

Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: August 11, 2023

STAFF REPORTS BY DEPARTMENT

Weekly Report for August 7, 2023 – August 11, 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, August 14, 2023

9:30 AM: [Evanston Firefighters' Pension Board](#)

Tuesday, August 15, 2023

No meetings

Wednesday, August 16, 2023

6:00 PM: [Participatory Budgeting Leadership Committee](#)

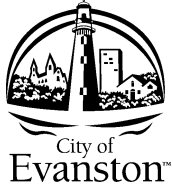
Thursday, August 17, 2023

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

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

Friday, August 18, 2023

No meetings



Memorandum

To: Luke Stowe, City Manager

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

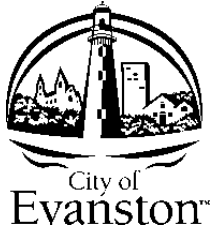
Subject: Bids/RFPs/RFQs Advertised during the Week August 7, 2023

Date: August 11, 2023

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

Bids/RFPs/RFQs sent during the Week of August 7, 2023

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
2023 Light Sewer Cleaning, 24-inch Diameter and Smaller	Public Works	Work on this project includes light cleaning of approximately 53,600 feet of combined sewer main, 8-inch to 24-inch in diameter.	\$550,000	09/05	10/09



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: August 11, 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, August 3, 2023 - August 9, 2023

Backlog (business days received until reviewed): 6

Volume (number of cases pending staff review): 14

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	521 Davis Street	D1	Building Permit	Renovation of existing restaurant space (La Cocinita)	07/10/23	pending staff review/Administrative Review Use application from the applicant
1	2343 Ridge Avenue	R1	Building Permit	Remove and replace sidewalk	08/08/23	pending staff review
1	521 Davis Street	D1	Zoning Analysis	Administrative Review Use for type-2 restaurant (La Cocinita)	08/08/23	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	pending additional information 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	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	1139 Fowler Avenue	R2	Building Permit	Patio and parking pad (work done without a permit)	07/10/23	pending additional information from the applicant
2	1135 Dodge Avenue	R4	Zoning Analysis	Addition (Apostolic Lighthouse Church of Evanston)	07/24/23	pending additional information from the applicant
2	1613 Florence Avenue	R3	Building Permit	Remove and replace existing driveway	08/01/23	pending additional information from the applicant
2	1621 Lake Street	R2	Building Permit	Replace foundation under existing dwelling and expand foundation for addition, lower basement floor, interior demo	08/04/23	pending staff review
2	1621 Lake Street	R2	Building Permit	Addition, interior renovation, detached garage/ADU	08/07/23	pending staff review
2	1900 Dempster Street	C1	Building Permit	Sealcoat and restripe parking lot (Evanston Plaza)	08/07/23	pending staff review
2	2325 Nathaniel Place	R2	Building Permit	Detached garage, 22x22	08/08/23	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	revisions submitted by applicant, pending staff review

3	222 Main Street	R5	Building Permit	Patch asphalt, remove and replace driveway aprons	08/07/23	pending staff review
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	revisions submitted by applicant, pending staff review
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 additional information from the applicant
4	1023 Maple Avenue	R1	Building Permit	Concrete pad for sports	07/25/23	pending additional information from the applicant
4	1113 Sherman Avenue	R3	Building Permit	Accessory structure for storage	08/02/23	pending additional information and revisions from the applicant
4	1210 Maple Avenue	R1	Building Permit	Roof mounted solar panels	08/07/23	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	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	non-compliant, pending revisions and/or minor variation application from the applicant
5	1820 Laurel Avenue	R2	Building Permit	Concrete slab	07/11/23	non-compliant, pending revisions/minor variation application from the applicant
5	1707 Emerson Street	R4	Building Permit	Remove and replace garage floor and apron	08/09/23	pending staff review
5	1723 Simpson Street	B1	Building Permit	85 sf addition to front of existing 1-story commercial building (Meals on Wheels of Northeastern Illinois)	08/09/23	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

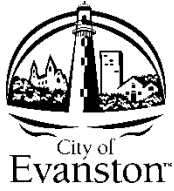
6	2440 Prospect Avenue	R1	Zoning Analysis	2-car attached garage	04/24/23	pending additional information from the applicant
6	2415 McDaniel Avenue	R1	Zoning Analysis	Detached 2-car garage	06/05/23	pending additional information from the applicant
6	2767 Crawford Avenue	R2	Building Permit	Driveway and retaining wall extension	06/26/23	pending additional information from the applicant
6	2942 Central Street	B1a/oCS	Building Permit	Interior remodel of existing commercial space (dental office)	06/30/23	pending staff review/Administrative Review Use approval
6	2828 Harrison Street	R1	Building Permit	Remove walk, install new wall and patio area	07/11/23	pending additional information and revisions from the applicant
6	2929 Central Street	B1a/oCS	Building Permit	Remove and replace asphalt parking lot, striping, signage, and bumper blocks (Normandy Remodeling)	07/25/23	revisions submitted by applicant, pending staff review
6	2107 Crawford Avenue	C1	Building Permit	Interior remodel to expand (Fox Animal Hospital)	08/02/23	pending special use application submittal by 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	12 Milburn Park	R1	Building Permit	Expand sport court, new terraces	02/21/23	pending additional information 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	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	1710 Central Street	B1a/oCS	Building Permit	Interior remodel of existing commercial space	08/01/23	pending staff review/Administrative Review Use application from the applicant
7	2665 Orrington Avenue	R1	Building Permit	Remove stoops, patio, and walks, construct new paver patio and walk	08/08/23	pending staff review
7	2524 Asbury Avenue	R1	Building Permit	Demolish enclosed rear porch, construct mud room addition with open porch and deck	08/09/23	pending staff review
7	2651 Sheridan Road	R1	Building Permit	Remove and replace driveway	08/09/23	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	402 Dewey Avenue	R1	Building Permit	Greenhouse	07/19/23	pending additional information from the applicant
9	822 Wesley Avenue	R3	Building Permit	Install 12 antennas and cabinets	06/21/22	pending additional information 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 additional information 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
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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
2	1806 Dempster Street	B1	Special Use	Special use for a Type-2 Restaurant	04/13/23	pending P&D
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	pending additional information from the applicant, LUC 09/13/23
3	1404 Judson Avenue	R1	Major Variation	Building lot coverage and rear yard setback for addition	06/07/23	pending LUC
4	1041 Ridge Court	R1	Major Variation	Building lot coverage and rear yard setback for a 2-story addition	08/08/23	pending LUC
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
6	2416 Isabella Street	R1	Minor Variation	Building lot coverage for roofed front porch	07/25/23	determination after 08/15/23
6	2420 Grant Street	R1	Major Variation	Lot size, lot width, and interior side yard setback for subdividing a zoning lot into 2 lots	08/02/23	pending LUC
7	1501 Central St	U2	Text Amendment	Modification to U2 uses to allow additional concerts and community events	01/27/23	pending LUC
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
7	1915-1917 Grant Street	R3	Special Use	Special Use for 10 micro homes and 3 micro homes above parking structure	06/28/23	pending zoning analysis review and additional information from the applicant



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: August, 11 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 if you have any questions or need additional information.

Weekly Field Inspection Report

11-Aug-23

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	No changes. Alleyway is clear and sidewalk remains closed and properly blocked. Construction fence is in good condition.	8/10/2023
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	8/10/2023
2	2030 Greenwood Street	Multi-Family Building	No changes. Site is in good condition.	8/10/2023
4	718 Main Street	Mixed Use Building Residential/Retail	Sewer main work has begun on Main Street. Proper signage and traffic control are in place. Construction fence remains and is in good condition.	8/10/2023
8	100 Chicago Avenue Gateway	Mixed Use Building Residential/Retail	No changes. Site is in good condition.	8/10/2023
1	710 Clark Street	Office Building	Alleyway work has resumed. Concrete pours are to resume next week. Construction fence remains in place and is in good condition.	8/10/2023
5	Emerson and Jackson Demolition Site	Residential	All structures have been demolished. Removal of all debris continues. Dirt and debris surrounding the site continues to be maintained properly. Site and construction fence are in good condition.	8/10/2023



Memorandum

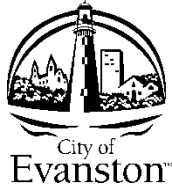
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: August 11,, 2023

Ward	Property Address	Business Name	Date Received	Current Status
1	519 Davis st	La Cocinita (Relocating)	7/11/2023	Pending Building Permit Issuance
2	921 Church St	Devil Dawgs	4/28/2023	Pending Building Permit Issuance
2	1701 Maple Ave	Egg Harbor	4/4/2023	Building Permit Issued – Pending Inspections
5	831 Foster St	Foster Food & Deli	4/3/2023	Pending Permit Application
8	100 Chicago Ave	West Town Bakery – Evanston	3/27/2023	Building Permit Issued – Pending Inspections
8	321 Howard St	Howard Grocery & Deli	3/9/2023	Building Permit Issued – Pending Inspections
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 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: August 11, 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 if you have any questions or need additional information.

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of July 21, 2023

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
2	Egg Harbor	1701 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



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING AUGUST 11, 2023

Reminder - Register Your Delegates to the NWMC Board of Directors

Last week, staff emailed information to the membership to register delegates and alternate delegates to the NWMC Board of Directors. Members are requested to remit the form by Friday, September 1 to Marina Durso via email, mdurso@nwmc-cog.org or fax, 847-296-9207. The NWMC Board will resume its monthly meeting schedule on Wednesday, September 13. *Staff contact: Marina Durso*

Pulse Dempster Line Station Unveiled in Downtown Des Plaines

Pace officially unveiled the first Pulse Dempster Line station in downtown Des Plaines on Wednesday. The Pulse Dempster Line offers riders limited stop service between Evanston and Chicago's O'Hare International Airport while seamlessly connecting passengers to the CTA's Blue, Yellow and Purple lines in addition to Metra's Union Pacific North, Northwest and North Central Service corridors. Speakers at the event included *Des Plaines Mayor Andrew Goczkowski*, State Senator Laura Murphy, Pace Chairman Rick Kwasneski and Pace Board member and former NWMC President Christopher Canning. After the unveiling ceremony, the public was invited to personally experience the convenience and modern amenities offered by Pace's new fleet of stylish purple buses, complete with Wi-Fi connectivity. A full list of stops and additional [information can be found on Pace's website](#). *Staff Contacts: Eric Czarnota, Brian Larson*

Safe Routes to Schools Grant Applications Now Open

With students soon to be trading swim bags for backpacks, the Illinois Department of Transportation (IDOT) is now accepting applications for the Safe Routes to School program. The program provides federal funding to improve safety and reduce traffic in areas around schools by supporting projects that make walking, biking and rolling to school a safe option for students. IDOT will distribute a total of \$6 million, with a maximum award of \$250,000. Projects may include new sidewalks, traffic-calming measures and improvements that increase accessibility for those with disabilities. Successful applications will demonstrate how the projects encourage students to walk, bike or roll. Eligible applicants include school districts, local governments, planning organizations and nonprofit associations. Preference will be given to schools with higher percentages of low-income students and students with disabilities. The deadline to apply is October 2, with awards to be announced in the spring. For more information on the program, including selection criteria and details on how to register for webinars to assist in the application process, visit the [Safe Routes to School homepage](#) or email DOT.SafeRoutes@illinois.gov. *Staff contacts: Eric Czarnota, Brian Larson*

Green Infrastructure Grant Opportunity Available

The Illinois Environmental Protection Agency (IEPA) is accepting grant applications for green infrastructure projects under the Green Infrastructure Grant Opportunity (GIGO) program. Funding ranges are from \$75,000 to \$2.5 million. Project type examples are bio-infiltration (swales, green roofs, rain gardens, bio-retention areas); retention/infiltration (permeable pavement/pavers for roads, alleys, parking lots); rainwater harvesting (rain barrels, cisterns) and downspout disconnections (from sewer system to rain barrel or rain garden). The GIGO grants require a 25 percent local match, unless the project is within a disadvantaged area (where the match is 15 percent). As applicable, MWRD funding can be used as the local match. Project length is two years with an anticipated start date for approved projects of January 31, 2024. There is a virtual [Technical Assistance Session](#) on Tuesday, August 15 at 1:30 p.m. Applications are due October 18, 2023. *Staff Contact: Eric Czarnota*

FTA Announces the Pilot Program for Transit-Oriented Development Planning

The Federal Transit Administration (FTA) has announced \$13.4 million in competitive grants through its Pilot Program for Transit-Oriented Development (TOD) planning program. Funding is available to integrate land use and transportation planning for new fixed guideway or core capacity transit project corridors. To apply for funding, an applicant must be an existing FTA grant recipient – either a project sponsor of an eligible transit project or an entity with land use planning authority in the project corridor. To ensure that work meets the needs of the local community,

transit project sponsors and land use planning authorities must partner to conduct the planning work. Please visit the [TOD Pilot Program webpage](#) for additional information. The application period will close on October 10. *Staff Contacts: Eric Czarnota, Brian Larson*

Reminder - FHWA PROTECT Program Applications Due Next Week

Applications for the Federal Highway Administration's (FHWA) [Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation \(PROTECT\) Program](#), which supports projects that improve the resilience of surface transportation systems (including highways, public transportation, pedestrian facilities, ports and intercity passenger rail) are due on Friday, August 18. FHWA encourages applicants to use the [application checklist](#) when preparing their application. *Staff Contacts: Eric Czarnota, Brian Larson*

Community Alliance for Regional Equity Cohort Seeking Participants

The Chicago Metropolitan Agency for Planning (CMAP) is accepting applicants to participate in the second Community Alliance for Regional Equity (CARE) cohort, which will launch in January and run through December 2024. CARE is a group of community-based organizations that will work with CMAP to make investment processes more equitable and strengthen community collaboration. CMAP is seeking community-based organizations that are traditionally marginalized or excluded in the transportation planning process. To compensate them for their time and expertise, each member organization will receive a \$10,000 honorarium. For more information, including an application, please visit: [CMAP Community Alliance for Regional Equity program](#). Applications are due by September 19. *Staff contacts: Eric Czarnota, Brian Larson*

USDOT's Thriving Communities Technical Assistance webinar materials now online

The U.S. Department of Transportation (USDOT) hosted a Thriving Communities Technical Assistance webinar on July 25 to provide information about their various technical assistance resources and highlight upcoming USDOT programs and grants. The webinar focused on programs and technical assistance related to transit, bicycle and pedestrian planning, reconnecting communities, climate change and resiliency and transportation safety. The webinar materials, including the presentation slides, webinar recording, and resource sheets can be found on the [Thriving Communities Resources webpage](#). *Staff Contacts: Eric Czarnota, Brian Larson*

Meetings and Events

NWMC Local Government Communicators Committee will meet on Wednesday, August 16 at 1:00 p.m. via videoconference.

NWMC Executive Board will meet on Wednesday, September 6 at 8:30 a.m. via teleconference.

NWMC Finance Committee will meet on Wednesday, September 13 at noon via teleconference.

NWMC Board of Directors will meet on Wednesday, September 13 at 7:00 p.m. in Rooms 1606 & 1608 at Oakton College in Des Plaines.

NWMC Staff

Mark Fowler	Executive Director	mfowler@nwmc-cog.org
Larry Bury	Deputy Director	lbury@nwmc-cog.org
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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

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