



Memorandum

Date: February 18, 2022
To: Mayor Biss and Members of the City Council
From: Kelley Gandurski, Interim City Manager
Subject: City Manager's Office Weekly Report for February 14-18, 2022

Staff Reports by Department

City Manager's Office

Weekly Bids Advertised

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

Monday, February 21, 2022

Tuesday, February 22, 2022

2:00pm: [Design and Project Review Committee](#)

6:30pm: [Special City Council](#)

Wednesday, February 23, 2022

5:00pm: [Planning and Development Housing Sub-Committee](#)

6:00pm: [Economic Development Committee](#)

7:00pm: [Land Use Commission](#)

Thursday, February 24, 2022

Friday, February 25, 2022

Check the City's Calendar for updates:

[City of Evanston • Calendar](#)



Memorandum

To: Kelley Gandurski, Interim City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of February 14, 2022

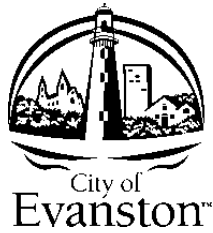
Date: February 18, 2022

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 sent during the Week of February 14, 2022

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
RFP 22-16 Sidewalk and Street Light Improvement Project	Public Works	The City of Evanston's Capital Planning and Engineering Bureau of the Evanston Public Works Agency seeking proposals from experienced firms for: Professional engineering services for design of sidewalk and streetlights improvement project on Greenleaf St. and Hartrey Ave. Work shall include surveying, data collection, public and stakeholder engagement, environmental, geotechnical & civil design services necessary to develop construction plans, specifications & estimates. Improvements will primarily consist of sidewalk gap infills, new sidewalks, and street lighting upgrades.	\$200,000	3/17	5/9

RFP 22-13 Civic Platform Configuration	Community Development	The City of Evanston's Community Development Department in coordination with other City Departments (City Manager's Office, Fire Department, Public Works Agency, and Law Department) are seeking proposals from experienced firms for: the Configuration of the City's Permitting and Licensing software which is Accela Civic Platform.	\$600,000	3/15	4/11
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Memorandum

To: Honorable Mayor and Members of the City Council
From: Johanna Nyden, Community Development Director
Subject: Weekly Zoning Report
Date: February 11, 2022

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 if you have any questions or need additional information.

Cases Received and Pending, February 3, 2022 - February 9, 2022

Backlog (business days received until reviewed): 11

Volume (number of cases pending staff review): 15

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1631 Chicago Avenue	D4	Zoning Analysis	Planned Development for new 13-story building with 141 dwelling units, 37 parking spaces, and 6,759 square feet of ground floor retail	05/20/21	pending revisions from the applicant
1	824 Emerson Street	C1	Zoning Analysis	Construct 2 story parking garage with 96 parking spaces exclusively for Sherman Gardens	10/27/21	non-compliant, pending revisions from the applicant
1	816 Garnett Place	R5	Zoning Analysis	Planned Development for new 9 story tower connected to Link with 200 dwelling units and 71 parking spaces	11/05/21	non-compliant, pending revisions from the applicant
2	1133 Fowler Avenue	R2	Building Permit	Concrete patio	09/28/21	pending additional information from the applicant
2	1611 Church Street	WE1	Zoning Analysis	Convert existing industrial building into 7 DUs, add 2 accessory structures towards the front yard	11/02/21	pending additional information from the applicant
2	1706 Crain Street	R3	Building Permit	Remove 2nd story and side porch, construct 2-story addition	10/06/21	pending revisions from the applicant
2	1515 Greenwood Street	R3	Building Permit	2nd story addition	10/20/21	pending additional information from the applicant
2	2322 Nathaniel Place	R2	Building Permit	Detached garage	02/04/22	pending staff review
2	1826 Dempster Street	C1	Zoning Analysis	Determination of use for convenience/liquor/grocery/tobacco retail store	02/04/22	pending staff review
3	822 Hinman Avenue	R6	Building Permit	Remove and replace parking lot, striping	10/26/21	pending additional information from the applicant
3	639 Forest Avenue	R1	Building Permit	Replace decking, handrail, and skirting on existing deck	12/06/21	pending additional information from the applicant
3	999 Michigan Avenue	R5	Zoning Analysis	Rooftop stair and deck to multi-family dwelling	12/16/21	pending additional information from the applicant
3	741 Sheridan Road	R1	Building Permit	Deck	01/03/22	pending additional information/revisions from the applicant
3	1327 Chicago Avenue	R5	Zoning Analysis	Add driveway and front yard parking	01/26/22	pending staff review
3	528 Greenwood Street	R5	Zoning Analysis	Subdivision to deed parking area to adjacent property (Alt 1)	01/26/22	pending staff review
3	528 Greenwood Street	R5	Zoning Analysis	Deed area of one parking space to adjacent property (Alt 2)	01/26/22	pending staff review
3	1032 Michigan Avenue	R1	Building Permit	Deck and concrete stairs	01/28/22	pending additional information from the applicant
3	903-913 Michigan Avenue	R5	Building Permit	Remove and replace 3 existing rear wood porches and stairs	02/06/22	pending staff review
4	1138 Elmwood Avenue	R3	Building Permit	New patio	08/15/21	on hold per the applicant
4	1122 Maple Avenue	R5	Building Permit	Paver driveway and paths	11/16/21	pending revisions from the applicant
4	718 Main Street	B2/oDM	Building Permit	New 5-story mixed-use building with ground floor retail and 120 dwellings (Vogue site)	12/28/21	pending revisions from the applicant, DAPR
4	1590 Sherman Avenue	D3	Building Permit	Interior remodel for a restaurant (Milk Tea Shop)	01/18/22	pending Administrative Review use review

4	1125 Oak Avenue	R3	Building Permit	Deck and interior renovation	01/30/22	pending additional information from the applicant
4	1118 Elmwood Avenue	R3	Building Permit	Heat and insulate garage, finish garage attic as ADU	02/08/22	pending staff review
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 12-unit multi-family dwelling, including new private street	01/13/21	incomplete planned development application submitted, pending additional information from the applicant
5	2046 Dodge Avenue	R3	Building Permit	Addition	09/28/21	non-compliant, pending revisions from the applicant
5	2127 Wesley Avenue	R3	Building Permit	New 2-car garage	10/07/21	pending additional information from the applicant
5	2117 Darrow Avenue	R4	Building Permit	New paver patio, 368 sf	10/14/21	pending additional information from the applicant
5	2114 Wesley Avenue	R3	Building Permit	Replace gravel walk and parking pad with pavers	10/16/21	pending additional information from the applicant
5	1717 Simpson Street	B1	Building Permit	Garage	10/28/21	non-compliant, pending revisions from the applicant
5	1717 Simpson Street	B1	Building Permit	Shed	11/01/21	non-compliant, pending revisions from the applicant
5	1701 Simpson Street	B1	Building Permit	First and 2nd story addition to existing commercial building	12/20/21	non-compliant, pending revisions from the applicant, DAPR review
5	1805-1815 Church Street	B2/oWE	Zoning Analysis	Construct 2 story religious institution for Mt. Pisgah and 44 DU multifamily building (primarily affordable)	01/25/22	pendng staff review
5	1832 Hovland Court	R3	Zoning Analysis	New 2-flat with open parking	12/23/21	pending additional information/revisions from the applicant
5	1729 Brown Avenue	R3	Zoning Analysis	New 3-unit multi-family dwelling with detached garage with ADU	01/04/22	non-compliant, pending additional information and revisions from the applicant
5	2011 Pratt Court	R4a	Zoning Analysis	Dormer addition	02/07/22	pending staff review
6	2504 Central Park Avenue	R1	Building Permit	Addition and patio expansion	07/07/21	pending revisions from the applicant
6	2402 Pioneer Road	R1	Building Permit	Patio, pergola, and walks	08/31/21	pending revisions from the applicant
6	2828 Lincoln Street	R1	Building Permit	Deck and patio	09/02/21	pending additional information from the applicant
6	3434 Central Street	R1	Zoning Analysis	Demolish existing improvements, construct new 2-story, 20,000 sf Daycare Center-Child (Kensington School)	10/06/21	non-compliant, pending revisions from the applicant and/or planned development application
6	3031 Thayer Street	R1	Building Permit	Shed	11/15/21	non-compliant, pending revisions from the applicant
6	3321 Colfax Place	R1	Building Permit	Replace steps	11/24/21	pending additional information from the applicant
6	2125 Bennett Avenue	R1	Building Permit	Detached garage	12/07/21	pending revisions from the applicant
6	2536 Gross Point Road	R2	Zoning Analysis	Generator for existing cell equipment on City water tower	01/07/22	pending additional information from the applicant
6	2421 Central Park Avenue	R1	Building Permit	2-story detached ADU	01/30/22	pending revisions from the applicant

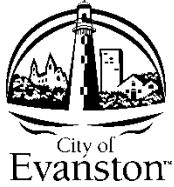
6	2303 Park Place	R1	Building Permit	1st and 2nd story additions, interior and exterior renovation, detached garage	01/30/22	pending staff review
6	3226 Thayer Street	R1	Building Permit	1-story addition and interior remodel	01/31/22	pending staff review
6	2612 Prospect Avenue	R1	Building Permit	New single-family residence	01/31/22	pending staff review
6	2536 Bennett Avenue	R5	Building Permit	New 12x20 detached garage	02/01/22	pending staff review
6	2650 Lincolnwood Drive	R1	Building Permit	Patio	02/05/22	pending staff review
6	3028 Park Place	R1	Building Permit	Rear and 2nd story addition	02/06/22	pending staff review
6	2516 Ridgeway Avenue	R1	Building Permit	Addition	02/08/22	pending staff review
7	1030 Central Street	OS	Zoning Analysis	Post 42 Patio determination of use for American Legion/Canal Shores Golf Course	06/29/21	on hold per Law
7	1225 Grant Street	R1	Building Permit	Remove and replace deck	07/17/21	pending revisions from the applicant
7	2305 Payne Street	R1	Building Permit	Demolish existing attached garage, construct 2-story addition	09/12/21	pending minor variation application
7	2211 Pioneer Road	R1	Building Permit	Garage, 20'x20'	10/27/21	pending revisions per approved minor variation application
7	2333 Ridge Avenue	R1	Building Permit	Garage, 14x20	11/17/21	non-compliant, pending additional information and revisions from the applicant
7	1114 Grant Street	R1	Zoning Analysis	1-story addition	12/09/21	revised plan submitted by applicant, pending staff review
7	1801 Central Street	B1a/oCS	Building Permit	Remodel 1st floor and 2-story addition above (fitness studio on ground floor)	01/13/22	pending revisions from the applicant, DAPR
7	2002 Central Street	B1a/oCS	Building Permit	Interior remodel for a restaurant (Blended)	01/19/22	pending Administrative Review Use review
7	2631 Prairie Avenue	R4	Building Permit	New attached garage, addition, and interior remodel	01/28/22	pending additional information from the applicant
8	324 Florence Avenue	R1	Building Permit	Garage, 20'x20'	12/01/21	non-compliant, pending revisions/minor variation application from the applicant
8	1321 Brummel Street	R4	Zoning Analysis	New curb cut and shared driveway to open parking in the rear of two multi-family dwellings, 1317-1321 Brummel St	12/21/21	pending additional information from the applicant
9	1718 Cleveland Street	R2	Building Permit	Demolish back stairs, remove walk and driveway, pour cement area and front walk	11/12/21	pending additional information from the applicant

Pending building permit and zoning analysis reviews older than 6 months where there has not been activity are periodically removed from the zoning report.

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1740 Orrington Avenue	D2	Planned Development	New 10-story office/lab building with 35 parking spaces (Burger King site)	11/09/21	pending P&D 02/28/22
1	518 Davis Street	D4	Special Use	Special use for a Convenience Store	11/09/21	pending P&D, CC
1	1710-1716 Sherman Avenue	D2	Major Variation	Reduce required parking for interior remodel for 35 dwelling units and 1 ground floor commercial use to existing 4-story building (former Varsity Theater)	11/23/21	pending LUC 02/23/22

1	1514 Judson Avenue	R1	Minor Variation	Interior side setback to 2nd story addition to an existing 1-story detached garage, addition is for an ADU	01/28/22	determination after 02/15/22
2	1414 Church Street	R1	Major Variation	Rear yard setback, building lot and impervious surface coverage for an attached garage addition	01/18/22	pending LUC 02/23/22
3	1115 Hinman Avenue	R1	Minor Variation	Building lot coverage for rear addition and screened-in porch	01/31/22	determination after 02/18/22
4	618 Davis Street	D2	Administrative Review Use	Administrative Review Use for Medical office - COVID testing facility	02/07/22	pending DAPR 02/15/22
4	620 Grove Street	D2	Administrative Review Use	Administrative Review Use for Medical office - COVID testing facility	01/19/22	pending DAPR 02/15/22
6	2650 Lincolnwood Drive	R1	Minor Variation	Building lot and impervious surface coverage for a front porch	11/18/21	pending additional information from the applicant
7	1105 Leonard Place	R1	Minor Variation	Street side setback to 2nd story addition	01/24/22	determination after 02/10/22
7	2356 Colfax Terrace	R1	Major Variation	Many variations for the construction of an addition to a single-family dwelling with attached garage	12/15/21	pending LUC 02/23/22
8	2424 Oakton Street	C1/oRD	Special Use	Special use for Resale Establishment, Salvation Army	11/08/21	pending DAPR 02/22/22, LUC 03/09/22
9	1224 Washington Street	R3	Major Variation	Lot size and impervious surface lot coverage for subdividing the zoning lot into 2 lots	12/07/21	pending DAPR 02/15/22, LUC 02/23/22



Memorandum

To: Kelley Gandurski, Interim City Manager
From: Angelique Schnur, Interim Building and Inspection Services Manager
Subject: Weekly Inspection Report
Date: February 18, 2022

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 847-448-8035 or aschnur@cityofevanston.org if you have any questions or need additional information.

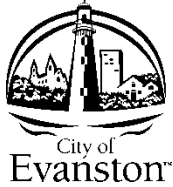
Cases Received, February 18, 2022

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
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2	1101 Church Street	Multi-Family Building	The construction fence has been installed. Final stages for issuance of the demolition permit for parson's house.	2/16/2022
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4	1555 Ridge Avenue	Multi-Family Building	Fence and site are in good order. No change in project status.	2/16/2022
8	1011 Howard Street (Evergreen Senior Housing)	Senior Living Facility	Site is secure. Final inspections are underway. The project should be close to completion with all inspections in the next couple of weeks.	2/16/2022
8	100 Chicago Avenue (Gateway)	Mixed-Use Retail/Residential	Construction fence has been secured and the graffiti has been removed from the construction trailer. Framing work on the 2nd floor is still in progress.	2/16/2022



Memorandum

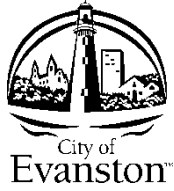
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: February 18, 2022

Ward	Property Address	Business Name	Date Received	Current Status
4	1590 Sherman Ave	Moge Tee Shop	1/21/2022	Pending Building Permit Issuance
7	2002 Central St	Blended HSB Evanston	1/20/2022	Pending Building Permit Issuance
1	809 Davis St	5411 Empanadas	12/21/2021	Pending Building Issued – Pending Inspections
1	1743 Sherman Ave	Olive Mediterranean Grill	12/10/2021	Pending Building Permit Issuance
1	724 Clark St	Shinto Ramen	11/19/2021	Pending Building Permit Issuance
2	1806 Dempster St	Dempster Snack Shop	10/14/2021	Pending License Issuance
8	329 Howard St	LOADaSPUD	10/12/2021	Pending Building Issued – Pending Inspections
7	1921 Central St	Central Street Diner	10/7/2021	Pending Permit Application
1	719 Church St	Elephant + Vine	10/5/2021	Pending Building Issued – Pending Inspections
4	1619 Chicago Ave	Picnic	9/14/2021	Pending Building Issued – Pending Inspections
3	528 Dempster St	Evanston Pour	9/14/2021	License Issued
1	1601 Sherman Ave	Sweetgreen	9/13/2021	Pending Building Issued – Pending Inspections
1	1726 Sherman Ave	Tomo Japanese Street Food	7/13/2021	Pending Building Issued – Pending Inspections
3	525 Main St	Wild Fork Foods	4/6/2021	License Issued
4	1508 Sherman Ave	Dollop Coffee	2/11/2021	Building Permit Issued – Pending Inspections
2	1813 Dempster St	Zentli	8/27/2020	Building Permit Issued – Pending Inspections
8	633 Howard St	Estacion	2/4/2020	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: February 18, 2022

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

Please contact me at (847) 866-2937 or 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 FEBRUARY 18, 2022

Editor's Note

The NWMC offices will be closed on Monday, February 21 in observance of the President's Day holiday.

Join Lincolnshire at the April 19 Surplus Vehicle and Equipment Auction

The next NWMC Surplus Vehicle and Equipment Auction is scheduled for noon on Tuesday April 19, at America's Auto Auction in Crestwood. Thank you to the *Village of Lincolnshire* for being the first to sign up! America's AA offers a wide variety of convenient services to prep your vehicles and garner the highest possible price, and as noted last week, prices for used cars are up 40% year-to-year due to chip shortages and high demand.

Please note that 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 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 Auction, live auctions will also be held on July 19 and October 18. 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, 312-371-5993 or berry.ellis@americasautoauction.com. *Staff contact: Ellen Dayan*

Lead Abatement Seminar Rescheduled

Due to severe weather on the originally scheduled date, the "Get the Lead Out" event hosted by the Northwest Municipal Conference and Robinson Engineering has been postponed until Thursday, March 3 at 10:00 a.m. The seminar will still be held in a hybrid format, with participants having the option to attend in-person at *Barrington's* White House, or remotely via Zoom. The seminar will cover new state and federal laws, funding opportunities and how to maintain compliance even after abatement projects are completed. A new invitation will be available soon where interested participants can indicate their preference for attending in-person or remotely. *Staff contacts: Kendra Johnson, Eric Czarnota*

CMAP Seeks EV Infrastructure Strategy Input

The Chicago Metropolitan Agency for Planning (CMAP) is currently researching the feasibility for an Electric Vehicle (EV) Infrastructure Strategy. CMAP will be assessing the current state of EV charging infrastructure, gaps in the network, and exploring considerations for equity, efficiency, partnerships, and coordinated investment. CMAP would like to hear from transportation implementers about current work they are pursuing and their thoughts on the region's EV charging needs. If someone from your agency would be interested in participating in the project, please contact Brian Daly at bdaly@cmapp.illinois.gov. *Staff contacts: Eric Czarnota, Kendra Johnson*

IML, EIU to Offer Free Public Safety Pension Fund Trustee Training

From the desk of Illinois Municipal League Executive Director Brad Cole via an email sent Tuesday:

Today, the Illinois Municipal League (IML) launched a free education platform for all Article 3 (police) and Article 4 (firefighters) pension fund trustees. The platform, available online at iml.org/pensiontrustees, provides the statutorily-required training certification for all trustees, at no cost.

[IML's fact sheet on the new training program is available via this link.](#)

[IML's press release announcing the launch of the free educational platform is available via this link.](#)

The online curriculum includes seminars on the following topics and much more:

- Articles 3 and 4 Pension Disability Pension Overview
- Duties and Ethical Obligations of a Pension Fund Fiduciary
- Board Oversight of Cyber Risk: Before a Breach

- Illinois Public Employee Disability Act and Public Safety Employee Benefits Act
- Developments and Potential Changes in Federal and Illinois Labor and Employment Laws
- Qualified Domestic Relations Order
- Pension Plan Funding 101
- Pension Plan Assumptions 101
- Freedom of Information Act and Open Meetings Act
- Cyber Security Best Practices
- Managing Generational Differences and Unconscious Bias in the Workplace
- How to Identify, Address and Prevent Sexual Harassment and Discrimination
- Let Me Ask You a Question

The trustee training program is provided completely online, at no cost to the user and is available 24 hours a day, in partnership with Eastern Illinois University's School of Extended Learning. The training program is available at iml.org/pensiontrustees. Questions about the platform may be directed to IML by email at pensiontrustees@iml.org.
Staff contacts: Mark Fowler, Larry Bury

Ride Illinois Offers Free Bicycle-Friendly Driver Courses

Bicycle advocacy organization Ride Illinois continues to offer monthly online courses designed to educate drivers of motor vehicles how to drive safely near cyclists and increase safety for all road users. Their bicycle-friendly driver courses, entitled "Who's Lane is It?", will focus on the Illinois Rules of the Road, sharing the road, bike infrastructure, causes of common crashes, taking the lane and the information that Ride Illinois shares with cyclists in education courses. As the number of injuries and fatalities on Illinois roadways continues to increase, bicyclists and pedestrians are particularly vulnerable and this course shares information that could reverse the trend. The schedule of Bicycle-Friendly Driver courses is as follows:

- Tuesday, February 22, 7:00 p.m.
- Wednesday, March 30, 7:00 p.m.
- Thursday, April 28, 12:00 p.m.

Please visit the Ride Illinois [registration page](#) to sign up. For more information or for more opportunities to collaborate, please contact education@rideillinois.org. *Staff contacts: Eric Czarnota, Kendra Johnson*

Meetings and Events

NWMC Transportation Committee will meet Thursday, February 24 at 8:30 a.m. at the NWMC offices and via videoconference.

NWMC Executive Board will meet Wednesday, March 2 at 8:30 a.m. via videoconference.

NWMC Local Government Communicators Committee will meet Wednesday, March 2 at 1:00 p.m. via videoconference.

NWMC Staff

Mark Fowler	Executive Director	mfowler@nwmc-cog.org
Larry Bury	Deputy Director	lbury@nwmc-cog.org
Eric Czarnota	Program Associate for Transportation	eczarnota@nwmc-cog.org
Ellen Dayan, CPPB	Purchasing Director	edayan@nwmc-cog.org
Marina Durso	Executive Assistant	mdurso@nwmc-cog.org
Kendra Johnson	Program Manager for Transportation	kjohnson@nwmc-cog.org
Chris Staron	Policy Analyst	cstaron@nwmc-cog.org

Phone: 847-296-9200
www.nwmc-cog.org