



## Memorandum

**Date:** February 25, 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 21-25, 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 28, 2022**

4:30pm: [Administration and Public Works Committee](#)

5:15pm: [Planning and Development Committee](#)

6:00pm: [City Council](#)

### **Tuesday, March 1, 2022**

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

### **Wednesday, March 2, 2022**

6:30pm: [Citizen Police Review Commission](#)

### **Thursday, March 3, 2022**

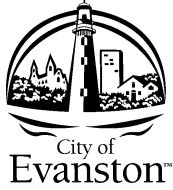
8:30am: [Referrals Committee](#)

9:00am: [Reparations Committee](#)

### **Friday, March 4, 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 21, 2022

Date: February 25, 2022

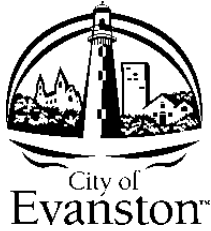
The following is a list of projects that have been advertised and the anticipated date each will be presented to Council or Library Board.

## Bids/RFPs/RFQs sent during the Week of February 21, 2022

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Bid 22-05 2022 Water Main Improvements and Street Resurfacing	Public Works	Work on this project includes the resurfacing of various streets with water main improvements, new water services, trench patching, replacement of curb, adjacent sidewalk, and all incidental construction. Bidders must be prequalified by the Illinois Department of Transportation (IDOT) and present an IDOT issued "Certificate of Eligibility" with the bid proposal.	\$5,332,000	4/5	4/28
Bid 22-18 Distribution System Materials	Public Works	Work on this project includes the supply of materials such as brass valves, fittings and gaskets to be used in the maintenance of the drinking water distribution system.	\$225,000	4/12	5/9

<p>Bid 22-20 City Wide Landscape Maintenance Contract</p>	<p>Public Works</p>	<p>Work on this project includes proposal for the maintenance, care, and all related activities of all exterior landscaped areas as outlined on the enclosed maps and plans. Areas include 54 corner planting beds and 9 cul-de-sacs surrounding the Dempster/Dodge shopping center; planting beds adjacent to two commercial streetscapes, Green Bay Road embankment and beds, Poplar Avenue embankment and beds; and the planting islands within the Lorraine H. Morton Civic Center. The type of maintenance, care and other activities is defined in the following scope of services and is designed to promote healthy growth and create the landscape environment specified.</p>	<p>\$70,000</p>	<p>3/15</p>	<p>3/28</p>
<p>RFP 22-19 Lead Testing</p>	<p>Public Works</p>	<p>The City of Evanston's Water Production Bureau of the Evanston Public Works Agency is seeking proposals from experienced firms for the development of a program to manage lead sampling, mailing of lead sampling notification letters to community members, lead sample kit distribution, lead testing, and communicating lead sampling results to the City following each of the 4,706 water meter replacements expected to occur over the next two years. The lead</p>	<p>\$4,200,00</p>	<p>5/10</p>	<p>5/23</p>

		sampling would occur twelve weeks following each water meter replacement. The location where the replacements occur will be provided by the City of Evanston to the contractor. The contractor shall provide a cloud based solution for ordering and tracking the program.			
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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 25, 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](mailto:jnyden@cityofevanston.org) if you have any questions or need additional information.

**Cases Received and Pending, February 17, 2022 - February 24, 2022**

**Backlog (business days received until reviewed): 13**

**Volume (number of cases pending staff review): 10**

**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	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
1	2014 Orrington Avenue	R1	Building Permit	Brick walk, patio, and wall, concrete pad	02/10/22	pending staff review
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	1826 Dempster Street	C1	Zoning Analysis	Determination of use for convenience/liquor/grocery/tobacco retail store	02/04/22	pending staff review
2	1927 Cleveland Street	R2	Building Permit	Basement remodel	02/22/22	pending staff review
2	2321 Bradley Place	R2	Building Permit	Walk and pad	02/09/22	pending additional information from the applicant
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	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 additional information from the applicant
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	<b>pending revisions from the applicant, DAPR</b>
4	1125 Oak Avenue	R3	Building Permit	Deck and interior renovation	01/30/22	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	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	<b>non-compliant, pending revisions from the applicant, DAPR review</b>
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	pending additional information from the applicant
5	1832 Hovland Court	R3	Zoning Analysis	New 2-flat with open parking	12/23/21	pending additional information/revisions from the applicant
5	2115 Ridge Avenue	R4a	Building Permit	Driveway	02/23/22	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	3031 Thayer Street	R1	Building Permit	Shed	11/15/21	revisions submitted by applicant, pending staff review
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	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 revisions from the applicant
6	2650 Lincolnwood Drive	R1	Building Permit	Patio	02/05/22	pending staff review
6	2516 Ridgeway Avenue	R1	Building Permit	Addition	02/08/22	pending additional information from the applicant
6	2418 Harrison Street	R1	Building Permit	2-story addition	02/19/22	pending staff review
6	2700 Woodland Road	R1	Building Permit	Interior alterations	02/22/22	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	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	1801 Central Street	B1a/oCS	Building Permit	Remodel 1st floor and 2-story addition above (fitness studio on ground floor)	01/13/22	<b>pending revisions from the applicant, DAPR</b>
7	2631 Prairie Avenue	R4	Building Permit	New attached garage, addition, and interior remodel	01/28/22	pending additional information from the applicant
7	2687 Stewart Avenue	R1	Building Permit	Interior remodel and addition	02/21/22	pending staff review

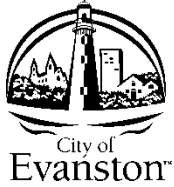


8	324 Florence Avenue	R1	Building Permit	Garage, 20'x20'	12/01/21	non-compliant, pending revisions/minor variation application from the applicant
8	1321 Brummel Street	R4	Zoning Analysis	New curb cut and shared driveway to open parking in the rear of two multi-family dwellings, 1317-1321 Brummel St	12/21/21	revisions submitted by applicant, pending staff review

**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	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 P&D 03/14/22, CC
2	1047 Darrow Avenue	R3	Minor Variation	Street side setback, front setback, and porch depth for a 2-story addition and to reconstruct an open front porch	02/16/22	determination after 03/07/22
2	1001 Dewey Avenue	R3	Minor Variation	Deck located in interior side yard, interior side yard setback to deck, front yard fence	02/18/22	pending additional information from the applicant
5	2044 Wesley Avenue	R4/R5/oWE	Planned Development	New construction of 19 townhomes, a 12-unit multi-family dwelling, new private driveway/alley to access townhomes, new pedestrian path connecting Green Bay Road, Wesley and Jackson Avenues, removal of railroad infrastructure and environmental clean-up of site	02/03/22	pending staff review, DAPR, LUC
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
6	3434 Central Street	R2	Planned Development	New 2-story, 24,916 sf building for a Daycare center - Child (Kensington School)	02/10/22	pending staff review, DAPR, LUC
6	2635 Crawford Avenue	R2	Minor Variation	Lot width to subdivide lot into 2 lots	02/11/22	determination after 03/02/22
8	2424 Oakton Street	C1/oRD	Special Use	Special use for Resale Establishment, Salvation Army	11/08/21	pending LUC 03/09/22



# Memorandum

To: Kelley Gandurski, Interim City Manager

From: Angelique Schnur, Interim Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: February 25, 2022

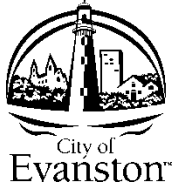
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

Please contact me at 847-448-8035 or [aschnur@cityofevanston.org](mailto:aschnur@cityofevanston.org) if you have any questions or need additional information.

**Cases Received, February 25, 2022**

**Field Reports**

<b>Ward</b>	<b>Property Address</b>	<b>Construction Type</b>	<b>Inspector Notes</b>	<b>Received</b>
2	1101 Church Street	Multi-Family Building	Construction fence and site are in good order.	2/23/2022
2	2030 Greenwood	Multi-Family Building	Construction fence and permit placards are in place, no activity on site at this time.	2/23/2022
4	1555 Ridge Avenue	Multi-Family Building	The construction fence and site are in good order. Final interior inspections will begin next week 3/2/22.	2/23/2022
8	1011 Howard Street (Evergreen Senior Housing)	Senior Living Facility	The construction site is in good order. Final inspections of new building almost complete. Interior and exterior remodel of existing building is underway.	2/23/2022
8	100 Chicago Avenue (Gateway)	Mixed-Use Retail/Residential	The construction fence and site are in good order. The second floor walls are up, progress continues to be slow.	2/23/2022



# Memorandum

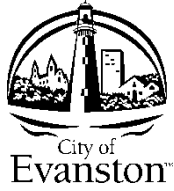
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: February 25, 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
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
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
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 25, 2022

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

Please contact me at (847) 866-2937 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 FEBRUARY 25, 2022**

## ***Transportation Committee Reviews New Infrastructure Opportunities***

At Thursday's NWMC Transportation Committee meeting, staff presented an overview of the Infrastructure Investment and Jobs Act (IIJA), including Illinois-specific funding levels, recommendations for communities, a funding timeline and additional highlights. The bill provides \$248 billion for transportation investments and will be split into both new and existing formula programs as well as competitive programs.

Almost all formula programs available to Illinois and the north and northwest suburbs received an increase in funding. As further guidance is prepared, communities should start identifying projects compatible with the legislation's vision and reviewing project specific eligibilities and requirements. Slides from the presentation are [available online](#), and include links to more detailed information available from several resources as well as the [White House IIJA Guidebook](#). *Staff contacts: Kendra Johnson, Eric Czarnota*

## ***Lead Abatement Seminar Rescheduled – New RSVP Link***

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 rescheduled for 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. Interested participants should [RSVP online](#) and indicate their preference for attending in-person or remotely. *Staff contacts: Eric Czarnota, Kendra Johnson*

## ***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](mailto:berry.ellis@americasautoauction.com). *Staff contact: Ellen Dayan*

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

*From the desk of Illinois Municipal League Executive Director Brad Cole:*

Last Tuesday, 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](http://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](http://iml.org/pensiontrustees). Questions about the platform may be directed to IML by email at [pensiontrustees@iml.org](mailto:pensiontrustees@iml.org).  
*Staff contacts: Mark Fowler, Larry Bury*

***Cook County Accepting Applications for Invest in Cook and CDBG Programs***

As a reminder, the Cook County Department of Transportation and Highways (DoTH) is accepting applications for the [Invest in Cook](#) grant program, which assists communities with transportation infrastructure improvements. The Cook County Bureau of Economic Development (BED) is accepting applications for the [Community Development Block Grant \(CDBG\)](#) program, which supports economic development activities throughout the county.

Both programs’ application periods will close on Wednesday, March 16 at 5:00 p.m. The DoTH and BED hosted a virtual workshop to provide further information on the programs and application processes, and recordings are available on [Cook County’s website](#). For more information on the Invest in Cook program, please email [InvestinCook.CC@cookcountyil.gov](mailto:InvestinCook.CC@cookcountyil.gov) and [info.edev@cookcountyil.gov](mailto:info.edev@cookcountyil.gov) for the CDBG program. *Staff contacts: Kendra Johnson, Eric Czarnota*

***Meetings and Events***

*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 Finance Committee* will meet Wednesday, March 9 at noon via videoconference.

*NWMC Board of Directors* will meet Wednesday, March 9 at 7:00 p.m. via videoconference.

*NWMC Legislative Committee* will meet Wednesday, March 16 at 8:30 a.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>
Eric Czarnota	Program Associate for Transportation	<a href="mailto:eczarnota@nwmc-cog.org">eczarnota@nwmc-cog.org</a>
Ellen Dayan, CPPB	Purchasing Director	<a href="mailto:edayan@nwmc-cog.org">edayan@nwmc-cog.org</a>
Marina Durso	Executive Assistant	<a href="mailto:mdurso@nwmc-cog.org">mdurso@nwmc-cog.org</a>
Kendra Johnson	Program Manager for Transportation	<a href="mailto:kjohnson@nwmc-cog.org">kjohnson@nwmc-cog.org</a>
Chris Staron	Policy Analyst	<a href="mailto:cstaron@nwmc-cog.org">cstaron@nwmc-cog.org</a>

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