

Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: June 9, 2023

STAFF REPORTS BY DEPARTMENT

Weekly Report for June 5, 2023 – June 9, 2023

City Manager's Office

No Weekly Bids

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, June 12, 2023

4:30 PM: [Referrals Committee](#)

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

5:45 PM: [Planning & Development Committee](#)

6:45 PM: [City Council](#)

Tuesday, June 13, 2023

5:00 PM: [Finance and Budget Committee](#)

7:00 PM: [Preservation Commission](#)

Wednesday, June 14, 2023

6:30 PM: [Northwestern University-City Committee](#)

7:00 PM: [Land Use Commission - Canceled](#)

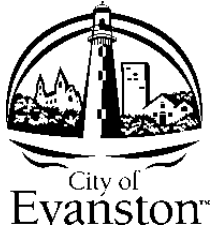
Thursday, June 15, 2023

6:00 PM: [Parks and Recreation Board – site change](#)

6:30 PM: [Equity and Empowerment Commission Meeting](#)

Friday, June 16, 2023

None



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: June 9, 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, June 1, 2023 - June 7, 2023

Backlog (business days received until reviewed): 10

Volume (number of cases pending staff review): 10

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	2390 Orrington Avenue	R1	Building Permit	Patio, pergola, grill, and fire feature	05/17/23	pending additional information from the applicant
1	2019 Orrington Avenue	R1	Zoning Analysis	2-car garage and a parking pad	06/06/23	pending staff review
2	1326 Hartrey Avenue	R4	Building Permit	Asphalt driveway	09/08/22	pending additional information 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 special use application from the applicant
2	1516 Dempster Street	R3	Building Permit	Additions, demolish existing garage, build new detached garage with ADU	03/10/23	non-compliant, pending revisions and/or variation application from the applicant
2	1809 Crain Street	R3	Building Permit	New 2-car garage	03/27/23	non-compliant, pending revisions and/or variation application from the applicant
2	1333 Church Street	R1	Building Permit	Remove/replace existing driveway, new brick patio, walk, reset brick border and flagstone areas	03/31/23	pending additional information from the applicant
2	1324 Pitner Avenue	R2	Building Permit	Shed	04/06/23	pending additional information from the applicant
2	817 Brown Avenue	R2	Building Permit	Addition	04/18/23	non-compliant, pending additions from the applicant
2	1326 Hartrey Avenue	R4	Building Permit	Above ground pool	05/17/23	pending additional information from the applicant
2	324 Darrow Avenue	R3	Building Permit	Replace sidewalk	05/17/23	pending additional information from the applicant
2	1215 Church Street	R4	Building Permit	Restriping parking lots (YWCA)	05/20/23	pending additional information from the applicant
2	1426 Fowler Avenue	R2	Zoning Analysis	Detached garage	05/27/23	pending additional information 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	1404 Judson Avenue	R1	Building Permit	Remodel basement to create an ADU	05/26/23	non-compliant, pending major variation application from the applicant
4	901 Maple Avenue	R5	Building Permit	Rooftop canopy	10/26/22	pending additional information from the applicant
4	1015 Dempster Street	R5	Building Permit	Patio, steppers, and bluechip area	01/30/23	pending additional information from the applicant
4	1019 Dempster Street	R5	Building Permit	Remove and replace asphalt parking lot	03/24/23	pending revisions from the applicant
4	1009 Davis Street	D2	Zoning Analysis	Administrative Review Use - Type-2 restaurant (CM Chicken)	05/24/23	pending staff review
4	1041 Ridge Court	R1	Zoning Analysis	Addition	05/27/23	pending staff review

4	1219 Greenwood Street	R1	Building Permit	Patio	06/05/23	pending staff review
5	2216 Foster Street	R3	Building Permit	Pergola	06/30/22	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	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	2124 Foster Street	R3	Building Permit	Shed	04/04/23	pending additional information from the applicant
5	1937 Hartrey Avenue	R2	Building Permit	Gazebo	05/16/23	pending additional information from the applicant
5	1833 Hovland Court	R3	Building Permit	Carport next to garage	05/20/23	pending additional information from the applicant
5	2012 Brown Avenue	R3	Zoning Analysis	Detached garage, 19x24	06/05/23	pending staff review
5	1611 Simpson Street	B1	Zoning Analysis	Interior remodel/conversion of existing office building to mixed-use - office and residential	06/05/23	pending staff review
5	1601 Payne Street	MXE	Building Permit	Interior build out for a restaurant (Soul & Smoke)	06/06/23	pending staff review
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	2801 Central Street	B1a/oCS	Building Permit	Replace gravel with concrete to expand driveway	02/20/23	pending additional information from the applicant
6	2649 Crawford Avenue	R2	Zoning Analysis	1-car garage or carport	03/07/23	pending additional information/revisions from the applicant
6	2010 Bennett Avenue	R1	Building Permit	Shed	04/13/23	pending additional information from the applicant
6	2440 Prospect Avenue	R1	Zoning Analysis	2-car attached garage	04/24/23	pending additional information from the applicant
6	2223 Central Park Avenue	R1	Building Permit	Inground pool with automatic cover	05/05/23	revisions submitted, pending staff review
6	2703 Hartzell Street	R1	Building Permit	Detached garage	05/23/23	pending additional information from the applicant
6	2323 Park Place	R1	Building Permit	Demolish detached garage, rebuild front porch, interior remodel	05/24/23	pending additional information from the applicant
6	2517 Thayer Street	R1	Zoning Analysis	Renovation including raising roof, 1-story addition, and deck	06/05/23	pending staff review
6	2415 McDaniel Avenue	R1	Zoning Analysis	Detached 2-car garage	06/05/23	pending staff review
6	2512 Hurd Avenue	R1	Building Permit	Remove and replace driveway, patios, and walks	06/07/23	revisions submitted, pending staff review
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	12 Milburn Park	R1	Building Permit	Expand sport court, new terraces	02/21/23	pending additional information from the applicant

7	1918 Noyes Street	R1	Building Permit	2 shipping container homes	04/14/23	non-compliant, pending revisions from the applicant
7	2747 Broadway Avenue	R1	Building Permit	Remove portion of existing paver patio, install new patio and seatwall	05/12/23	pending additional information from the applicant
7	2757 Ridge Avenue	R1	Zoning Analysis	1-story addition	05/24/23	pending additional information 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	231 Richmond Avenue	R2	Building Permit	Garage, interior remodel to residence	05/21/23	pending additional information/revisions from the applicant
8	1017 Mulford Street	R3	Building Permit	Replace and enlarge concrete driveway and landing with pavers	05/21/23	pending additional information from the resident
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	822 South Boulevard	R1	Building Permit	Detached garage	03/07/23	pending revisions from the applicant
9	1222 Washington Street	R3	Zoning Analysis	New single-family dwelling and detached ADU	05/01/23	pending additional information from the applicant
9	1102 Cleveland Street	R2	Building Permit	Remove/replace front and rear stoops and steps, new paver walk	05/21/23	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 P&D 06/26/23, CC 07/10/23
1	710 Church Street	D3	Special Use	Special use for a Resale Establishment	02/14/23	pending additional information from the applicant
2	1806 Dempster Street	B1	Special Use	Special use for a Type-2 Restaurant	04/13/23	pending LUC 06/28/23
3	504 South Boulevard	R4	Planned Development	New 5-story multi-family mixed-income building with 60 dwelling units	04/13/23	pending additional information from the applicant, LUC 08/09/23
3	1404 Judson Avenue	R1	Major Variation	Building lot coverage and rear yard setback for addition	06/07/23	pending LUC
5	1801-1815 Church Street	B2/oWE	Subdivision	Plat of subdivision creating 2 lots related to the HODC and Mt. Pisgah projects approved by City Council on 04/10/23	11/15/22	pending P&D 06/26/23
5	831 Foster Avenue	B1	Special Use	Special Use for a convenience store	04/11/23	pending P&D 06/26/23, CC 07/10/23
5	2017 Jackson Avenue	R5	Major Variation	Density variation (# of dwelling units) for a new 4-story multi-family building with 24 dwelling units (2 on-site affordable units) and 25 on-site parking spaces.	05/11/23	pending staff review, LUC 07/12/23

6	3434 Central Street	R2	Planned Development	New 2-story, 19,952 sf building for a Daycare center - Child (Kensington School)	02/10/22	pending P&D 06/12/23
6	2400 Lawndale Avenue	R1	Fence Variation	6' tall fence within required site triangle at driveway to street/property line, top 4' of fence to be lattice style	05/25/23	determination after 06/19/23
7	1501 Central St	U2	Text Amendment	Modification to U2 uses to allow additional concerts and community events	01/27/23	pending LUC 08/09/23
7	1501 Central Street	U2	Planned Development	Demolition of existing Ryan Field stadium and ancillary maintenance building, construct new 35,000 seat stadium with parking, plazas, and park (NU)	05/04/23	pending staff review, LUC 08/09/23
9	550 Callan Avenue	R3	Fence Variation	Front yard fence of various heights	05/17/23	determination after 06/12/23



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: June 9, 2023

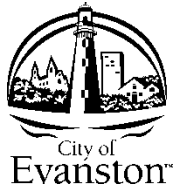
Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

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

Weekly Field Inspection Report

9-Jun-23

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	All traffic lanes on Church Street have reopened and the crane is no longer onsite. Construction fence is in good condition and alleyway remains clear.	6/8/2023
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	6/8/2023
2	2030 Greenwood Street	Multi-Family Building	Landscaping has begun on the north side of the site. Greenwood Street is clear of all debris and street work has been completed.	6/8/2023
4	718 Main Street	Mixed Use Building Residential/Retail	No changes. Construction fence remains and is in good condition.	6/8/2023
8	100 Chicago Avenue Gateway	Mixed Use Building Residential/Retail	No changes. Site is in good condition.	6/8/2023
1	710 Clark Street	Office Building	Concrete pours continue with proper signage and traffic control in place. All streets surrounding the site remain clear. Construction fence remains in place and is in good condition.	6/8/2023
5	Emerson and Jackson Demolition Site	Residential	Water and sewage disconnects on Emerson Street have begun with proper signage and traffic control in place. Site and construction fence are in good condition.	6/8/2023



Memorandum

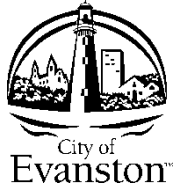
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: June 9, 2023

Ward	Property Address	Business Name	Date Received	Current Status
3	517 Dempster St	Island Juice	5/11/2023	Pending Inspections
2	921 Church St	Devil Dawgs	4/28/2023	Pending Building Permit Issuance
4	1009 Davis St	CM Chicken	4/11/2023	Pending Zoning & Inspections
2	1701 Maple Ave	Egg Harbor	4/4/2023	Pending Building Permit Issuance
5	831 Foster St	Foster Food & Deli	4/3/2023	Pending Permit Application
8	100 Chicago Ave	West Town Bakery – Evanston	3/27/2023	Pending Building Permit Issuance
1	1732 Sherman Ave	Jamba Juice	3/16/2023	Pending Inspections
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	Building Permit Issued – Pending Inspections
4	620 Grove St	Grove Street In and Out	12/8/2022	Pending Zoning
2	1711 Maple Ave	Sky Zone/Circus Trix	7/13/2022	Building Permit Issued – Pending Inspections
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



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: June 9, 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 JUNE 9, 2023

Granite Now the Sole SPC Telecommunications Provider

Granite Government Solutions, with its Illinois location in *Elk Grove Village*, joined the Suburban Purchasing Cooperative (SPC) as a vendor in December, 2021 and is now the sole telecommunications provider for the Cooperative with Telecommunications Contract #205.

Granite is a \$1.8 billion dollar corporation that provides voice, data and other related communications products and services to multi-location businesses and governmental agencies throughout the United States and Canada. Granite furnishes services to eighty-five of the Fortune 100 companies in the United States, with nearly two million voice and data lines under management. Federal government contracts include the U.S. Department of Transportation, U.S. Environmental Protection Agency, Federal Highway Administration and the National Weather Service.

We encourage members to review current telecommunications contracts and contact Granite for a side-by-side comparison. NWMC Purchasing Director Ellen Dayan, edayan@nwmc-cog.org or 847-296-9203, will be happy to assist in making arrangements for Granite to meet with your designated internal telecommunications contact to make the transition as simple as possible. The SPC/Granite contact is Senior Sales Executive–IL Government & Education Frank Ventrella, 630-649-0823 or FVentrella@granitenet.com. *Staff contact: Ellen Dayan*

Join Palatine at the July 18 NWMC Surplus Vehicle & Equipment Auction

Thank you to the *Village of Palatine* for signing up to participate in the next NWMC Surplus Vehicle & Equipment Auction, scheduled for noon on Tuesday, July 18 at America's Auto Auction (America's AA) in Crestwood. We encourage members to participate in this live and online auction program where hundreds of individuals come together and actively bid on used municipal equipment. It's the best avenue for municipalities to earn the highest dollar on used equipment.

America's AA offers a wide variety of convenient services to prep your vehicles and garner the highest possible price. 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 helps support the operations of the organization. If you can't make the July auction, the fall live auction will be held on October 17. 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*

Register Today for the July 26 SPC Vendor Showcase

As a reminder, please mark your calendar to attend the Suburban Purchasing Cooperative (SPC) Vendor Showcase on Wednesday, July 26 from 10:00 a.m. to 1:00 p.m. at Oakton College, 1600 E. Golf Road in *Des Plaines*. The Showcase will be held in Rooms 1608 and 1610 with parking available in Lot C. This is a free event for attendees and thanks to SPC partner Sourcewell, anyone can attend their presentation and earn one contact hour toward Continuing Education Units (CEUs) with The Institute for Public Procurement (NIGP).

The SPC Vendor Showcase schedule is as follows:

10:00 a.m. – noon: SPC Vendor Showcase
Vehicle demonstrations in Parking Lot C

Noon – 1:00 p.m.: Sourcewell Presentation and Box Lunch Collaboration:
Bypass and Master Internal Disaster to Build Your Dream Team
Presented by Sourcewell Client Solutions Advisor Natalie Morgan

The SPC Vendor Showcase presents a unique opportunity for local government officials from the SPC's participating councils of government and others to meet one-on-one with SPC vendors at one time. Northwest Municipal Conference (NWMC), DuPage Mayors and Managers Conference (DMMC), South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL) members and staff will be onsite to learn about the products, services and solutions offered by the SPC to help you better serve your communities. Vendors will have individual display areas where you can discuss all of your joint purchasing needs.

Please register for the event by visiting the [SPC Vendor Showcase Attendee Registration](#) page. Please contact NWMC Purchasing Director Ellen Dayan, 847-296-9203 or edayan@nwmc-cog.org with any questions. *Staff contact: Ellen Dayan*

Last Call to RSVP for the Metropolitan Mayors Caucus Quarterly Meeting

On Friday, June 23, the Metropolitan Mayors Caucus will host its next quarterly meeting at *Barrington's* White House. The meeting will be held from 11:00 a.m. to 1:30 p.m. and includes lunch. Staff will forward additional materials as they become available, but please mark your calendars and RSVP your attendance by Tuesday, June 13 to Mayors Caucus Executive Director Neil James, njames@mayorscaucus.org. *Staff contact: Mark Fowler*

Meetings and Events

NWMC Annual Gala will be held Wednesday, June 14 at 6:00 p.m. at the Hyatt Regency *Deerfield*.

NWMC Bicycle and Pedestrian Committee will hold its summer field trip on Tuesday, June 20 at 10:30 a.m. at Bell Works in *Hoffman Estates*.

Suburban Purchasing Cooperative Vendor Showcase will be held Wednesday, July 26 at 10:00 a.m. to 1:00 p.m. at Oakton College in *Des Plaines*.

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
Brian Larson	Program Associate for Transportation	blarson@nwmc-cog.org
Chris Staron	Policy Analyst	cstaron@nwmc-cog.org

Phone: 847-296-9200

www.nwmc-cog.org