

Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: January 12, 2024

STAFF REPORTS BY DEPARTMENT

Weekly Report for January 8, 2024 – January 12, 2024

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
No Report

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

Monday, January 15, 2024

No Meetings Scheduled

Tuesday, January 16, 2024

7:00 PM: [Housing & Community Development Committee](#)

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

Wednesday, January 17, 2024

6:00 PM: [M/W/D/EBE Development Committee](#)

Thursday, January 18, 2024

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

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

Friday, January 19, 2024

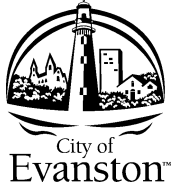
No Meetings Scheduled

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: Luke Stowe, City Manager

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

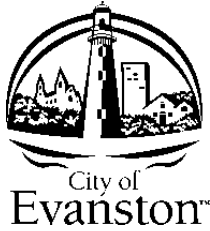
Subject: Bids/RFPs/RFQs Advertised during the Week January 8, 2024

Date: January 12, 2024

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 January 8, 2024

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Streetlight Improvement Project	Public Works	Work on this project includes removing existing underpass lighting, removing of roadway lighting, installing underpass lighting, installing full intersection lighting system, excavation, site restorations, maintenance of traffic plans and all incidental and collateral work necessary to complete the project as shown on the plans.	\$290,000	2/13	4/22



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: January 12, 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, January 4, 2024 - January 10, 2024

Backlog (business days received until reviewed): 7

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	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
3	614 Dempster Street	B2/oDM	Zoning Analysis	Renovation for a coffee roasting and retail establishment	01/05/24	pending additional information from the applicant
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	1204 Sherman Avenue	R4	Building Permit	Remove deck, construct new deck	12/19/23	pending revisions from the applicant
4	1312 Church Street	R1	Building Permit	Roof mounted solar panels	01/03/24	pending 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	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	pending revisions and additional information from the applicant
6	2820 Thayer Street	R1	Building Permit	Detached garage	01/05/24	non-compliant, pending revisions and/or minor variation application from the applicant
6	2400 Hartzell Street	R1	Building Permit	Detached garage	01/05/24	non-compliant, pending revisions from the applicant
6	2137 Crawford Avenue	R2	Building Permit	Detached garage.	01/10/24	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	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	non-compliant, pending revisions from the applicant
7	824 Ridge Terrace	R1	Zoning Analysis	Addition and in-ground pool	01/05/24	pending additional information from the applicant
7	824 Ridge Terrace	R1	Building Permit	Addition	01/08/24	pending review of zoning analysis application covering multiple permit submittals
7	1501 Central Street	U2	Building Permit	Foundation only (Ryan Field, NU)	01/08/24	pending staff review
7	2433 Simpson Street	R1	Zoning Analysis	1-story addition	01/10/24	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
1	1630 Orrington Avenue	D3	Special Use	Special Use for a Resale Establishment	11/28/23	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 additional information from the applicant
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 01/24/24
6	2604 Isabella Street	R1	Minor variation	Interior side yard setbacks to 2nd story addition over existing 1st story	12/27/23	determination after 01/26/24
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



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: January, 12 2024

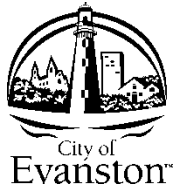
Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

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, January 12, 2024

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	No changes. Interior construction continues. Sidewalk remains closed with proper signage in place.	1/10/2024
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	1/10/2024
*	*	*	*	*
4	718 Main Street	Mixed Use Building Residential/Retail	No changes. Interior work continues. Alleyway is clear of debris and materials.	1/10/2024
2	1840 Oak Avenue	Demolition	No changes. Proper cleanup continues with proper signage and traffic control in place. Construction fence is in good condition.	1/10/2024
1	710 Clark Street	Office Building	No changes. Construction fence remains in place and is in good condition.	1/10/2024
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Memorandum

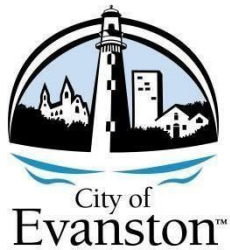
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: January 12, 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 Inspections
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 12, 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 will be voted on by the liquor review board on 1.12.24
8	Peckish Pig	623 W Howard St, Evanston, IL 60202	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 will be voted on by the liquor review board on 1.12.24