUND	19,300	22	19,277	1,005,786	555,581
605 INSURANCE FUND	1,630,756	2,268,938	(638,183)	(11,095,301)	(6,105,345)
<b>Grand Total</b>	<b>12,584,746</b>	<b>12,495,614</b>	<b>89,131</b>	<b>62,759,007</b>	<b>62,506,662</b>



**Please note that the attached supporting documents have been updated to show further fund analysis.**

Included above are ending fund and cash balances as of January 31, 2021. Cash balance represents liquid cash and/or invested assets which can be used (or easily sold) to support and fund current operations. Fund balance includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses. All fund balances are unaudited.

### **Covid-19**

Staff continues to monitor the impact of Covid-19 on the City's finances for 2021.

Fund Balance numbers for FY 2020 are unaudited and subject to change. The audited fund balance numbers will be included with the June financials.

### **General Fund**

The unaudited financial statements show the General Fund as of January 31, 2021 with a fund balance of \$17,881,067 and cash balance of \$13,941,688. The attached financials show General Fund revenues at 5.85% of budget and expenses at 5.90% of budget against a target of 8.3%. The estimated 2020 ending balance for the General Fund is 17,932,711.

Overall, revenues are slightly below target. This is primarily because the City receives most of its property tax revenue in February and March, as the first installment was due on March 1, 2021. Expenses are also lower than target because of lower supplies, services, and program expenses in January.

Staff continues to monitor Police and Fire overtime expenses. Through January , Police had spent 6% of budget for overtime, and Fire had spent 20% of budget. For Police, this is below target of 8.3%. Overtime is higher in Fire Department due to continuing vacancies that require hirebacks to maintain minimum staffing. Fire Overtime is also high in January due to Firefighter/Paramedics serving at vaccine clinics. This cost is expected to be covered by FEMA reimbursement.

<b>Overtime Expenses</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 YTD</b>	<b>% Budget</b>
Police	\$913,232.54	\$ 1,484,322	\$91,687.86	6%
Fire	\$1,651,457.17	\$ 959,956.00	\$194,590.94	20%

### **Enterprise Funds**

Parking fund revenues through January 31, 2021 are at 4.04% of budget and expenses are at 7.76%. The estimated 2020 ending fund balance was \$449,724.

Through January 31, 2020, the Water Fund appears low on revenue and expenses. This is because capital projects funded with IEPA loan/debt will take place later in the year.

These projects are budgeted in Other Revenue and expenses in Capital Outlay. The estimated 2020 ending fund balance was \$4,020,239.

The Water Fund revenues reflect payment from the Village of Skokie at the rate of \$0.81 per 1000 gallons against the billed rate of \$2.06 per 1000 gallons. This issue is currently being challenged in the court.

Through January 31, 2021, the Sewer Fund also appears low on expenses mainly due to the capital projects and debt service payments occurring later in the year. The revenues are low because of bond proceeds (budgeted as Other Financing Sources) expected in late summer. The 2020 estimated ending fund balance was \$9,820,420.

Through January 31, 2021, the Solid Waste Fund has a fund balance of \$129,422 and a negative cash balance of \$559,113. The fund ended 2020 with an estimated negative fund balance of \$120,339.

#### **Other Funds**

Through January 31, 2021, the SSA #4 Fund is showing a negative fund balance of \$214,660 and a cash balance of \$214,660.

Through January 31, 2021, the Capital Improvements Fund is showing a fund balance of \$10,643,649 and a cash balance of \$11,067,966. The fund continues to spend down Series 2019B and Series 2020 bond proceeds.


Through January 31, 2021, the Crown Construction fund is showing fund balance of \$3,909,015 and cash balance of \$5,940,713. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown.

Through January 31, 2021, the Insurance Fund is showing a negative fund balance of \$11,095,301 and a negative cash balance of \$6,105,345. Fund balance is significantly lower than cash balance due to accrued liabilities for pending litigations.

If there are any questions on the attached report, please contact me by phone at (847) 448-8082 or by email: [hdesai@cityofevanston.org](mailto:hdesai@cityofevanston.org). Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

#### **CERTIFICATION OF ATTACHED FINANCIAL REPORTS**

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the January 30, 2020 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer

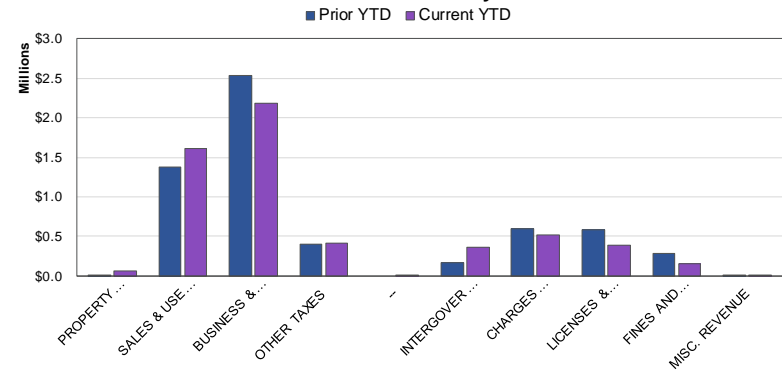
# Major Fund Revenue Dashboard Summary

For the Period Ending January 31, 2021

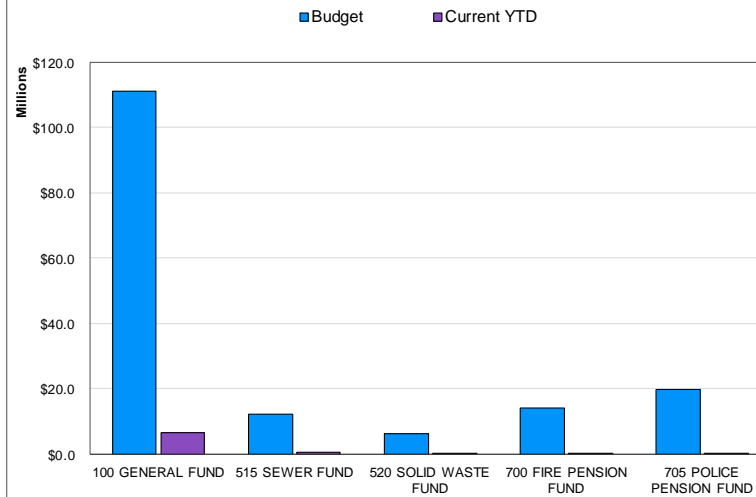
## Top 10 GENERAL FUND Sources of Revenue (YTD)

State Income Tax	\$834,959
Sales Tax - Basic	\$822,000
Sales Tax - Home Rule	\$577,000
Real Estate Transfer Tax	\$334,005
Liquor Tax	\$325,756
Building Permits	\$298,636
Electric Utility Tax	\$234,507
State, County And Other Grants	\$225,262
Ambulance Service	\$224,988
Parking Tax	\$213,773

## General Fund Revenue by Source



## Revenues by Fund



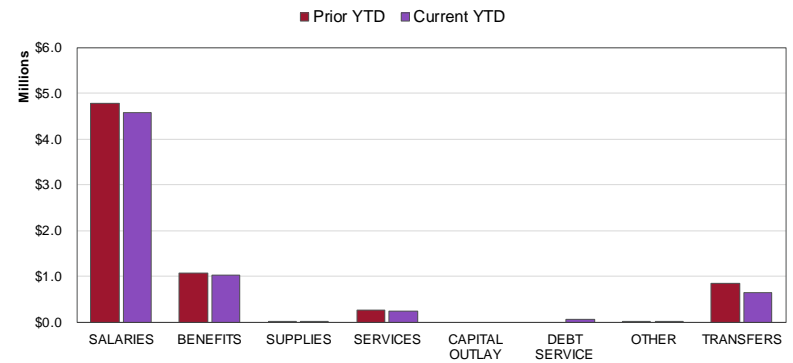
# Major Fund Expenditure Dashboard Summary

For the Period Ending January 31, 2021

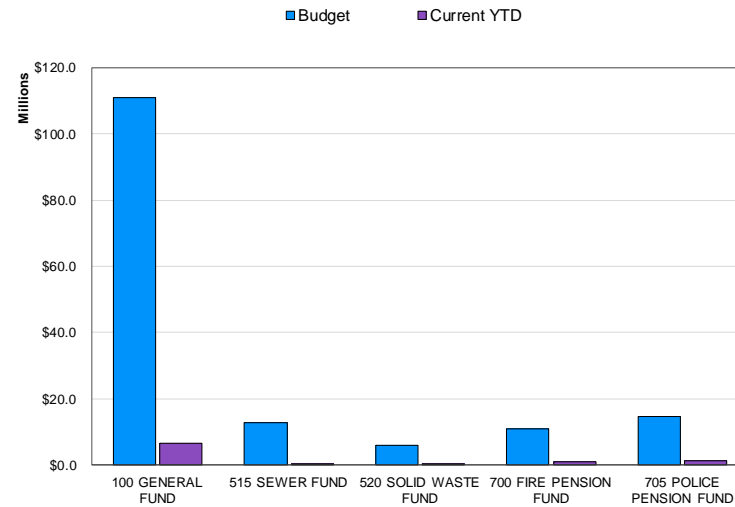
## Top 10 GENERAL FUND Expenditures by Department (YTD)

Police	\$2,108,508
Fire Mgmt & Support	\$1,425,497
Public Works Agency	\$667,812
Administrative Services	\$546,478
Parks, Rec. And Community Serv.	\$486,279
City Manager'S Office	\$276,287
Community Development	\$207,212
Health	\$107,533
Law	\$34,413
City Council	\$31,753

## General Fund Expenditures by Object



## Expenditures by Fund





## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Johanna Nyden, Community Development Director  
Subject: Weekly Zoning Report  
Date: March 26, 2021

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) 448-8014 or [jnyden@cityofevanston.org](mailto:jnyden@cityofevanston.org) if you have any questions or need additional information.

**Cases Received and Pending, March 18, 2021 - March 24, 2021**

**Backlog (business days received until reviewed): 14**

**Volume (number of cases pending staff review): 30**

**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Zoning</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	1525 Judson Avenue	R1	Zoning Analysis	Remove previous 1-story addition, construct new 2-story addition, attached garage, remove detached garage	02/09/21	pending additional information from the applicant
1	2354 Ridge Avenue	R1	Building Permit	Replace porch, roof to remain	03/04/21	pending staff review
1	1601 Sherman Avenue	D2	Building Permit	Exterior alteration	03/17/21	<b>pending staff review, DAPR</b>
2	1708 Lake Street	R3	Building Permit	Patio and pergola	04/03/20	non-compliant, pending revisions from the applicant
2	1209 Dewey Avenue	R3	Zoning Analysis	New 2-unit dwelling on new lot, zoning lot split into 2 lots	09/21/20	pending additional information from the applicant
2	1126 Pitner Avenue	R3	Building Permit	3-car detached garage	10/20/20	pending additional information from the applicant
2	1401 Lake Street	R1	Building Permit	2-story addition, porch, and interior remodel	11/30/20	pending revisions from the applicant
2	1208 Ashland Avenue	R2	Zoning Analysis	New parking lot (St. Mary's Syro-Malankara Catholic Church)	01/05/21	non-compliant, pending revisions from the applicant, special use and major variation applications submittal
2	900 Clark Street	RP	Building Permit	Interior building out (Dogtopia)	01/22/21	<b>pending additional information from the applicant, DAPR</b>
2	1502 Fowler Avenue	R2	Building Permit	New 4-car garage with an ADU	02/17/21	pending revision from the applicant
2	1104 Hartrey Avenue	R3	Building Permit	New single-family residence	02/24/21	pending revisions from the applicant
2	1026 Darrow Avenue	R3	Building Permit	Stone patio	03/05/21	pending staff review
2	1700 Asbury Avenue	R1	Building Permit	New detached garage, 28x22	03/11/21	pending staff review
2	1722 Madison Street	R3	Building Permit	Shed	03/17/21	pending staff review
2	1708 Dempster Street	R3	Building Permit	Addition	03/17/21	pending staff review
2	1152 Ashland Avenue	R2	Building Permit	Chicken coop	03/17/21	pending staff review
3	1212 Judson Avenue	R1	Building Permit	Roof mounted solar panels	04/03/20	pending additional information from the applicant
3	1217 Forest Avenue	R1	Building Permit	Replace driveway	10/25/20	pending additional information/revisions from the applicant
3	1012 Chicago Avenue	C1a	Zoning Analysis	Planned Development for new 6-story mixed-use building with 137 dwelling units, 71 parking spaces, ground floor commercial	01/25/21	non-compliant, pending revisions/planned development application from the applicant
3	1200 Sheridan Road	R1	Building Permit	Inground swimming pool and spa with automatic locking cover and paver pool deck	02/12/21	pending determination by Zoning Administrator on front-yard
3	747 Michigan Avenue	R1	Building Permit	Interior remodel	03/05/21	pending staff review
3	900 Edgemere Court	R1	Building Permit	New addition and breezeway connecting residence and coach house	03/05/21	pending staff review
3	1221 Judson Avenue	R1	Building Permit	Generator	03/16/21	pending staff review
3	1314 Judson Avenue	R1	Building Permit	Dormer addition to garage	03/22/21	pending staff review
3	1108 Hinman Avenue	R1	Building Permit	Rebuilt front porch	03/23/21	pending staff review

4	1011 Ridge Court	R1	Building Permit	Dormers and interior remodel	07/17/20	non-compliant, pending revisions and minor variation application from the applicant
4	902 Asbury Avenue	R3	Building Permit	Renovate front and rear deck/porch	09/27/20	pending additional information from the applicant
4	1212 Sherman Avenue	R3	Building Permit	Coach house	10/06/20	non-compliant, pending revisions from the applicant
4	1220 Crain Street	R1	Building Permit	Addition to garage	11/08/20	non-compliant, pending minor variation application from the applicant
4	934 Elmwood Avenue	R3	Zoning Analysis	Remove rear patio and portion of walk, replace with new paver brick patio	11/12/20	pending additional information and revisions from the applicant
4	1410 Greenleaf Street	B1	Building Permit	New 2-story building with 2 dwellings, office space and attached 3-car garage	12/08/20	pending revisions from the applicant
4	1508 Sherman Avenue	D4	Building Permit	Interior commercial space build out for coffee shop	01/21/21	pending staff review and special use application
4	1428 Crain Street	R3	Building Permit	Dormer addition and interior remodel	03/04/21	pending staff review
4	1034 Elmwood Avenue	R1	Building Permit	Patio and walkway	03/05/21	pending staff review
4	936 Sherman Avenue	R3	Building Permit	New dormer, interior renovation, and new HVAC	03/05/21	pending staff review
4	1211 Ridge Avenue	R1	Building Permit	New single-family residence	03/17/21	pending plat of subdivision recording
4	1226 Greenleaf Street	R1	Zoning Analysis	Chicken coop	03/18/21	pending staff review
5	1928 Foster Street	R5	Building Permit	Carport	10/25/20	non-compliant, pending revisions from the applicant
5	1102 Foster Street	R4a	Building Permit	Patio and pergola	11/01/20	non-compliant, pending revisions from the applicant
5	2044 Wesley Avenue, 2019 Jackson Avenue, and 2024-26 Green Bay Road	R4 & R5/oWE	Zoning Analysis	Planned Development for new 21 townhomes in 6 buildings and a 10-unit multi-family dwelling, including new street	01/13/21	non-compliant, revisions submitted, pending staff review
5	1929 Emerson Street	R3	Building Permit	Remove porch and rebuild deck	03/03/21	pending additional information from the applicant
5	2034 Pratt Court	R4a	Building Permit	Paver patio and walk	03/12/21	pending staff review
5	2317 Foster Street	R3	Building Permit	New driveway, partially on 2319 Foster Street	03/16/21	pending staff review
6	2300 Pioneer Road	R4	Zoning Analysis	Planned Development: Demo Landmarked portion of building, construct 3-story, 209,000 sf addition with 83 units/beds, new independent living, adding 125 underground parking spaces (Three Crowns)	11/13/19	non-compliant, pending revisions and preservation submittal
6	2426 Hartzell Street	R1	Building Permit	Enlarge deck, cover deck with roof	06/24/20	pending additional information from the applicant
6	3321 Colfax Street	R1	Building Permit	Brick patio and walk	06/30/20	pending revisions from the applicant
6	2650 Lincolnwood Avenue	R1	Building Permit	Front porch	08/17/20	pending additional information/revisions from the applicant
6	2634 Lawndale Avenue	R1	Building Permit	Addition and remodel garage	10/25/20	non-compliant, pending revisions per approved minor variation
6	2411 Crawford Avenue	R2	Building Permit	New patio	01/15/21	non-compliant, pending revisions from the applicant

6	3025 Park Place	R1	Building Permit	New detached garage, 28x22	02/08/21	non-compliant, pending minor variation application from the applicant
6	2949 Simpson Street	R1	Building Permit	Resurface driveway and new open parking pad in front yard	02/23/21	non-compliant, revisions submitted, pending staff review
6	3026 Thayer Street	R1	Building Permit	New 22x20 detached garage	03/03/21	pending additional information from the applicant
6	2533 Lawndale Avenue	R1	Building Permit	2-story addition, interior renovation	03/03/21	non-compliant, pending revisions from the applicant
6	2530 Cowper Avenue	R1	Building Permit	Remove porch, construct 2-story addition	03/12/21	pending staff review
6	2512 Park Place	R1	Building Permit	Screened in porch to replace deck	03/18/21	pending staff review
6	2706 Park Place	R1	Building Permit	New detached garage, 24x24	03/19/21	pending staff review
6	2533 Central Park Avenue	R1	Building Permit	Addition	03/23/21	pending staff review
7	2753 Girard Avenue	R1	Building Permit	Paver patio installation	07/28/20	non-compliant, pending additional information and revisions from the applicant
7	2119 Colfax Street	R1	Zoning Analysis	Replace concrete walk with brick pavers, new patio and paver walk	08/20/20	pending additional information from the applicant
7	2779 Prairie Avenue	R3	Building Permit	Rebuild deck adding roof to create screened-in porch	01/19/21	non-compliant, pending minor variation application from the applicant
7	2450 Hartrey Avenue	R1	Building Permit	remodel attic, replacing one dormer and enlarging another one	01/21/21	non-compliant, pending minor variation application from the applicant
7	2226 Payne Street	R1	Building Permit	New 22x22 detached garage	03/04/21	pending staff review
7	2766 Ridge Road	R1	Building Permit	Addition and interior remodel	03/05/21	pending staff review
7	1927 Lincoln Street	R1	Building Permit	Rebuild patio and walks, outdoor kitchen	03/11/21	pending staff review
7	2318 Simpson Street	R1	Building Permit	Stepper path, gravel area	03/17/21	pending staff review
7	2246 Ridge Avenue	R1	Building Permit	New deck	03/23/21	pending staff review
9	1120 Cleveland Street	R2	Building Permit	Paver patio installation	07/24/20	non-compliant, pending revisions from the applicant
9	1208 Monroe Street	R2	Building Permit	Remove existing walk and replace with larger concrete area	08/16/20	pending additional information/revisions from the applicant
9	1708 Keeney Street	R2	Building Permit	Above ground pool	08/17/20	pending additional information/revisions from the applicant
9	908 Seward Street	OS	Building Permit	Remove and replace asphalt, paint stripping and wheel stops (Ridgeville Park District)	02/02/21	pending additional information from the applicant
9	900 South Boulevard	R1	Building Permit	Renovate sun porch	03/15/21	pending staff review
9	630 Wesley Avenue	R1	Building Permit	Paver patio	03/19/21	pending staff review

#### Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	2315 Ridge Ave	R1	Minor Variation	Building lot and impervious surface coverage for screened-in porch and open deck	02/05/21	determination pending additional info from applicant



2	2030 Greenwood Street	I2	Major Variation & Map Amendment	Parking setback, number of off-street parking spaces, and drive aisle width in order to construct a new 24-unit multi-family dwelling; map amendment also needed to change zoning from I2 to MXE	01/14/21	pending P&D
2	1101 Church Street	R6	Major Variation	Adaptive reuse of church and new construction for 30 DUs	01/12/21	pending P&D 04/26/21
2	2223 Washington Street	I2	Special Use	Special use for mixed-use business with Business/Vocational School and accessory uses	01/21/21	pending P&D 04/12/21
2	2021 Lee Street	I2	Major Variation	Rear yard setback to a 1-story addition (C.E. Niehoff)	03/24/21	pending DAPR 04/07/21, ZBA 04/20/21
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	pending P&D 04/26/21
4	630 Davis Street	D2	Special Use	Special use for Type-2 Restaurant, Deep Purple Acia Bowl	01/21/21	pending CC 04/12/21
4	1012-1018 Church Street	D4	Planned Development	2-year extension of the approved Northlight Theatre Planned Development, ordinance 114-O-19	02/25/21	pending P&D 04/12/21, CC 04/26/21
5	2116-2120 Ashland Avenue	MXE	Special Use	Expansion of Doggy Daycare (Rex's Place)	03/16/21	pending DAPR 04/07/21, ZBA 04/20/21
6	2715 Hurd Avenue	R1	Planned Development	Demolish existing structure (church), construct new 2-story 19,836 square foot building for a Daycare Center-Children	09/09/20	pending PC 04/14/21
6	2419 Hastings Avenue	R1	Minor Variation	Front yard setback to open porch	02/22/21	determination after 3/22/21
7	1801 Central Street	B1a/oCS C	Special Use	Special Use for Commercial Indoor Recreation for a jui jitsu studio at rear of building	01/11/21	pending CC 04/12/21
7	2779 Prairie Avenue	R3	Minor Variation	Interior side setback to rear porch	02/17/21	determination after 04/07/21
7	2450 Hartrey Avenue	R1	Minor Variation	3rd story at rear of single-family residence	03/02/21	determination after 03/26/21
7	1705 Lincoln Street	R1	Fence Variation	Fence located in front yard	03/12/21	determination after 04/07/21
7	810 Ridge Terrace	R1	Minor Variation	Building lot coverage for a screened-in porch	03/11/21	determination after 04/07/21
8	1731 Howard Street	C1	Special Use	Wholesaling - Montelimar Bread Company	03/09/21	pending additional info from applicant



To: Erika Storlie, City Manager  
From: Gary Gerdes, Building and Inspection Services Manager  
Subject: Weekly Inspection Report  
Date: March 26, 2021

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.

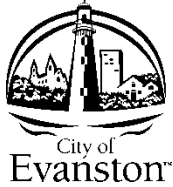
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

# Inspector Weekly Update

Cases Received, March 26, 2021

## Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1815 Ridge Avenue (Trulee)	Senior Living Facility	Construction fence, pedestrian canopy and area around site are in good order. Rough inspections continue through the ninth floor.	3/24/2021
2	1215 Church Street (YWCA)	Renovation of Existing Center/New Domestic Violence Shelter	Construction fence and site are in good order. Work continues in southeast portion of the project.	3/24/2021
4	1555 Ridge	Multi-Family Building	Construction fence and site are in good order. Levels 2 and 3 steel is being erected on the north and east elevations.	3/24/2021
8	1011 Howard (Evergreen Senior Housing)	Senior Living Facility	Construction fence and site are in good order. The construction fence is being moved and the construction area will now occupy one lane of Howard Street.	3/24/2021



# Memorandum

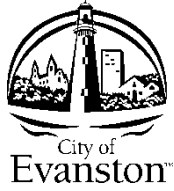
To: Honorable Mayor and Members of the City Council

From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: March 26, 2021

Ward	Property Address	Business Name	Date Received	Current Status
3	517 Dempster St	Comfort Desserts	3/1/2021	Licensed Issued
9	2209 Oakton St	Steak 'N' Shake	2/23/2021	Pending Change of Ownership Inspections
4	1508 Sherman Ave	Dollop Coffee	2/11/2021	Pending Permit Issuance
4	1555 Oak Ave	Museum Residences on Oak	2/3/2021	Pending Inspections
5	1115 Emerson Unit B	Cantuccio's	1/4/2021	Pending Inspections
8	955 Howard St	Alis Halal Eatery	1/6/2021	Pending Building Permit Issuance
2	1813 Dempster St	Zentli	8/27/2020	Building Permit Issued – Pending Inspections
1	1607 Chicago Ave	Bobba Tea Shop	5/6/2020	Building Permit Issued – Pending Inspections
4	1012-14 Davis St	Guidepost Day Care Center	04/08/2020	Building Permit Issued – Pending Inspections
2	1815 Ridge Ave	Solero Senior Living	03/03/2020	Building Permit Issued – Pending Inspections
8	633 Howard St	Estacion	2/4/2020	Building Permit Issued – Pending Inspections
5	2121 Ashland Av	Double Clutch	2/13/2019	Building Permit Issued - Pending Inspections
5	1905 Church St	Spice	12/13/2018	Building Permit Issued - Pending Inspections



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: March 26, 2021

There are no pending liquor license applications to report for this week.

Please contact me at (847) 448-8097 or [bgeorge@cityofevanston.org](mailto:bgeorge@cityofevanston.org) if you have any questions or need additional information.



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING MARCH 26, 2021

## #AllInIllinois #StayHomeSaveLives #ItOnlyWorksIfYouWearIt

### ***NWMC Here to Help Update***

This week saw continued progress on COVID-19 vaccinations, with over 1.9 million Illinois residents fully vaccinated as of yesterday evening. That represents 43.27% of residents 65 and older and 15.09% of the state's total population of eligible residents. On Monday, the Illinois Department of Public Health reported that 64% of residents 65 and older had received at least one dose of the vaccine and 30% of residents age 16+. As we reported last week, Governor Pritzker announced that Illinois could move to a [Bridge Phase](#) between Phases 4 and 5 of the Restore Illinois Plan if certain metrics are met and maintained. Despite the significant increases in vaccinations, new emerging variants and increases in the average number of daily cases prompted state and county officials this week to issue warnings of returning to previous mitigations if these trends continue.

On March 19, Governor Pritzker announced a phased increase in eligible workers able to receive the vaccine ahead of the universal eligibility that will begin on April 12. On Monday, the Cook County Department of Public Health announced expansion of vaccine eligibility to Phase 1b+, which includes individuals 16 years or older with serious medical conditions. DuPage, Kane, Lake and McHenry counties have not yet announced planned expansions of vaccine eligibility.

As more vaccine becomes available, the state and region are opening additional mass vaccination centers which are open to all Illinois residents. Today, a state-supported site in Forest Park (7630 Roosevelt Road) came online, with the ultimate capability to administer 5,000 shots per day. Other regional mass vaccination centers in or near the NWMC service territory that are open to all Illinois residents include: Triton College, 2000 5<sup>th</sup> Avenue in River Grove; the former Kmart in *Des Plaines*, 1155 E. Oakton Street; and, the former Sam's Club in Batavia, 501 N. Randall Road.

As always, staff will continue to work with our local government partners as well as monitor federal, state and local COVID-19 news, conference calls/press conferences and share pertinent information as it becomes available. Please do not hesitate to use NWMC staff as a resource and please contact us at any time. Stay well and we stand ready to help in any way we can! *Staff contacts: Mark Fowler, Larry Bury*

### ***NWMC Spring Auction is Less than a Month Away!***

The NWMC spring auction will be held on Tuesday, April 20 at noon at America's Auto Auction, 14001 S. Karlov Avenue in Crestwood. Thank you to *Evanston* and *Olympia Fields* who have committed vehicles to the auction and we encourage members to turn your old inventory into revenue! As reported last week, America's AA offers a wide variety of convenient services to prep your vehicles and garner the highest possible price.

Vehicles and equipment can be listed for disposal at the NWMC auction right up to the morning of the auction day. Sell them now to get a fresh start this spring and please keep in mind that a portion of the proceeds help support the operations of the organization. If you can't make the April event, there are live auctions also scheduled for July 20 and October 19. In addition, America's Auto Auction hosts online sales on par with other government surplus Internet auctions. For questions or additional information, please contact staff or Berry Ellis, [berry.ellis@americasautoauction.com](mailto:berry.ellis@americasautoauction.com) or 312-371-5993. *Staff contact: Ellen Dayan*

### ***Transportation Committee Discusses Fair Transit South Cook Pilot Program***

The NWMC Transportation Committee met Thursday and received several updates from regional partners as well as a presentation from Cook County Department of Transportation and Highways Director of Strategic Planning and Policy Jesse Elam. He discussed the three-year pilot project, Fair Transit, which is aimed at exploring avenues to increase transit ridership through the reduction of fares and improvement of interagency operability between Metra, Pace, and CTA. Finally, staff discussed the NWMC's response to the Regional Transportation Authority's Recovery Strategy submitted during their public comment period earlier this month. *Staff contacts: Kendra Johnson, Matt Pasquini*

### ***Ford Moves Up Transit Van Order Cut Off Date to April 2***

As a reminder, the Suburban Purchasing Cooperative (SPC) has been advised that the 2021 Ford Transit Full Sized Van (Contract #150) factory order cut-off date has been moved up to Friday, April 2. For questions or additional information, please contact staff or Tom Sullivan, 815-412-3227 or [tsullivan@curriemotors.com](mailto:tsullivan@curriemotors.com). *Staff contact: Ellen Dayan*

### ***FHWA Extends Public Comment Period for Proposed Revisions to MUTCD***

On December 14, 2020, the Federal Highway Administration (FHWA) announced proposed changes to standards, guidance, options and supporting information relating to the traffic control devices in all parts of the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD). The proposed changes are intended to update the technical provisions to reflect advances in technologies and operational practices, incorporate recent trends and innovations and set the stage for automated driving systems as those continue to take shape. The deadline for comments was recently extended from March 15 to May 14, 2021. To view the proposals and submit comments, please visit [Regulations.gov](https://www.fhwa.gov/regulations). *Staff contacts: Kendra Johnson, Matt Pasquini*

### ***RTA Launches Updated Transportation Data Website***

The Regional Transportation Authority (RTA) recently launched a redesigned website to house ridership statistics, interactive maps and downloadable data from the Chicago Transit Authority, Metra and Pace. The Regional Transportation Authority Mapping and Statistics website (RTAMS) was redesigned to be a faster, mobile friendly, and interactive approach to transparency. Please visit the [updated website](#) and learn more about the changes in [RTA's blog](#). *Staff contacts: Kendra Johnson, Matt Pasquini*

### ***RTA Opens Public Comment Period for Community Planning Program***

The Regional Transportation Authority (RTA) is accepting public comments on new projects proposed to be included in the 2021 Community Planning program. In conjunction with the Chicago Metropolitan Agency for Planning, the RTA held a call for projects in January and received 31 requests for technical assistance from 23 applicants, six of which are proposed to be awarded. Comments may be submitted to [applications@rtachicago.org](mailto:applications@rtachicago.org) through Friday, April 2. The final program of projects will be announced April 15 at the RTA Board of Directors meeting. For more information on the program and the proposed projects, please visit the [RTA's website](#). *Staff contacts: Kendra Johnson, Matt Pasquini*

### ***AARP Accepting Applications for 2021 Community Challenge Program***

The American Association of Retired Persons (AARP) Community Challenge provides small grants to fund quick-action projects from local governments and non-profits that can help communities become more livable for people of all ages. Applications are accepted for projects that improve public spaces, housing, transportation, civic engagement, coronavirus recovery, diversity and inclusion and more. For the 2021 cycle, applications are due via the [online application](#) by 7:00 p.m. on Monday, April 12. For more information, please visit the [Community Challenge website](#), or contact [CommunityChallenge@aarp.org](mailto:CommunityChallenge@aarp.org). *Staff contacts: Kendra Johnson, Matt Pasquini*

### ***Last Chance to Apply for Local Rail-Highway Grade Crossing Safety Program***

The Illinois Department of Transportation (IDOT) is still accepting applications for the Fiscal Year 2022 and 2023 Local Rail/Highway Grade Crossing Safety Program (Section 130 Funds). The purpose of this program is to improve safety at local agency railroad/highway crossings by installing new warning devices, upgrading existing warning devices, offering incentives for voluntary closures and other related rail/highway safety improvements.

For more information please refer to [Circular Letter 2021-07](#). Applications must be submitted to IDOT by Friday, April 2 at 11:59 p.m. For questions or additional information, please contact the Rail Safety Projects Unit, 217-782-3568 or [DOT.LRSRail@illinois.gov](mailto:DOT.LRSRail@illinois.gov). *Staff contacts: Kendra Johnson, Matt Pasquini*

### ***National Roadway Safety Awards Call for Nominations***

The 2021 National Roadway Safety Awards Program is currently accepting applications. This program opens biennially to recognize innovative and cost-effective roadway safety projects and programs that move the country toward zero deaths and serious injuries on the nation's roadways. States and local agencies are encouraged to submit an application for awards in two categories – Infrastructure and Operational Improvements, and Program Planning, Development, and Evaluation.

Entries are evaluated by a panel of judges in Washington, DC. Award winners normally are flown to Washington for a recognition ceremony, luncheon and meet-and-greets with national transportation officials and elected leaders. Please note that decisions about this year's in-person event has not yet been confirmed and may be moved to a virtual platform. Applicants will be notified of any travel restrictions if applicable. Applications should be submitted via the [Roadway Safety Foundation's online application](#) by Friday, May 28. For more information, please visit the [Federal Highway Administration's website](#) or contact Norah M. Ocel, [norah.ocel@dot.gov](mailto:norah.ocel@dot.gov). *Staff contacts: Kendra Johnson, Matt Pasquini*

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

*NWMC Executive Board* will meet Wednesday, April 7 at 8:30 a.m. via videoconference.

*NWMC Finance Committee* will meet Wednesday, April 14 at 12:00 noon via videoconference

*NWMC Board of Directors* will meet Wednesday, April 14 at 7:00 p.m. via videoconference.

### ***NWMC Staff***

Mark Fowler	Executive Director	<a href="mailto:mfowler@nwmc-cog.org">mfowler@nwmc-cog.org</a>
Larry Bury	Deputy Director	<a href="mailto:lbury@nwmc-cog.org">lbury@nwmc-cog.org</a>
Ellen Dayan, CPPB	Purchasing Director	<a href="mailto:edayan@nwmc-cog.org">edayan@nwmc-cog.org</a>
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Karol Heneghan	Executive Administrative Assistant/Office Manager	<a href="mailto:kheneghan@nwmc-cog.org">kheneghan@nwmc-cog.org</a>
Kendra Johnson	Program Associate for Transportation	<a href="mailto:kjohnson@nwmc-cog.org">kjohnson@nwmc-cog.org</a>
Matt Pasquini	Program Associate for Transportation	<a href="mailto:mpasquini@nwmc-cog.org">mpasquini@nwmc-cog.org</a>
Chris Staron	Policy Analyst	<a href="mailto:cstaron@nwmc-cog.org">cstaron@nwmc-cog.org</a>

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