



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: September 8, 2023

STAFF REPORTS BY DEPARTMENT

Weekly Report for September 4, 2023 – September 8, 2023

City Manager's Office
No Weekly Bids

Community Development
Weekly Inspection Report
Monthly CV-Permit Fee Memo
Monthly CV-Permit Fee 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, September 11, 2023

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

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

5:30 PM: [City Council](#)

Tuesday, September 12, 2023

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

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

Wednesday, September 13, 2023

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

Thursday, September 14, 2023

7:00 PM: [Social Services Committee – IN PERSON](#)

Friday, September 15, 2023

No Meetings



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: September, 8 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

8-Sep-23

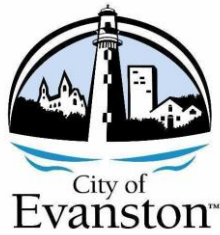
Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	No changes. Sidewalk remains closed and properly blocked. Alleyway remains open. Construction fence is in good condition.	9/7/2023
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	9/7/2023
*	*	*	*	*
4	718 Main Street	Mixed Use Building Residential/Retail	No changes. Interior work continues. Construction fence remains and is in good condition.	9/7/2023
*	*	*	*	*
1	710 Clark Street	Office Building	No changes. Interior work continues. Construction fence remains in place and is in good condition.	9/7/2023
5	Emerson and Jackson Demolition Site	Residential	North lot has been cleared. Debris removal continues on south lot. Dirt and debris surrounding the site continues to be maintained properly. Site and construction fence are in good condition.	9/7/2023



To: Luke Stowe, City Manager
From: Angela Butler, Permit Services Supervisor
Subject: Monthly Construction Valuation and Permit Fee Report
Date: September 8th, 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 if you have any questions or need additional information.



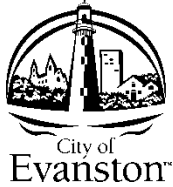
DATE: September 8, 2023
TO: Luke Stowe, City Manager
FROM: Angela Butler, Permit Services Supervisor
SUBJECT: Construction Valuation and Permit Fee Report for August, 2023

BUILDING PERMIT FEES

Total Permit Fees Collected for the Month of August 2023	\$ 453,621
Total Permit Fees Collected Fiscal Year 2023	\$ 2,999,144
Total Permit fees Collected for the Month of August 2022	\$ 447,113
Total Permit Fees Collected Fiscal Year 2022	\$ 2,659,913

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR August 2023	\$ 14,987,462
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2023	\$ 145,953,442
TOTAL CONSTRUCTION VALUE FOR August 2022	\$ 38,058,328
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2022	\$ 145,965,164



Memorandum

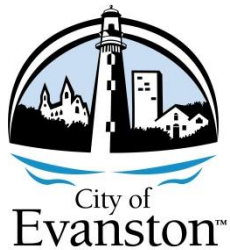
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: September 8, 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	Building Permit Issued – Pending Inspections
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 Issuance
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	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: September 8, 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 September 8, 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
6	The Fat Shallot	2418 Harrison St.	C	Restaurant	11 a.m. — 1 a.m. (Mon-Wed); 11 a.m. — 2 a.m. (Thurs-Sat); 10 a.m. — 1 a.m. (Sun) 11 a.m. — 2 a.m. on New Year's Day, Memorial Day, Fourth of July, Labor Day and Thanksgiving	Application pending
4	Reza's Restaurant	1557-1559 Sherman Ave.	C	Restaurant	11 a.m. — 1 a.m. (Mon-Wed); 11 a.m. — 2 a.m. (Thurs-Sat); 10 a.m. — 1 a.m. (Sun) 11 a.m. — 2 a.m. on New Year's Day, Memorial Day, Fourth of July, Labor Day and Thanksgiving	Application pending



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING SEPTEMBER 8, 2023

RTA, CMAP PART Report to Highlight September 13 NWMC Board Meeting Agenda

The NWMC Executive Board met Wednesday to set the agenda for the September 13 membership meeting. **Please note that this meeting will be held in person**, in Rooms 1606 and 1608 at Oakton College in *Des Plaines*. To ensure that we have a quorum, please RSVP your attendance to Marina Durso, mdurso@nwmc-cog.org.

Highlighting the agenda will be a presentation from Regional Transportation Authority (RTA) Executive Director Leanne Redden, who will provide an update on the agency's [Transit is the Answer](#) strategic plan and relevant implementation activities. Staff will present the FY22-23 NWMC Annual Report and provide a first quarter report on the FY23-24 NWMC Work Plan. Members will consider approval of the committee assignments for the year and discuss the annual call for legislative initiatives (see next article). Finally, Chicago Metropolitan Agency for Planning (CMAP) Executive Director Erin Aleman will provide an update on the agency's [Plan of Action for Regional Transit](#) (see article below). We look forward to seeing you all on September 13! *Staff contacts: Mark Fowler, Larry Bury*

Reminder: Submit Proposals for the 2024 NWMC Legislative Program

Last week, staff sent an email to members soliciting recommendations for initiatives and issues to include in the Conference's 2024 Legislative Program. The Legislative Committee will soon begin the process of developing the program and needs your community's input. In addition to informing the legislative program, member responses will provide the Legislative Committee and staff with the local government context necessary to review legislation and engage legislators as highlighted issues emerge.

Member responses are critical to development of the Conference's legislative work plan for the year. The email was sent to mayors, managers, public works directors, fire chiefs, police chiefs and municipal attorneys. As such, members may find it useful to coordinate responses internally and submit a unified document. For those unfamiliar with the process, please do not hesitate to contact staff with any questions.

Please return completed forms to NWMC Policy Analyst Chris Staron, cstaron@nwmc-cog.org by Friday, September 15. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

CMAP PART Steering Committee Proposes Regional Transit Options

On Wednesday, a CMAP steering committee received a presentation on the [Draft Plan of Action for Regional Transit \(PART\)](#), created to address a pending transit funding "fiscal cliff" and imagine a new regional transit system. As previously reported, this report must be approved by CMAP's Board and MPO Policy Committee before it is submitted to the General Assembly and Governor by January 1, 2024. Joint meetings of the CMAP Board and Metropolitan Planning Organization Policy Committee will be held on September 13 and October 11 to consider and adopt the report for submittal to the General Assembly.

"Transformational" and "meaningful" changes are suggested in the draft report, promoting integrated and affordable fares, seamless travel across the region, increased bus speeds and reliability as well as improved safety and accessibility at transit stations and stops. Funding packages are also proposed, including up to \$1.5 billion in new funding, operating efficiencies and changes in the governance of the regional transit system. As noted above, CMAP's Executive Director, Erin Aleman, will discuss PART at Wednesday's NWMC board meeting. WTTW interviewed Director Aleman about the effort this week [link here](#) and Crain's Chicago Business also published a report (see today's "Newsy Items of the Week" on p. 3). *Staff contacts: Eric Czarnota, Brian Larson*

Reminder: Apply Today for Safe Routes to Schools Grants

As previously reported, 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 Monday, 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, please visit the [Safe Routes to School homepage](#) or email DOT.SafeRoutes@illinois.gov. *Staff contacts: Eric Czarnota, Brian Larson*

CMAP's ADA and Accessibility Training Sessions Begin Next Week – Register Today!

As a reminder, CMAP is offering a series of American With Disabilities Act (ADA) and accessibility [training sessions](#) this fall, and they are now open for registration. The four sessions will be held on matters ranging from understanding responsibilities under the ADA and Title II of the Illinois Accessibility Code (September 14), ADA coordinator training (October 11), ADA self-evaluation (November 8) and ADA transition plans (November 9). It is important to note that ADA transition plan status will be required in future funding program scoring methodologies. These training sessions will give your community a head start on ensuring mobility for all residents. *Staff contacts: Eric Czarnota, Brian Larson*

Reminder to Apply for USDOT SMART Grants

The United States Department of Transportation (USDOT) recently released a [notice of funding opportunity](#) for Strengthening Mobility and Revolutionizing Transportation (SMART) Stage 1 Planning and Prototyping grants. SMART grants “are to be awarded on a competitive basis to conduct demonstration projects focused on advanced smart city or community technologies and systems to improve transportation efficiency and safety.” Applications must be submitted by 4:00 p.m. on Tuesday, October 10 to the [Valid Eval submission website](#). *Staff contacts: Eric Czarnota, Brian Larson*

IDOT Updating National Bridge Inspection Standards

A [Circular Letter](#) from IDOT was recently released notifying of an update to the National Bridge Inspection Standards (NBIS). The update incorporates Specifications for the National Bridge Inventory (SNBI) and provides for bridge reporting data to the Federal Highway Administration (FHWA) for inclusion in the inventory.

IDOT is currently working on updating the Illinois Structure Information System (ISIS), bridge inventory/inspection forms and manuals to meet the requirements of the SNBI. Further, FHWA and IDOT are also developing training that will be available to aide in the collection and recording of the data required by the SNBI. Any questions can be directed to the Bridge Management and Inspection Unit, DOT.BBS.BridgeMgmt@illinois.gov. *Staff contacts: Eric Czarnota, Brian Larson*

NHTSA Releases Handbooks to Increase Pedestrian Safety Using Low-Cost Countermeasures

Building a safe street network for all road users, especially pedestrians, doesn't have to be costly. Check out the NHTSA's [Low-Cost Pedestrian Safety Zones: Countermeasure Selection Resource](#) and [Low-Cost Pedestrian Safety Zones: An Eight-Step Handbook](#) to learn about quick and low-cost methods to identify areas and reduce crash incidents. *Staff contacts: Eric Czarnota, Brian Larson*

National Week Without Driving – Take the Community Challenge

This year's National Week Without Driving (October 2-8) is an opportunity for community leaders to take a step back and visualize their communities through the lens of people without a car or unable to drive, about 25% of the population.

America Walks urges elected officials, public officials, transportation professionals, organizations, advocates, and individuals to participate so those who have the option to drive regularly can understand the barriers and challenges that non-drivers face when trying to move safely in their communities, and work with non-drivers to create better communities for all. Please visit the [National Week Without Driving](#) website to learn more and sign up for the

challenge. *Staff Contacts: Eric Czarnota, Brian Larson*

Newsy Items of the Week

Daily Herald: [Why So Many Communities Are Adopting Bike Plans And How They Benefit Riders](#) (features Glenview and Libertyville)

Crain's Chicago Business: [With 40% service cuts looming, a new plan would remake the CTA and Metra](#)

Governing: [Clock Ticking for States to Replace Dwindling Gas Taxes](#)

Streetsblog Chicago: [Baha'i hopes: Advocates help win funding for study on connecting the N. Shore Channel Trail with lakefront](#) (features Evanston and Wilmette)

Route Fifty: [How communities can navigate the tangled web of federal grants](#)

Meetings and Events

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 Health Directors Committee will meet Tuesday, September 19 at 2:00 p.m. at the *Arlington Heights Village Hall*.

NWMC Legislative Committee will meet on Wednesday, September 20 at 8:30 a.m. via teleconference.

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