



# Memorandum

To: Mayor Biss and Members of the City Council  
From: Luke Stowe, City Manager  
Subject: Weekly City Manager's Update  
Date: July 7, 2023

## **STAFF REPORTS BY DEPARTMENT**

Weekly Report for July 3, 2023 – July 7, 2023

### **City Manager's Office**

No Weekly Bids

### **Community Development**

Weekly Zoning Report

Weekly Inspection Report

Monthly CV/Permit Fee Report

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Application Report

### **Legislative Reading**

No NWMC Weekly Briefing

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

**Monday, July 10, 2023**

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

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

5:30 PM: [Planning & Development Committee](#)

6:30 PM: [City Council](#)

**Tuesday, July 11, 2023**

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

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

**Wednesday, July 12, 2023**

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

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

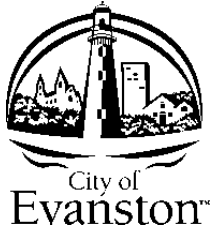
7:00 PM: [Animal Welfare Board](#)

**Thursday, July 13, 2023**

7:00 PM: [Social Service Committee](#)

**Friday, July 14, 2023**

7:15 AM: [Utilities Commission](#)



## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Elizabeth Williams, Planning & Zoning Manager  
Subject: Weekly Zoning Report  
Date: July 7, 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, June 29, 2023 - July 5, 2023**

**Backlog (business days received until reviewed): 10**

**Volume (number of cases pending staff review): 21**

**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>
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 minor 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 minor variation application 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	revisions submitted by applicant, pending staff review
2	1326 Hartrey Avenue	R4	Building Permit	Above ground pool	05/17/23	revisions submitted by applicant, pending staff review
2	1215 Church Street	R4	Building Permit	Restriping parking lots (YWCA)	05/20/23	revisions submitted by applicant, pending staff review
2	1426 Fowler Avenue	R2	Zoning Analysis	Detached garage	05/27/23	pending additional information from the applicant
2	1106 Dewey Avenue	R3	Building Permit	Interior remodel, deck, pergola, and screened porch	06/12/23	pending additional information from the applicant
2	653 Dodge Avenue	R2	Building Permit	Patio	06/13/23	pending additional information from the applicant
2	2223 Washington Street	I1/oRD	Building Permit	Interior and exterior remodel of existing building	06/16/23	pending additional information from the applicant
2	921 Church Street	RP	Zoning Analysis	Administrative Review Use - Type-2 restaurant (Devil Dawgs)	06/20/23	pending staff review
2	1706 Crain Street	R3	Zoning Analysis	2nd-story addition, rear addition, and detached garage	06/20/23	revisions submitted by applicant, pending staff review
2	1721 Crain Street	R3	Building Permit	Flagstone patio	06/23/23	pending staff review
2	1413 Florence Avenue	R3	Building Permit	Paver patio	06/27/23	pending staff review
2	1047 Darrow Avenue	R3	Building Permit	Remove concrete walk, install paver walk and landing	06/28/23	pending staff review
2	2325 Nathaniel Place	R2	Zoning Analysis	Garage, 22x22	06/30/23	pending staff review
2	2000 Lake Street	R2	Building Permit	Interior remodel	07/05/23	pending staff review
2	1509 Florence Avenue	R3	Building Permit	Remove and replace furnace and a/c	07/05/23	pending staff review
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
3	1308 Judson Avenue	R1	Building Permit	New stairs, deck, and pergola	06/12/23	pending additional information 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	1314 Wilder Street	R1	Building Permit	Replace deck	06/13/23	pending additional information from the applicant
4	1552 Wesley Avenue	R1	Zoning Analysis	Driveway	06/22/23	pending additional information from the applicant
4	1450 Chicago Avenue	D4	Building Permit	Interior demo and remodel (Lake Street Church of Evanston)	06/27/23	pending staff review
4	1603 Orrington Street	D3	Building Permit	Plaza rehabilitation	06/27/23	pending staff review
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	1833 Hovland Court	R3	Building Permit	Carport next to garage	05/20/23	pending additional information from the applicant
5	1601 Payne Street	MXE	Building Permit	Interior build out for a restaurant (Soul & Smoke)	06/06/23	pending revisions from the applicant
5	2411 Wade Street	R2	Building Permit	Patio and replace walk	06/12/23	pending additional information from the applicant
5	1010 Garnett Place	R4a	Building Permit	ADA on 1st floor of building	06/16/23	pending additional information from the applicant
5	1935 Brown Avenue	R3	Building Permit	Concrete slab	06/20/23	pending additional information from the applicant
5	2020 Dodge Avenue	R3	Building Permit	Replace front steps, construct new landing at side of residence	07/03/23	pending staff review
5	2005 Pratt Court	R4a	Building Permit	Remove and replace deck with concrete pad underneath	07/05/23	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	2703 Hartzell Street	R1	Building Permit	Detached garage	05/23/23	revisions submitted by applicant, pending staff review

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	2415 McDaniel Avenue	R1	Zoning Analysis	Detached 2-car garage	06/05/23	pending additional information from the applicant
6	2416 Isabella Street	R1	Zoning Analysis	Finish attic, add dormers, new covered front porch, and close existing side entry	06/12/23	pending additional information from the applicant
6	2517 Thayer Street	R1	Building Permit	Renovation including raising roof, 1-story addition, and deck	06/13/23	revisions submitted by applicant, pending staff review
6	2767 Crawford Avenue	R2	Building Permit	Driveway and retaining wall extension	06/26/23	pending staff review
6	2315 Forestview Road	R1	Building Permit	Interior renovation and addition to residence, addition to garage, driveway	06/27/23	pending staff review
6	2942 Central Street	B1a/oCS	Building Permit	Interior remodel of existing commercial space (dental office)	06/30/23	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	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	non-compliant, pending revisions from the applicant
7	2353 Colfax Terrace	R1	Building Permit	Patio and pergola	06/12/23	non-compliant, pending minor variation application from the applicant
7	2116 Noyes Street	R1	Building Permit	Demolish rear screen porch, construct an addition, stabilize front porch	06/14/23	pending additional information from the applicant
7	2129 Pioneer Road	R1	Building Permit	Shed	06/27/23	pending staff review
7	1915-1917 Grant Street	R3	Zoning Analysis	Construction of 10 micro homes and 3 ADU's above parking structure	06/29/23	pending additional information from the applicant
7	2202 Payne Street	R1	Building Permit	Interior renovation and replace exterior stairs	07/05/23	pending staff review
7	803 Milburn Street	R1	Building Permit	New porch	07/05/23	pending staff review
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
8	619 Howard Street	B3	Building Permit	Remove and replace asphalt parking lot	06/13/23	non-compliant, pending revisions from the applicant
8	330 Darrow Avenue	R1	Building Permit	Remove stoop, stairs, and walk, install new stoop, ramp, and stairs	06/20/23	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	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	2126 Warren Street	R2	Building Permit	Replace front stoop	06/29/23	pending staff review
9	2025 Warren Street	R2	Building Permit	Remove and replace furnace and a/c	07/03/23	pending staff review
9	709 Asbury Avenue	R2	Zoning Analysis	Garage, 16x20	07/05/23	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
2	1806 Dempster Street	B1	Special Use	Special use for a Type-2 Restaurant	04/13/23	<b>pending LUC 07/12/23</b>
2	1613 Greenwood Street	R3	Minor Variation	Front yard and interior side yard setbacks to a covered open front porch	06/07/23	determination after 06/30/23
2	1516 Dempster Street	R3	Minor Variation	Interior side yard setback at 2nd-story addition	06/21/23	determination after 07/14/23
2	1611 Church Street	WE1/oWE	Map Amendment and Major variations	Remove zoning lot from oWE Overlay District and rezone from WE1 to R4 and Major Variations for construction of 7 COOP dwellings including townhome orientation and detached accessory structure located between principal building and front property line.	06/27/23	pending staff review, LUC
3	504 South Boulevard	R4	Planned Development	New 5-story multi-family mixed-income building with 60 dwelling units	04/13/23	<b>pending additional information from the applicant, LUC 08/23/23</b>
3	1404 Judson Avenue	R1	Major Variation	Building lot coverage and rear yard setback for addition	06/07/23	<b>pending LUC 07/12/23</b>
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	<b>pending CC 07/10/23</b>
5	831 Foster Avenue	B1	Special Use	Special Use for a convenience store	04/11/23	<b>pending CC 07/10/23</b>
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	<b>pending staff review, LUC 07/12/23</b>
6	3434 Central Street	R2	Planned Development	New 2-story, 19,952 sf building for a Daycare center - Child (Kensington School)	02/10/22	<b>pending P&amp;D</b>
7	1501 Central St	U2	Text Amendment	Modification to U2 uses to allow additional concerts and community events	01/27/23	<b>pending LUC 08/09/23</b>
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	<b>pending staff review, LUC 08/09/23</b>
7	2729 Sheridan Road	R1	Fence variation	Front yard fence	06/21/23	pending payment of application fee
7	1915-1917 Grant Street	R3	Special Use	Special Use for 10 micro homes and 3 micro homes above parking structure	06/28/23	<b>pending zoning analysis review and additional information from the applicant</b>



To: Luke Stowe, City Manager  
From: David Wilson, HVAC Building Inspector  
Subject: Weekly Field Inspection Report  
Date: July 7, 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

7-Jul-23

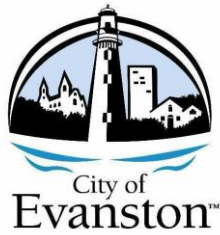
Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	Sewer connection continues on Oak Avenue. The GC has been contacted to address dirt and debris accumulation on Oak Avenue. Construction fence is in good condition and alleyway remains clear.	7/6/2023
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	7/6/2023
2	2030 Greenwood Street	Multi-Family Building	No changes. Site is in good condition.	7/6/2023
4	718 Main Street	Mixed Use Building Residential/Retail	No changes. Construction fence remains and is in good condition.	7/6/2023
8	100 Chicago Avenue Gateway	Mixed Use Building Residential/Retail	No changes. Site is in good condition.	7/6/2023
1	710 Clark Street	Office Building	Alleyway work has resumed with access to the alley during work. Construction fence remains in place and is in good condition.	7/6/2023
5	Emerson and Jackson Demolition Site	Residential	Demolition continues and has progressed north on Jackson Avenue. Dirt and debris in the alleyway are being maintained properly. Site and construction fence are in good condition.	7/6/2023



To: Luke Stowe, City Manager  
From: Angela Butler, Permit Services Supervisor  
Subject: Monthly Construction Valuation and Permit Fee Report  
Date: July 7, 2023

Enclosed is the monthly construction valuation and permit fee report. The report compares current month and year-to-date totals with those from 2022.

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



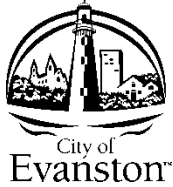
DATE: July 7, 2023  
 TO: Luke Stowe, City Manager  
 FROM: Angela Butler, Permit Services Supervisor  
 SUBJECT: Construction Valuation and Permit Fee Report for June, 2023

**BUILDING PERMIT FEES**

Total Permit Fees Collected for the Month of June 2023	\$ 334,708
Total Permit Fees Collected Fiscal Year 2023	\$ 2,079,199
Total Permit fees Collected for the Month of June 2022	\$ 266,190
Total Permit Fees Collected Fiscal Year 2022	\$ 1,688,342

**CONSTRUCTION VALUES**

<b>TOTAL CONSTRUCTION VALUE FOR JUNE 2023</b>	\$ 15,861,053
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2023</b>	\$ 108,551,617
<b>TOTAL CONSTRUCTION VALUE FOR JUNE 2022</b>	\$ 16,038,638
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2022</b>	\$ 94,543,937



# Memorandum

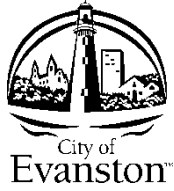
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: July 7, 2023

Ward	Property Address	Business Name	Date Received	Current Status
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	License Issued
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
2	1711 Maple Ave	Sky Zone/Circus Trix	7/13/2022	Building Permit Issued – Pending Inspections
5	1831 Emerson St	La Mi choacana	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: July 7, 2023

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

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