



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: January 20, 2023

STAFF REPORTS BY DEPARTMENT

Weekly Report for January 16, 2023 – January 20, 2023

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

**STANDING COMMITTEES OF THE COUNCIL &
MAYORAL APPOINTED BOARDS, COMMISSIONS & COMMITTEES**

Monday, January 23, 2023

[Administration & Public Works Committee](#)

[Planning & Development Committee](#)

[City Council](#)

Tuesday, January 24, 2023

[Planning & Development Housing Sub-Committee](#)

Wednesday, January 25, 2023

[Economic Development Committee](#)

[Land Use Commission](#)

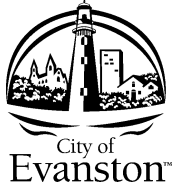
Thursday, January 26, 2023

[Emergency Telephone System Board](#)

[Joint Meeting: 5th Ward & Redistricting Committee](#)

Friday, January 27, 2023

No meetings scheduled



Memorandum

To: Luke Stowe, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week January 16, 2023

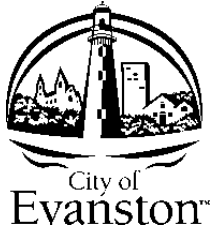
Date: January 20, 2023

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 January 16, 2023

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Arrington Lakefront Lagoon Repairs	Public Works	Work on this project includes removal of failed existing brick curbing and permeable concrete pavement and installation of a stone retaining wall and new permeable concrete pavement at the Arrington Lakefront Lagoon located east of Sheridan Road at Church Street in Evanston, Illinois.	\$200,000	02/14	02/27
Construction Engineering, Design & Surveying Services	Public Works	The City of Evanston's Bureau of Capital Planning & Engineering is seeking proposals from experienced firms for: Various Design, Construction Eng. and Land Survey Professional Services related to municipal infrastructure capital improvements. The purpose of this RFQ is to prequalify a group of highly proficient multifaceted civil engineering consulting firms. The successful firms	\$350,000	02/28	04/24

		will be prequalified to submit proposals requested by City staff for various professional services on an as needed basis over a period of three years with the potential for one additional year extension.			
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Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: January 20, 2023

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 (224) 296-4489 or ewilliams@cityofevanston.org if you have any questions or need additional information.

Cases Received and Pending, January 12, 2023 - January 18, 2023

Backlog (business days received until reviewed): 7

Volume (number of cases pending staff review): 8

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1940 Orrington Avenue	R4a	Building Permit	Attic remodel, dormers and roof framing	12/02/22	non-compliant, pending revisions from the applicant
1	1323 Judson Avenue	R1	Zoning Analysis	Additions	01/13/23	pending staff review
2	1516 Florence Avenue	R3	Building Permit	Paver patio and pergola	06/07/22	pending additional information and revisions from the applicant
2	1326 Hartrey Avenue	R4	Building Permit	Asphalt driveway	09/08/22	pending additional information from the applicant
2	1623 Crain Street	R3	Building Permit	Pergola	09/29/22	non-compliant, pending revisions from the applicant
2	1504 Ashland Avenue	R3	Building Permit	Open porch and concrete patio	10/17/22	pending revisions from the applicant
2	1800 Greenwood Street	R3	Building Permit	New 3-car garage/coach house	11/21/22	non-compliant, pending revisions from the applicant
2	1806 Dempster Street	B1	Building Permit	Interior remodel of existing commercial space	11/23/22	pending additional information from the applicant
2	1611 Church Street	WE1/oWE	Zoning Analysis	Adaptive reuse of existing structure to convert to 8 dwelling units with new detached garage	12/05/22	pending revisions from the applicant
3	1032 Michigan Avenue	R1	Building Permit	Remove portion of walk, new stone patio	06/29/22	non-compliant, pending submittal of minor variation application from the applicant
3	819 Judson Avenue	R5	Building Permit	New 9-unit multi-family dwelling	07/08/22	non-compliant, pending revisions from the applicant
3	1218 Forest Avenue	R1	Building Permit	Addition to detached coach house	11/30/22	pending additional information from the applicant
3	915 Michigan Avenue	R5	Building Permit	Interior remodel	01/13/23	pending staff review
3	850 Sheridan Road	R1	Zoning Analysis	Determination of use	01/18/23	pending staff review
4	1234 Wesley Avenue	R3	Building Permit	Convert existing garage into coach house	10/19/22	pending additional information from the applicant
4	901 Maple Avenue	R5	Building Permit	Rooftop canopy	10/26/22	pending additional information from the applicant, DAPR
4	1030 Dempster Avenue	R3	Building Permit	Interior alteration converting a 2-family dwelling to single-family dwelling	01/05/23	pending additional information from the applicant
4	1002 Asbury Avenue	R1	Zoning Analysis	Replace carport with garage	01/09/23	pending additional information from the applicant
5	2201 Dewey Avenue	MXE	Building Permit	Remove brick paver walk, install concrete parking pad	05/20/22	pending additional information from the applicant
5	2012 Maple Avenue	R4a	Building Permit	Garage	06/09/22	non-compliant, pending revisions from the applicant
5	2216 Foster Street	R3	Building Permit	Concrete parking pad	06/25/22	pending additional information from the applicant
5	2216 Foster Street	R3	Building Permit	Pergola	06/30/22	pending additional information from the applicant

5	1819 Hovland Court	R3	Building Permit	Parking pad and driveway	08/27/22	pending additional information from the applicant
5	1920 Asbury Avenue	R5	Building Permit	Rebuild porch	09/22/22	pending additional information from the applicant
5	819 Foster Street	R5	Building Permit	Replace a/c	10/24/22	pending additional information from the applicant
5	2117 Dewey Avenue	MXE	Zoning Analysis	Demolish existing structure, construct 2-unit live/work building	10/24/22	pending additional information/revisions from the applicant
5	1820 Brown Avenue	R3	Building Permit	Install pavers and shed	10/25/22	pending additional information from the applicant
5	2110 Maple Avenue	R4a	Building Permit	Driveway	11/30/22	non-compliant, pending revisions from the applicant
5	1740 Hovland Court	R3	Building Permit	Pavers	12/30/22	pending additional information from the applicant
6	2417 Thayer Street	R1	Building Permit	Patio	04/02/22	pending revisions from the applicant
6	2634 Lawndale Avenue	R1	Building Permit	Garage	06/10/22	non-compliant, pending revisions from the applicant
6	3700 Glenview Road	R1	Building Permit	Concrete slabs	08/17/22	pending additional information from the applicant
6	2435 Cowper Avenue	R1	Building Permit	2.5-story addition, deck, and 2-story 3-car garage/coach house	09/27/22	non-compliant, pending revisions from the applicant
6	2146 McDaniel Avenue	R1	Building Permit	Garage, 18x20	10/07/22	non-compliant, pending revisions from the applicant
6	2522 Isabella Street	R1	Building Permit	Addition and interior renovation	10/10/22	non-compliant, pending revisions and a minor variation application from the applicant
6	3034 Hartzell Street	R1	Building Permit	Replace existing garage	10/19/22	non-compliant, pending revisions or minor variation application from the applicant
6	806 Lincoln Street	R1	Building Permit	Shed	10/21/22	pending additional information from the applicant
6	2208 Lincolnwood Drive	R1	Building Permit	Addition and interior renovation	10/31/22	pending revisions from the applicant based on minor variation approval
6	2727 Payne Street	R1	Building Permit	Walk, stoop, steps, pillars and front planter	11/02/22	pending additional information from the applicant
6	2639 Central Park Avenue	R1	Building Permit	Install generator	11/07/22	non-compliant, pending revision from the applicant
6	2632 Gross Point Road	B1a/oCS	Building Permit	Concrete patio (Skarkis)	11/17/22	pending revisions from the applicant
6	2709 Simpson Street	R1	Building Permit	Interior remodel, addition, deck, and detached garage	01/13/23	pending revisions from the applicant
7	1219 Noyes Street	R1	Building Permit	Shed	05/26/22	pending additional information from the applicant
7	1130 Colfax Street	R1	Building Permit	Kitchen remodel, convert garage to sitting room, deck	06/14/22	non-compliant, pending revisions from the applicant
7	2202 Hartrey Avenue	R1	Building Permit	Paver patio	07/09/22	pending additional information/revisions from the applicant
7	2129 Pioneer Road	R1	Building Permit	Shed	09/13/22	pending revisions from the applicant

7	2146 Brown Avenue	R1	Building Permit	Replace deck	10/10/22	pending revisions from the applicant
7	2636 Green Bay Road	C2/oCS, R4	Zoning Analysis	Planned Development, new 5-story multi-family dwelling with 51 dwellings, parking and 3 new 4-story townhomes along Prairie Avenue	10/18/22	pending additional information from the applicant
7	2653 Broadway Avenue	R1	Building Permit	Garage	11/09/22	pending additional information from the applicant
8	1314 Brummel Street	R4	Building Permit	Concrete pad	07/28/22	pending additional information from the applicant
8	713 Case Street	R5	Building Permit	Patio	08/09/22	non-compliant, pending revisions from the applicant
8	321 Howard Street	B3	Building Permit	Interior remodel (Howard Grocery)	08/28/22	pending special use application submittal from the applicant
8	1720 Kirk Street	R1	Building Permit	Replace decking	11/04/22	non-compliant, pending revisions from the applicant
8	2021 Autobarn Place, Unit C	I2	Building Permit	Interior remodel for new offices and food production (Whole and Free Foods)	11/16/22	pending revisions from the applicant
8	2102 Dobson Street	R2	Building Permit	New garage	11/21/22	non-compliant, pending revisions from the applicant
8	2201 Autobarn Place	I2	Zoning Analysis	2 signs for Autobarn Nissan	01/09/23	pending staff review
9	2224 Cleveland Street	I1	Building Permit	Pave over gravel parking lot	06/15/22	pending additional information from the applicant
9	822 Wesley Avenue	R3	Building Permit	Install 12 antennas and cabinets	06/21/22	non-compliant, pending revisions from the applicant
9	1224 Washington Street	R3	Building Permit	Replace brick patio with pavers	10/07/22	pending additional information and revisions from the applicant
9	438 Barton Avenue	R2	Building Permit	Replace decks/porches	10/31/22	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	1621 Chicago Avenue	D4	Planned Development	15-story mixed-use building with ground floor retail, 140 dwelling units, and 57 parking spaces in an enclosed parking garage	12/28/22	pending staff review
1	809 Church Street	D2	Administrative Review Use	Type-2 Restaurant (Boba Tea Bar)	01/09/23	pending additional information from the applicant
4	620 Grove Street	D2	Special Use	Type-2 Restaurant - Boba Tea Bar	07/25/22	pending additional information from the applicant before a final determination is made
4	1566 Oak Street	R6	Special Use	Special Use for a Rooming House (Connections for the Homeless, Margarita Inn)	09/28/22	pending P&D 01/23/23
4	1555 Oak Avenue	R6	Special Use	Special Use with use determination to LUC for an Apartment Hotel	10/18/22	pending P&D

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 updated plans from the applicant
5	1801-1805 Church Street	B2/oWE	Subdivision, Special Use, and Major Variation	Special Use for a religious institution, new 3-story building with off-site leased parking spaces	11/15/22	pending LUC 02/08/23
5	1811-1815 Church Street	B2/oWE	Subdivision and Major Variation	New 5-story mixed-use building with ground floor retail and 44 dwelling units above, enclosed ground floor and underground parking with 46 spaces	11/15/22	pending LUC 02/08/23
5	1420 Leonard Place	R3	Major Variation	Front yard and interior side yard setbacks, and setback to roof overhang for construction of a new single-family residence	01/10/23	pending DAPR 01/31/23, LUC 2/08/23
5	1818 Brown Avenue	R3	Fence Variation	Front yard fence	01/13/23	determination after 02/03/23
5	1717 McDaniel Avenue, Unit A	R2	Fence Variation	Front yard fence	01/17/23	determination after 02/03/23
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 additional details from the applicant, LUC
6	2311 Prospect Avenue	R1	Major Variation	Interior side yard setback for an attached garage	12/05/22	pending LUC 01/25/23
6	2522 Isabella Street	R1	Minor Variation	Front yard setback to an open front porch	01/13/23	determination after 02/03/23
7	2524 Asbury Avenue	R1	Major Variation	Building lot coverage and rear yard setback for addition, porch, and deck	01/09/23	pending DAPR 01/24/23, LUC 02/08/23
9	2201 Oakton Street	I1	Special Use/Major Variation	Special Use and major variation for outdoor storage in front yard (Home Depot)	11/09/22	pending LUC 01/25/23



To: Luke Stowe, City Manager

From: Gary Gerdes, Interim Building and Inspection Services Division Manager

Subject: Weekly Field Inspection Report

Date: January 20, 2023

Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

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

Weekly Field Inspection Report

20-Jan-23

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	The construction fence is in fair condition. Work continues on the addition and existing structure.	1/19/2023
4	1012 Church Street Northlight Theater	Assembly	No changes. The site remains clean and open with no construction fence.	1/19/2023
2	2030 Greenwood Street	Multi-Family Building	Construction fence and street around the site are in good order.	1/19/2023
4	718 Main Street	Mixed Use Building Residential/Retail	The construction fence and site are being maintained.	1/19/2023
8	100 Chicago Avenue Gateway	Mixed Use Building Residential/Retail	The construction fence has been removed from parkway and the sidewalks have been installed and are accessible to the public. Interior build-out continues on all levels.	1/19/2023
1	710 Clark Street	Office Building	Site, streets and construction fence are in good condition.	1/19/2023
5	Emerson and Jackson Demolition Site	Residential	Fence contractor was notified of damaged sections. Repair scheduled for completion by Friday, 1/20.	1/19/2023

Note: On all projects, site staff has been reminded that site signage that includes 24-hour contact information is required.



Memorandum

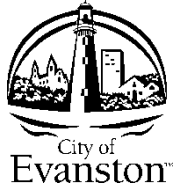
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: January 20, 2023

Ward	Property Address	Business Name	Date Received	Current Status
1	809 Church St	Teabar Boba	1/18/2023	Pending Inspectons
2	1715 Maple Ave	Evanston Games and Café	1/11/2023	Pending Building Permit Issuance
6	2901 Central St	Famous Tacoburger	1/4/2023	Pending Inspections
1	809 Church	Teabar Boba	1/5/2023	Pending Inspections
4	620 Grove St	Grove Street In and Out	12/8/2022	Pending Inspections & Zoning Approval
6	3330 Central St	Subway	11/17/2022	Change of Ownership – Pending Inspections
2	1160 Dodge Ave	Buffalo Wild Wings Go	8/11/2022	Pending Building Permit Issuance
5	1608 Emerson St	Fat Zee's	8/11/2022	Change of Ownership – Pending Inspections
4	950 Church St	Big Wig Tacos	7/22/2022	Building Permit Issued – Pending Inspections
2	1715 Maple Ave	AMC Evanston 12	7/21/2022	Building Permit Issued – Pending Inspections (License Issued for Temporary Concession)
2	1715 Maple Ave	Sky Zone/Circus Trix	7/13/2022	Pending Building Permit Issuance
1	720 Clark St	Mas Salud	7/7/2022	Building Permit Issued – Pending Inspections
4	1500 Sherman Ave	Good Wolf	06/22/2022	Pending Building Permit Issuance
5	1831 Emerson St	La Michoacana	5/01/2022	Pending Building Permit Issuance
1	1743 Sherman Ave	Olive Mediterranean Grill	12/10/2021	Building Permit Issued – Pending Inspections
8	633 Howard St	Estacion	2/4/2020	License Approved – Pending Issuance



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: January 20, 2023

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

Please contact me at (847) 866-2937 or liquorlicense@cityofevanston.org if you have any questions or need additional information.



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING JANUARY 20, 2023

Think Spring! Mark Your Calendars for the 2023 NWMC Annual Gala

Save the date cards were sent this week for the NWMC Annual Gala, scheduled for Wednesday, June 14, at the Hyatt Regency in *Deerfield*. Formal invitations will be sent soon for the event of the year, which serves to celebrate the NWMC's 65th anniversary and the inauguration of the organization's FY2023-2024 officers. *Staff contacts: Mark Fowler, Larry Bury, Marina Durso*

SPC Vehicle Program Update – Hang In There!

Staff has had ongoing discussions with Suburban Purchasing Cooperative (SPC) vehicle program vendors and was recently advised that 2023 model year production has already closed after very short ordering periods. While the short-term outlook is still bumpy, release of the 2024 vehicle specifications (expected in mid-2023), should provide more realistic production information. That will allow the SPC to issue bids and award contracts to satisfy the pent-up demand of our members and contract participants. *Staff contact: Ellen Dayan*

NWMC Publishes Guide to Transportation Programs and Funding

As previously reported, the Conference has created the [NWMC Guide to Transportation Programs and Funding](#), a one-stop source for information on federal, state and local funding programs, application processes and commonly used terminology. The guide is designed to help members navigate the sometimes complicated processes and issues that are constantly evolving within the federal, state and local transportation landscapes.

To find out more information about each program, simply click on the title of each page which links directly to the program's website. As this is a living document, please forward any revisions or additions to NWMC Program Manager for Transportation Kendra Johnson, kjohnson@nwmc-cog.org, or NWMC Program Associate for Transportation Eric Czarnota, eczarnota@nwmc-cog.org. *Staff contacts: Kendra Johnson, Eric Czarnota*

NWMC Bike and Pedestrian Committee Learn About CMAP ADA Resources

The NWMC Bicycle and Pedestrian Committee met Tuesday and received a presentation from Chicago Metropolitan Agency for Planning (CMAP) Senior Planner Jake Seid regarding Americans with Disabilities Act (ADA) resources offered by the organization. He described CMAP's work to support communities in complying with Title II requirements and other resources to help guide ADA improvements. The Committee also discussed potential routes and segments identified in the [NWMC Multimodal Transportation Plan](#) that would be good candidates for new funding programs. Staff will present potential projects at the February 21 meeting. *Staff contacts: Kendra Johnson, Eric Czarnota*

CMAP Opens CMAQ/CRP, STP Shared, and TAP-L Call for Projects

The Chicago Metropolitan Agency for Planning (CMAP) announced this week that the call for projects to be funded in FFYs 2024 – 2028 using Congestion Mitigation and Air Quality Improvement Program (CMAQ), Carbon Reduction Program (CRP), Surface Transportation Program (STP) Shared Fund, and Local Transportation Alternatives Program (TAP-L) funding is now open. Applications will be accepted through Friday, March 10.

Information and application materials are available at cmap.is/2023callforprojects. Applications must be submitted through CMAP's [eTIP database](#). As previously reported, applicants are encouraged to attend an informational webinar today, January 20 from 10:00 a.m. to 12:00 p.m. ([register here](#)) or drop-in virtually for a Q&A session anytime between 1:00 p.m. to 3:00 p.m. on Wednesday, January 25 ([register here](#)). *Staff contacts: Kendra Johnson, Eric Czarnota*

Tomorrow: Pace Bus “Hire on the Spot” Event

As we reported last week, Pace will hold its first on the spot hiring event of 2023 on Saturday to fill available

operator, mechanic and administrative positions. The event will be held from 9:00 a.m. to 2:00 p.m. at Pace's *Arlington Heights* headquarters, 550 W. Algonquin Road. Those interested in becoming professional bus operators or mechanics should bring the [Secretary of State driver's abstract/MVR](#) and attend one of two, three-hour assessment sessions beginning at 9:30 a.m. or 11:30 a.m.

All others interested in learning more or applying for employment can stop by any time between 9:00 a.m. and 2:00 p.m. Pace provides free Class "B" commercial driver's license (CDL) permit courses and paid training for qualified candidates. Please visit [PaceBus.com](#) for more information. *Staff contacts: Kendra Johnson, Eric Czarnota*

Illinois Alliance for Clean Transportation Offering Free Membership for Survey Respondents

Each year, the Illinois Alliance for Clean Transportation (IACT, formerly Chicago Area Clean Cities) collects alternative fuel fleet data from stakeholders and produces a coalition report to highlight their work taking place in the Chicago area. IACT is once again offering a free membership for 2023 to those who complete the [annual fleet survey](#).

The survey is intended for any stakeholder with alternative fuel vehicles, advanced technology vehicles, alternative fueling stations, idle reduction technologies or policies to reduce vehicle miles traveled (such as carpooling, public transit or telecommuting programs). Interested participants should complete the Excel survey form and email it to info@il-act.org by Tuesday, February 14 to receive a free 2023 membership for one representative at participating organizations. For more information, please visit the [IACT's website](#) or contact info@il-act.org. *Staff contacts: Kendra Johnson, Eric Czarnota*

Meetings and Events

NWMC Transportation Committee will meet on Thursday, January 26 at 8:30 a.m. at the NWMC office and via videoconference.

Northwest Council of Mayors Technical Committee will meet on Friday, January 27 at 8:30 a.m. at the *Barrington Village Hall*.

NWMC Executive Board will meet on Wednesday, February 1 at 8:30 a.m. via videoconference.

NWMC Local Government Communicators Committee will meet on Wednesday, February 1 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

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