



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: January 5, 2024

STAFF REPORTS BY DEPARTMENT

Weekly Report for January 1, 2024 – January 5, 2024

City Manager's Office

No Weekly Bids Advertised

Community Development

Weekly Zoning Report

Weekly Inspection Report

Monthly CV-Permit 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, January 8, 2024

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

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

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

6:00 PM: [City Council](#)

Tuesday, January 9, 2024

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

Wednesday, January 10, 2024

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

Thursday, January 11, 2024

6:00 PM: [Special Reparatons Committee Meeting](#)

6:30 PM: [Evanston Environment Board](#)

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

Friday, January 12, 2024

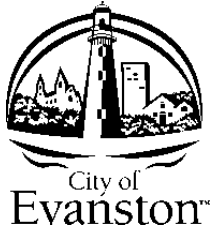
7:15 AM: [Utilities Commission](#)

Check the City's Calendar for updates:

[City of Evanston - Calendar](#)

City of Evanston Committee Webpage:

[City of Evanston – Boards, Commissions and Committees](#)



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: January 5, 2024

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, December 21, 2023 - January 3, 2024

Backlog (business days received until reviewed): 2

Volume (number of cases pending staff review): 4

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	733 Colfax Street	R1	Building Permit	Patio	08/29/23	pending additional information/revisions from the applicant
1	2121 Orrington Avenue	R1	Building Permit	Enlarge lower deck and repair upper deck	12/08/23	pending additional information from the applicant
2	653 Dodge Avenue	R2	Building Permit	Patio	06/13/23	pending additional information from the applicant
2	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	1553 Dewey Avenue	R3	Building Permit	Remove concrete patio, walks, and pad, install paver patio and walk	09/19/23	pending additional information/revisions from the applicant
2	1829 Dempster Street	C2	Zoning Analysis	Modify existing drive-thru to add a 2nd lane, minor site repairs (Burger King)	09/27/23	pending additional information from the applicant
2	1500 Crain Street	R3	Zoning Analysis	Convert detached garage to an ADU	12/06/23	pending additional information from the applicant
3	1245 Chicago Avenue	B1	Building Permit	Addition to existing commercial building (Space)	11/20/23	pending additional information from the applicant
3	130 Main Street	R5	Building Permit	Interior remodel of 6 dwelling units and basement	11/30/23	pending additional information from the applicant
3	827 Chicago Avenue	C1a	Building Permit	Interior build out for a bagel shop/cafe (Lefty's Righteous Bagels)	12/06/23	pending Administrative Review Use review
3	827 Chicago Avenue	C1a	Zoning Analysis	Administrative Review Use for a Type-2 Restaurant (Lefty's Righteous Bagels)	12/13/23	pending Administrative Review Use review
3	504 South Boulevard	R5	Building Permit	New 5-story 62' tall multi-family building with 60 dwelling units (Lot 1)	12/29/23	pending staff review
4	1552 Wesley Avenue	R1	Zoning Analysis	Driveway	06/22/23	pending additional information from the applicant
4	1118 Elmwood Avenue	R3	Building Permit	Awning	07/31/23	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	720 Main Street	B2/oDM	Zoning Analysis	Retail bakery with inside/outside seating	12/08/23	pending Administrative Review Use review
4	1204 Sherman Avenue	R4	Building Permit	Remove deck, construct new deck	12/19/23	revisions submitted by applicant, pending staff review
4	1312 Church Street	R1	Building Permit	Roof mounted solar panels	01/03/24	pending staff review
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	1811 Church Street	B2/oWE	Building Permit	New 4-story mixed-use building with ground floor retail and 33 dwelling units (HODC)	08/18/23	pending revisions and additional information from the applicant
5	801 Simpson Street	R5	Zoning Analysis	Make remodeled garden level dwelling unit legal	09/19/23	pending additional information from the applicant
5	2011 Darrow Avenue	R4	Zoning Analysis	Remodel existing 3-dwelling unit building and add an ADU to garage	10/05/23	pending additional information from the applicant
5	2125 Darrow Avenue	R4	Building Permit	2-car garage	12/04/23	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	2421 Crawford Avenue	R2	Building Permit	Remove existing asphalt and concrete, replace with permeable patio and sidewalk	08/23/23	non-compliant, pending revisions or major variation application from applicant
6	2300 Park Place	R1	Building Permit	2nd story addition to a garage for an ADU	11/01/23	pending revisions from the applicant
6	3233 Central Street	R4/oCSC	Zoning Analysis	New 9 townhomes with detached garages	12/05/23	revisions submitted by applicant, pending staff review
6	2604 Isabella Street	R1	Zoning Analysis	2nd story addition over existing 1st story	01/02/24	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	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	1126 Grant Street	R1	Building Permit	Paver walk and landing	08/22/23	pending additional information/revisions from the applicant
7	1017 Colfax Street	R1	Building Permit	2-story addition	10/04/23	non-compliant, pending revisions from the applicant
7	2759 Ridge Avenue	R1	Building Permit	2nd story addition	11/21/23	minor variation granted, pending revisions addressing building code review
7	824 Ridge Terrace	R1	Building Permit	In-ground swimming pool	12/18/23	pending additional information from the applicant
7	2744 Asbury Avenue	R1	Building Permit	Addition and interior remodel	12/29/23	pending staff review
8	141 Dodge Avenue	R4	Building Permit	Detached garage	11/17/23	pending additional information from the applicant
9	709 Asbury Avenue	R2	Building Permit	Detached garage	08/29/23	non-compliant, pending additional information and minor variation submittal by 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
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1	1630 Orrington Avenue	D3	Special Use	Special Use for a Resale Establishment	11/28/23	pending LUC 01/10/24
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 additional information from the applicant
2	1579 Dewey Avenue	R3	Minor variation	Front yard setback to an open front porch	12/13/23	determination after 01/10/24
2	1840 Oak Avenue	RP	Fence Variation	Install a fence on vacant property, establishing an accessory use/structure prior to approval of a principal use/structure (NU)	12/21/23	pending additional information from the applicant
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	2649 Crawford Avenue	R2	Appeal	Appeal of Zoning Administrator's determination denying a minor variation application for a proposed detached garage located within a front yard	11/28/23	pending LUC 01/10/24
7	1915-1917 Grant Street	R3	Special Use & Text Amendment	Special Use for 10 micro homes and 3 micro homes above parking structure	06/28/23	pending P&D
7	2505 McCormick Boulevard	R1	Major Variation	Parking/storing a RV camper in the front yard on the driveway	11/03/23	pending LUC 01/10/24



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: January 5, 2024

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

Friday, December 29, 2023

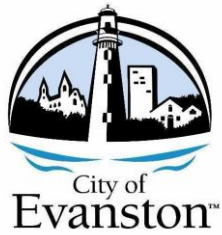
Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	No changes. Construction fence has been moved back from the corner of Church Street and Oak Avenue. Sidewalk remains closed with proper signage in place.	12/27/2023
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	12/27/2023
*	*	*	*	*
4	718 Main Street	Mixed Use Building Residential/Retail	The construction fence has been removed completely from the site. Alleyway is clear of debris and materials.	12/27/2023
2	1840 Oak Avenue	Demolition	No changes. Proper cleanup continues with proper signage and traffic control in place. Construction fence is in good condition.	12/27/2023
1	710 Clark Street	Office Building	No changes. Construction fence remains in place and is in good condition.	12/27/2023
*	*	*	*	*



To: Luke Stowe, City Manager
From: Angela Butler, Permit Services Supervisor
Subject: Monthly Construction Valuation and Permit Fee Report
Date: January 5th, 2024

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: January 5, 2024
 TO: Luke Stowe, City Manager
 FROM: Angela Butler, Permit Services Supervisor
 SUBJECT: Construction Valuation and Permit Fee Report for December, 2023

BUILDING PERMIT FEES

Total Permit Fees Collected for the Month of December 2023	\$ 430,831
Total Permit Fees Collected Fiscal Year 2023	\$ 4,355,995
Total Permit fees Collected for the Month of December 2022	\$ 222,154
Total Permit Fees Collected Fiscal Year 2022	\$ 6,459,409

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR December 2023	\$ 22,060,999
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2023	\$ 210,806,300
TOTAL CONSTRUCTION VALUE FOR December 2022	\$ 9,713,340
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2022	\$ 339,152,670



Memorandum

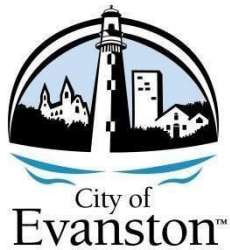
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: January 5, 2024

Ward	Property Address	Business Name	Date Received	Current Status
3	503 Main St	Paragon	12/27/2023	Pending Inspections (Change of Ownership)
4	618 ½ Church St	Ume Tea	12/21/2023	Pending Inspections
3	827 Chicago Ave	Lefty's Righteous Bagels	12/13/2023	Pending Permit Issuance
4	1608 Chicago Ave	Mensch's Deli	11/29/2023	Pending Permit Issuance
1	726 Clark St	Ran Ran Boba Milk Tea	11/28/2023	Pending Inspections (formerly Kung Fu Tea)
5	1601 Simpson St	Shanghai Kosher	11/21/2023	Pending Inspections
1	1611 Sherman Ave	Cold Stone Creamery	11/20/2023	Pending Inspections – Change of Ownership
4	810 Dempster St	Village Farmstand	11/20/2023	Pending Inspections – Change of Ownership
7	2614 Green Bay Rd	Jilly's Cafe	11/7/2023	Pending Inspections – Change of Ownership
4	1629 Orrington Ave	Dos Bros	10/10/2023	Building Permit Issued – Pending Inspections
1	704 Clark St	Etta Evanston	10/5/2023	Pending Permit Issuance
1	1737 Sherman Ave	Taco Bell	10/5/2023	Pending Permit Issuance
4	1557 Sherman Ave	Reza's Restaurant	9/6/2023	Pending Inspections – Change of Ownership
1	521 Davis St	La Cocinita (Relocating)	7/11/2023	Building Permit Issued – Pending Inspections
2	921 Church St	Devil Dawgs	4/28/2023	Building Permit Issued – Pending Inspections
5	831 Foster St	Foster Food & Deli	4/3/2023	Building Permit Issued – Pending Inspections
8	100 Chicago Ave	West Town Bakery – Evanston	3/27/2023	Building Permit Issued – Pending Inspections
2	1808 Dempster St	Windy City Flavors	8/22/2023	Pending 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: January 5, 2024

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, 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 January 5, 2024

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
2	Devil Dawgs	921 Church St. 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 JANUARY 5, 2024

Last Chance to Help the Mayors Caucus Plan for the Future

From the desk of Metropolitan Mayors Caucus Executive Director Neil James:

The [Metropolitan Mayors Caucus Strategic Plan survey](https://www.surveymonkey.com/r/MMC-Stakeholders) closes on Friday, January 5, 2024 at 5 p.m. The brief questionnaire requests insights on where the MMC should focus its efforts and resources to best support our members over the next several years. If you haven't already done so, please complete the survey which can be accessed at <https://www.surveymonkey.com/r/MMC-Stakeholders>. Thank you!

Please also mark your calendar for the February 10, 2024 half-day Strategic Plan development retreat to refine the MMC's mission, identify goals, objectives, tactics and resource allocation. While in-person participation is encouraged, an online participation option will be available. The retreat will be held from 9 a.m. to 1 p.m. at [Oakton College, Des Plaines](#). Additional information will be distributed soon.

Thank you and we at the Metropolitan Mayors Caucus look forward to continuing to work with you in 2024 and beyond. *Staff contact: Mark Fowler*

Apply Today for IDOT Grade Crossing Safety Program NOFOs

As a reminder, the Illinois Department of Transportation (IDOT) recently released a [Circular Letter](#) announcing two notices of funding opportunities (NOFOs) related to rail-highway safety. IDOT is accepting Local Rail-Highway Grade Crossing Safety Program (Section 130 Funds) applications for state Fiscal Years 2025 and 2026. Simultaneously, but separately, the Illinois Commerce Commission (ICC) is accepting applications for the FY 2025 - 2029 Crossing Safety Improvement Program (CSIP) funded through the Grade Crossing Protection Funds (GCPF). The scope and coverage of these programs are very similar, but please note that each is different in their submission requirements.

The following scope of work is eligible for both programs: warning device upgrades; grade separations (new and reconstructed); grade separations (vertical clearance improvements); pedestrian grade separations; interconnects; highway approaches; connecting roads; remote monitoring devices; and, crossing closures. The deadline for the ICC CSIP 5-year plan program is TODAY, Friday, January 5 and the program contact is Aaron Toliver, Aaron.Toliver@illinois.gov. The deadline for the IDOT Section 130 Program is Friday, February 2 and the program contact is William Pearsall, William.Pearsall@illinois.gov. For more information on each program, please reference the [Circular Letter](#) or for additional questions, please contact the Rail Safety Projects Unit, DOT.LRSRail@illinois.gov or 217-782-3568. *Staff contacts: Eric Czarnota, Brian Larson*

FEMA Opens Swift Current and Technical Assistance Grant Applications

The Federal Emergency Management Agency (FEMA) recently announced that two grant opportunities are open for applications. The FEMA Swift Current program aims to provide flood mitigation funding for buildings with a current contract for flood insurance under the National Flood Insurance Program (NFIP) and a history of repetitive or substantial damage from flooding. Eligible projects include: property acquisition and structure demolition/relocation; structure elevations; dry flood proofing of historic residential or non-residential structures; non-structural retrofitting of existing structures and facilities; mitigation reconstruction; and, structural retrofitting of existing structures. Cost share depends on a few variables (such as whether it is a severe repetitive loss property, social vulnerability score of the project area, etc.). Applications are due by Monday, January 15. For more information, please reference the [Notice of Funding Opportunity \(NOFO\)](#).

The FEMA Direct Technical Assistance (DTA) program provides non-financial, technical support to communities seeking to begin climate resilience planning and project solution design. Intended for communities that lack capacity to do this work on their own, the program can help plan a large project that will be submitted to the Building Resilient Infrastructure and Communities (BRIC) Program for funding in the future year's application period. The BRIC

application will receive additional points during scoring for having a DTA award. To be considered this application cycle, please submit the form located on [FEMA's website](#) before Thursday, February 29. *Staff contact: Eric Czarnota*

Newsy Items of the Week

Daily Herald: [The cameras have been good for us](#)

Chicago Tribune: [Editorial: Chicago's Yellow Line commuters deserve better](#)

Daily Herald: [Can proposed solar farm and homes coexist in Antioch?](#)

Daily Herald: [Mount Prospect seeking input on traffic calming project](#)

Illinois Answers: [Evanston's Streets Have Become Safer for Cyclists. What's the Suburb Doing Right?](#)

Chicago Tribune: [Morton Grove looks forward to new train station, park improvements, construction in 2024](#)

Chicago Sun-Times: [Metra overhauling fares, eliminating ticket windows](#)

Meetings and Events

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, January 9 at 10:30 a.m. via videoconference.

NWMC Board of Directors will meet on Wednesday, January 10 at 6:00 p.m. at the NWMC office and via videoconference. **Please note new time.**

NWMC Legislative Committee will meet on Wednesday, January 17 at 8:30 a.m. via videoconference.

NWMC Finance Committee will meet on Wednesday, January 17 at 12:00 p.m. via videoconference.

North Shore Council of Mayors Technical Committee will meet on Thursday, January 18 at 8:30 a.m. at the *Skokie Village Hall*.

Northwest Council of Mayors Technical Committee will meet on Friday, January 19 at 8:30 a.m. at the *Barrington Village Hall*.

NWMC Staff

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Chris Staron	Policy Analyst	cstaron@nwmc-cog.org

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