

# Memorandum

To: Mayor Biss and Members of the City Council  
From: Luke Stowe, City Manager  
Subject: Weekly City Manager's Update  
Date: March 24, 2023

## **STAFF REPORTS BY DEPARTMENT**

Weekly Report for March 20, 2023 – March 24, 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, March 27, 2023**

5:00pm: [Administration & Public Works Committee](#)

6:00pm: [Planning & Development Committee](#)

7:00pm: [City Council](#)

**Tuesday, March 28, 2023**

5:00pm: [Planning & Development Housing Subcommittee](#)

7:00pm: [Redistricting Committee \(Hybrid\)](#)

**Wednesday, March 29, 2023**

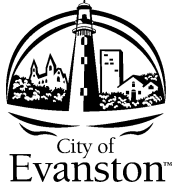
No Meetings

**Thursday, March 30, 2023**

No Meetings

**Friday, March 31, 2023**

No Meetings



# Memorandum

To: Luke Stowe, City Manager

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

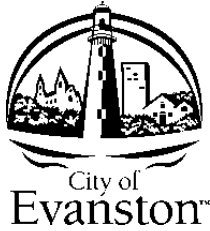
Subject: Bids/RFPs/RFQs Advertised during the Week March 13, 2023

Date: March 17, 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 March 13, 2023**

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Water Meters	Public Works	Work on this project includes: It is the intent of the City of Evanston (hereafter City) to obtain a supplier of water meters and remote miu's. These meters shall be designed and manufactured for the sole purpose of metering potable water from the City's residential and commercial/industrial customers. In addition to the following specifications, all meters shall meet all AWWA specifications.	\$117,000	05/09	05/22



## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Elizabeth Williams, Planning & Zoning Manager  
Subject: Weekly Zoning Report  
Date: March 17, 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](mailto:ewilliams@cityofevanston.org) if you have any questions or need additional information.

**Cases Received and Pending, March 9, 2023 - March 15, 2023**

**Backlog (business days received until reviewed): 8**

**Volume (number of cases pending staff review): 17**

**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	1710 Sherman Avenue	D2	Building Permit	Interior renovation (Varsity Theater)	02/08/23	pending additional information from the applicant
1	2346 Sherman Avenue	R1	Zoning Analysis	Remove existing deck and paver walk, construct new deck	03/07/23	pending staff review
1	1332 Forest Avenue	R1	Building Permit	New paver walk	03/10/23	pending staff review
1	1732 Sherman Avenue	D2	Building Permit	Interior remodel (Jamba Juice)	03/15/23	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 submittal of a special use application from the applicant
2	1502 Greenwood Street	R3	Building Permit	Replace patio	03/08/23	pending staff review
2	1516 Dempster Street	R3	Building Permit	Additions, demolish existing garage, build new detached garage with ADU	03/10/23	pending staff review
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	1221 Hinman Avenue	R1	Zoning Analysis	Demolish existing roofed deck, construct new roofed deck and greenhouse	02/22/23	pending additional information from the applicant
3	721 Sheridan Road	R1	Zoning Analysis	demolish existing single family residence and construct new 2-story single family residence with attached garage	03/07/23	compliant
4	901 Maple Avenue	R5	Building Permit	Rooftop canopy	10/26/22	<b>pending additional information from the applicant, DAPR</b>
4	1015 Dempster Street	R5	Building Permit	Patio, steppers, and bluechip area	01/30/23	pending additional information from the applicant
4	1101 Ridge Avenue	R1	Building Permit	Detached garage	03/03/23	pending staff review
4	1314 Asbury Avenue	R1	Building Permit	Replace existing front walk and stoop, new front patio, remove existing rear patio and replace with larger patio	03/09/23	pending staff review
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	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	1820 Brown Avenue	R3	Building Permit	Install pavers and shed	10/25/22	pending additional information from the applicant
5	1740 Hovland Court	R3	Building Permit	Pavers	12/30/22	pending additional information from the applicant
5	2000 Simpson Street	OS	Zoning Analysis	New 4-story K-8 public school (Dist. 65 5th Ward school)	02/15/23	non-compliant, pending revisions and additional information from the applicant
5	2017 Jackson Avenue	R5	Zoning Analysis	New multiple-family building with 24 dwelling units including 2 affordable units	02/27/23	non-complaint, pending revisions and additional information from the applicant
5	1824 Emerson Street	R4	Building Permit	Solar panels	03/07/23	pending staff review
5	2120 Ashland Avenue	MXE	Building Permit	Interior renovation (Rex's Place)	03/08/23	pending staff review
5	1739 Brown Avenue	R3	Building Permit	New single-family detached residence	03/13/23	pending staff reievew
5	1923 Hartrey Avenue	R3	Zoning Analysis	Rebuild letter	03/13/23	pending staff review
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	2146 McDaniel Avenue	R1	Building Permit	Garage, 18x20	10/07/22	revisions submitted, pending staff review
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	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	non-compliant, pending revisions from the applicant
6	2210 Forestview Road	R1	Building Permit	Interior remodel, replace 3-season room with new addition	02/03/23	pending additional information/revisions from the applicant
6	2801 Central Street	B1a/oCS	Building Permit	Replace gravel with concrete to expand driveway	02/20/23	pending additional information from the applicant
6	3605 Thayer Street	R2	Building Permit	Replace existing patio	02/22/23	pending additional information from the applicant
6	3600 Hillside Road	R2	Building Permit	Addition (internal ADU)	02/28/23	revisions submitted, pending staff review
6	2623 Hartzell Street	R1	Building Permit	2.5 story addition	03/02/23	pending additional information from the applicant
6	2311 Prospect Avenue	R1	Building Permit	Enlarge existing garage	03/07/23	pending staff review

6	2748 Bennett Avenue	R1	Building Permit	Remove and replace steps to front stoop, paver walk	03/07/23	pending staff review
6	2649 Crawford Avenue	R2	Zoning Analysis	1-car garage or carport	03/07/23	pending additional information/revisions from the applicant
6	2653 Reese Avenue	R1	Building Permit	ADU shed	03/09/23	pending staff review
6	2625 Elgin Road	R1	Building Permit	Detached garage	03/09/23	pending staff review
6	2609 Harrison Street	R1	Building Permit	Replace deck	03/09/23	pending staff review
6	2822 Central Street	B1a/oCS	Zoning Analysis	Dance Studio (Studio North Academy of the Performing Arts - SNAP)	03/10/23	pending additional information 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	2636 Green Bay Road	C2/oCSC, 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
7	2122 Noyes street	R1	Building Permit	2nd story addition	02/17/23	non-compliant, pending revisions from the applicant
7	12 Milburn Park	R1	Building Permit	Expand sport court, new terraces	02/21/23	pending additional information from the applicant
7	1103 Grant Street	R1	Zoning Analysis	Retaining wall around detached garage	03/13/23	pending staff review
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	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 additional information from the applicant
8	1210 Dobson Street	R2	Building Permit	Paver patio	03/07/23	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	732 Ridge Avenue	R2	Building Permit	Roof mounted solar panels	02/10/23	pending additional information from the applicant
9	1210 South Boulevard	R2	Zoning Analysis	2-story 1-car garage	02/21/23	pending additional information from the applicant

9	822 South Boulevard	R1	Building Permit	Detached garage	03/07/23	pending revisions from the applicant
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**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	<b>pending P&amp;D 04/10/23</b>
1	710 Church Street	D3	Special Use	Special use for a Resale Establishment	02/14/23	pending staff review
3	1243 Chicago Avenue	B1	Text Amendment, Special Use, and Major Variation	Text Amendment to add Performance Venue as a special use in the B1 district, Special Use for a Performance Venue in the B1 district, and major variation to eliminate a required loading dock (Union Pizzeria and SPACE)	01/24/23	<b>pending P&amp;D 03/27/23</b>
4	620 Grove Street	D2	Special Use	Convenience Store	07/25/22	Pending new application from the applicant
4	1566 Oak Street	R6	Special Use	Special Use for a Rooming House (Connections for the Homeless, Margarita Inn)	09/28/22	<b>pending LUC 04/26/23</b>
4	1555 Oak Avenue	R6	Special Use	Special Use with use determination to LUC for an Apartment Hotel	10/18/22	<b>pending P&amp;D 03/27/23</b>
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	<b>applicant submitted a completely different development plan, new application and public notice required for new proposed development plan</b>
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	<b>pending CC 03/27/23</b>
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	<b>pending CC 03/27/23</b>
5	2117 Dewey Avenue	MXE	Major Variation	Front yard and north interior side yard setbacks for a new 3-story building with live-work units	02/22/23	<b>pending LUC 03/22/23</b>
5	1738 Darrow Avenue	R4	Fence Variation	Front yard fence	02/28/23	determination after 03/21/23
6	3434 Central Street	R2	Planned Development	New 2-story, 24,916 sf building for a Daycare center - Child (Kensington School)	02/10/22	<b>pending LUC 05/10/23</b>
6	3034 Hartzell Street	R1	Minor Variation	Building lot coverage for a new detached garage	03/08/23	determination after 03/31/23
7	1501 Central St	U2	Text Amendment	Modification to U2 uses to allow additional concerts and community events	01/27/23	<b>pending LUC 05/10/23</b>
8	100 Chicago Avenue	B3	Special Use	Special Use for Cannabis Dispensary and a Type-2 Restaurant, bakery with seating	03/07/23	<b>pending DAPR 03/21/23, LUC</b>
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	<b>pending CC 03/27/23</b>





To: Luke Stowe, City Manager

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

Subject: Weekly Field Inspection Report

Date: March 24, 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](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

## Weekly Field Inspection Report

24-Mar-23

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	Contractor was contacted regarding flying debris caused by the pressure washing of the existing building. Protective measures were put in place and the washing was completed. Contractor was contacted regarding contractor parking encroaching traffic lanes. Construction site is in good condition.	3/22/2023
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage is in good condition. No construction fence at this time.	3/22/2023
2	2030 Greenwood Street	Multi-Family Building	Site is in decent condition. Contractor has been contacted regarding construction fence and fabric repairs.	3/22/2023
4	718 Main Street	Mixed Use Building Residential/Retail	Construction fence is still in place around the entire site. Contractor has been contacted regarding material deliveries causing partial obstruction of traffic lanes on Main Street. The city ROW engineer is reviewing but a flagger, minimally, will be required.	3/22/2023
8	100 Chicago Avenue Gateway	Mixed Use Building Residential/Retail	Contractor has been contacted regarding site debris. Two lifts are still onsite for exterior work. Interior work continues.	3/22/2023
1	710 Clark Street	Office Building	Contractor was contacted regarding street cleaning due to construction dust. Construction fence and fabric are in good condition. The streets and alleyway around the project are clean and clear. Concrete is currently being poured.	3/22/2023
5	Emerson and Jackson Demolition Site	Residential	All repairs to the construction fence have been completed. All locks are in condition.	3/22/2023



# Memorandum

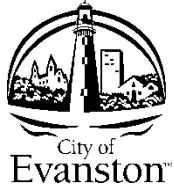
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: March 24, 2023

Ward	Property Address	Business Name	Date Received	Current Status
1	1732 Sherman Ave	Jamba Juice	3/16/2023	Pending Building Permit Issuance
8	321 Howard St	Howard Grocery & Deli	3/9/2023	Pending Building Permit Issuance
2	1707 Maple Ave	Bitter Blossom/Evanston Games and Café	1/11/2023	Pending Building Permit Issuance
4	620 Grove St	Grove Street In and Out	12/8/2022	Pending Zoning
6	3330 Central St	Subway	11/17/2022	Change of Ownership – Pending Inspections
2	1160 Dodge Ave	Buffalo Wild Wings Go	8/11/2022	Building Permit Issued – Pending Inspections
4	950 Church St	Big Wig Tacos	7/22/2022	Building Permit Issued – Pending Inspections
2	1711 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: March 24, 2023

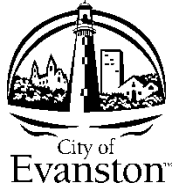
Enclosed is the weekly report of liquor applications received and pending. The report, organized by ward, includes the business address, the type and description of license requested, date received and current status.

Please contact me at [liquorlicense@cityofevanston.org](mailto:liquorlicense@cityofevanston.org) if you have any questions or need additional information.

### Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of March 24, 2023

<b>WARD</b>	<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>	<b>LIQUOR CLASS</b>	<b>CLASS DESCRIPTION</b>	<b>PROCESSED HOURS for LIQUOR SALES</b>	<b>STATUS</b>
<b>4</b>	Bitter Blossom	1707 Maple Ave. Evanston, IL 60201	D	Restaurant	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	Application pending



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: March 24, 2023

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Please contact me at [liquorlicense@cityofevanston.org](mailto:liquorlicense@cityofevanston.org) if you have any questions or need additional information.

### Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of March 24, 2023

<b>WARD</b>	<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>	<b>LIQUOR CLASS</b>	<b>CLASS DESCRIPTION</b>	<b>PROCESSED HOURS for LIQUOR SALES</b>	<b>STATUS</b>
<b>4</b>	Bitter Blossom	1707 Maple Ave. Evanston, IL 60201	D	Restaurant	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	Application pending