



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: March 29, 2024

STAFF REPORTS BY DEPARTMENT

Weekly Report for March 25, 2024 – March 29, 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
NWMC Weekly Briefing

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

Monday, April 1, 2024

5:00 PM: [Rules Committee - Canceled](#)

6:00 PM: [Human Services](#)

Tuesday, April 2, 2024

No Meetings

Wednesday, April 3, 2024

6:00 PM: [Economic Development Committee](#)

6:30 PM: [Envision Evanston 2045 Community Meeting](#)

Thursday, April 4, 2024

9:00 AM: [Reparations Committee](#)

6:30 PM: [Envision Evanston 2045 Community Meeting \(Virtual\)](#)

Friday, April 5, 2024

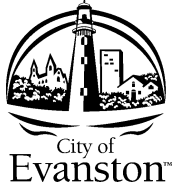
No Meetings

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

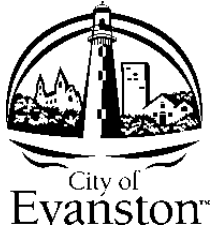
Subject: Bids/RFPs/RFQs Advertised during the Week March 25, 2024

Date: March 29, 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 March 25, 2024

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Downtown Evanston - Evanston Thrives - Civic Plaza Planning, Design, and Implementation	CMO	The City of Evanston's Economic Development Department is seeking proposals from experienced firms to lead a planning and engagement process, design, and implementation for a downtown Evanston "Civic Plaza" to be located in the area bound by the intersection of Maple and Church on the north, Davis Street and Union Pacific/CTA bridges on the south, CTA tracks on the east and Union Pacific tracks on the west.	TBD	4/23	5/28



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: March 29, 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, March 21, 2024 - March 27, 2024

Backlog (business days received until reviewed): 17

Volume (number of cases pending initial staff review): 7

Zoning Reviews

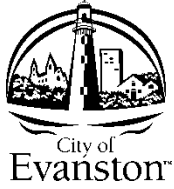
Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	733 Colfax Street	R1	Building Permit	Patio	08/29/23	pending additional information/revisions from the applicant
1	1935 Sherman Avenue	R5	Zoning Analysis	Major Home Occupation for violin lessons	03/04/24	pending staff review
1	1625 Hinman Avenue	R6	Zoning Analysis	Zoning verification letter (The Graduate Evanston)	03/26/24	pending staff review
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	1500 Crain Street	R3	Zoning Analysis	Convert detached garage to an ADU	12/06/23	pending additional information from the applicant
2	1535 Wilder Street	R3	Building Permit	Detached garage	03/27/24	pending staff review
3	518 Main Street	C1a/oDM	Zoning Analysis	Preliminary details for proposed Animal Hospital	03/26/24	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	1555 Oak Avenue		Building Permit	Asphalt pave existing gravel parking lot	03/05/24	pending additional information from the applicant (civil engineering review)
4	1002 Asbury Avenue	R1	Building Permit	Attached garage and interior remodel	03/27/24	pending staff review
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	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
5	829 Gaffield Place	R4a	Building Permit	Detached ADU	03/25/24	additional information submitted by applicant, pending staff review
5	2209 Emerson Street	R3	Building Permit	Deck	03/25/24	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	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	2820 Thayer Street	R1	Building Permit	Detached garage	01/05/24	pending minor variation application from the applicant
6	2137 Crawford Avenue	R2	Building Permit	Detached garage	01/10/24	pending additional information from the applicant
6	2227 Harrison Street	R1	Building Permit	Patio	02/19/24	pending additional information from the applicant
6	2426 Hartzell Street	R1	Building Permit	Patio and garden wall	03/06/24	pending revisions and additional information from the applicant
6	2635 Crawford Avenue	R2	Zoning Analysis	New single-family dwelling with attached garage	03/27/24	pending staff review
7	1126 Grant Street	R1	Building Permit	Paver walk and landing	08/22/23	pending additional information/revisions from the applicant
7	2655 Sheridan Road	R1	Building Permit	Rebuild screened porch, add deck	03/12/24	pending revisions from the applicant
7	2235 Campus Drive	U3	Zoning Analysis	Determination of use for university football games with 15,000 spectator capacity on NU campus	03/26/24	pending additional information from the applicant
8	141 Dodge Avenue	R4	Building Permit	Detached garage	11/17/23	pending additional information from the applicant
8	2102 Dobson Street	R2	Building Permit	Garage	03/18/24	pending revisions and/or a minor variation application from the applicant
8	2454 Oakton Street	C1/oRD	Building Permit	Interior remodel (TOCA Football)	03/21/24	pending staff review
9	1805 South Boulevard	R2	Building Permit	Replace rear deck	03/11/24	pending revisions from the applicant
9	1214 Main Street	R3	Building Permit	Replace existing deck	03/27/24	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	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 (revisions), pending LUC, P&D
3	530 Kedzie Street	C1a	Special Use	Special Use for a Tattoo Establishment	02/16/24	pending P&D 04/08/24
4	1567 Maple Avenue	D3	Special Use	Special Use for a Religious Institution (2nd Church of Christ, Scientist)	03/22/24	pending staff review
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	2820 Thayer Street	R1	Minor Variation	Building lot coverage and street side yard setback to a detached garage	03/22/24	determination after 04/10/24
7	2433 Simpson Street	R1	Minor Variation	Building lot coverage for a rear addition to a home	03/06/24	determination after 04/05/24
8	700 Mulford Street	R5	Minor Variation	Gazebo in front yard at townhouse	03/06/24	determination after 04/09/24
9	709 Asbury Avenue	R2	Minor Variation	Detached garage at townhome	03/11/24	determination after 04/05/24



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: March, 29 2024

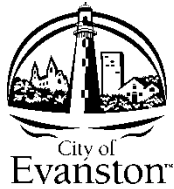
Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

Please contact me at davidwilson@cityofevanston.org if you have any questions or need additional information.

Weekly Field Inspection Report

Friday, March 29, 2024

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	ComEd work continues in the alleyway. Final inspections continue in building B. Sidewalk remains closed with proper signage in place.	3/28/2024
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	3/28/2024
1	1710 Sherman Avenue	Mixed Use Building Residential/Retail	Exterior work has begun on Sherman Avenue with a new construction fence and protection in place. Rough inspections and interior work continues.	3/28/2024
4	718 Main Street	Mixed Use Building Residential/Retail	No changes. All sidewalks and alleyways remain clean and clear.	3/28/2024
7	1501 Central Street	Demolition	No changes. Demolition continues on the south and east sections of the stadium. Proper traffic control is in place with flaggers. Construction fence is in place and in good condition.	3/28/2024
1	710 Clark Street	Office Building	Alleyway work has been completed. Final inspections continue. Jersey barriers have been removed and construction fence has been moved to the curb with signage remaining. Roadways are clean and clear surrounding site.	3/28/2024
*	*	*	*	*



Memorandum

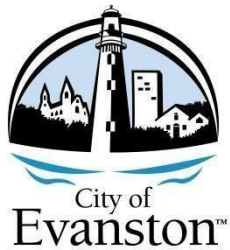
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: March 29, 2024

Ward	Property Address	Business Name	Date Received	Current Status
5	914 Noyes St	Inspired India	3/27/2024	Pending Permit Issuance
5	1623 Simpson St	Free Flow Kitchen	3/21/2024	Pending Permit Issuance
1	1618 Sherman Ave	Life Time (Smoothie Bar)	3/19/2024	Pending Permit Issuance
7	2002 Central St	Parlor on Central	3/1/2024	Pending Permit Issuance
4	1555 Oak St	Museum Inn & Suites Restaurant	2/28/2024	Pending Inspections
3	827 Chicago Ave	Lefty's Righteous Bagels	12/13/2023	Building Permit Issued – Pending Inspections
4	1608 Chicago Ave	Mensch's Deli	11/29/2023	Building Permit Issued – Pending Inspections
5	1601 Simpson St	Shanghai Kosher	11/21/2023	Pending Inspections
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 – On Hold
1	1737 Sherman Ave	Taco Bell	10/5/2023	Pending Permit Issuance
1	521 Davis St	La Cocinita (Relocating)	7/11/2023	Building Permit Issued – 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: March 29, 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 March 29, 2024

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
4	Museum Inn & Suites	1555 Oak 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 MARCH 29, 2024

Mark Your Calendars for the 2024 NWMC Annual Gala!

Save the date cards and sponsorship forms have been sent for the NWMC Annual Gala, scheduled for Wednesday, June 26, at the Renaissance in *Schaumburg*. Formal invitations will be sent soon for the event of the year, which serves to celebrate the NWMC's 66th anniversary and the inauguration of the organization's FY2024-2025 officers. *Staff contacts: Mark Fowler, Larry Bury, Marina Durso*

NWMC To Host STP Workshop

On Thursday, April 4, the NWMC will host a Surface Transportation Program (STP) Workshop. The workshop will cover topics such as STP agreement timelines (IDOT letting and agreement timelines, CMAP schedules/deadlines), Redistributive Funding (how to access, relationship to shared fund, cost increases) and Active Program Management (policies, contingency projects, federal authorization).

The workshop will be held from 9:00 a.m. to noon. Attendees will have the option to join via Zoom or in person at the NWMC offices, 1600 E. Golf Road, Suite 0700 in *Des Plaines*. To register, please complete this [form](#). *Staff contacts: Eric Czarnota, Brian Larson*

April 23 NWMC Surplus Vehicle & Equipment Auction Continues to Grow

This week, *Glenview, Lincolnwood* and North Aurora registered to participate in the spring NWMC Surplus Vehicle & Equipment Auction, scheduled for Tuesday, April 23 at Americas Auto Auction (America's AA) in Crestwood. They join *Lincolnshire, Palatine* and Tinley Park, who previously registered to participate in the sale. America's AA offers a wide variety of convenient services to prep vehicles and garner the highest possible price. Please note that vehicles and equipment can be listed for disposal at the NWMC auction right up to the morning of the auction day. Sell them now to get a fresh start and please keep in mind that a portion of the proceeds helps support the operations of the organization.

The remaining live auctions for the year will be held on July 23 and October 22. In addition, America's AA hosts online sales on par with other government surplus Internet auctions. For more information, please contact staff or America's AA Account Executive Berry Ellis, 312-371-5993 or berry.ellis@americasautoauction.com. *Staff contact: Ellen Dayan*

NWMC Employee Assistance Program Enrollment Now Open

Every spring, the NWMC offers the opportunity to enroll in the NWMC Employee Assistance Program (EAP) to municipalities, townships, park districts and libraries. TELUS Health (formerly LifeWorks) is the current EAP provider and offers confidential, cost-free referrals and assessment service twenty-four hours a day for employees and their families. Areas of assistance include dealing with issues such as substance abuse, mental health, family and marital problems, financial and legal matters.

The fee for program participation is \$25.42 per employee per year and the contract year begins May 1. If you are not currently a member of the EAP and would like to join or obtain additional information, please contact Marina Durso, 847-296-9200, ext. 122 or mdurso@nwmc-cog.org. Enrollment information and participation forms were sent to all members on March 14. *Staff contact: Marina Durso*

Order the SPC Ford F-150 Police Responder Today!

As a reminder, the Suburban Purchasing Cooperative (SPC) has awarded the Ford F-150 Police Responder (contract #229) to Currie Motors of Frankfort. The contract runs from March 19, 2024 through March 18, 2025 with three possible, one-year contract extensions. The Ford F-150 is priced at \$46,145 including all standard equipment, destination & delivery charges, 3-year 36,000-mile limited bumper-to-bumper warranty, 5-year 60,000-mile

powertrain warranty and free delivery within fifty miles of dealership.

For questions or additional information, please contact staff or Nick Cortellini, 224-388-0824 (cell), 815-444-9200 (office) or ncortellini@curriemotors.com. *Staff contact: Ellen Dayan*

Time to Schedule Spring Lane Marking Projects

The Suburban Purchasing Cooperative (SPC) Governing Board previously announced the award of Thermoplastic Lane Marking Material & Labor (contract #229) to Superior Road Striping (dba High Star Traffic) of *Bartlett*. The contract will run from April 12, 2024 through April 11, 2025 with three possible, one-year contract extensions.

The new contract prices are as follows:

Item	Unit	Unit Price
4" Thermoplastic Pavement Marking Line	LF	\$ 0.70
6" Thermoplastic Pavement Marking Line	LF	\$ 0.90
12" Thermoplastic Pavement Marking Line	LF	\$ 2.00
24" Thermoplastic Pavement Marking Line	LF	\$ 4.75
Thermoplastic Pavement Marking Letters & Symbols	SF	\$ 4.75
Thermoplastic Pavement Marking Removal	SF	\$ 0.35
4" Urethane Pavement Marking Line	LF	\$ 0.65
6" Urethane Pavement Marking Line	LF	\$ 1.00
12" Urethane Pavement Marking Line	LF	\$ 2.00
24" Urethane Pavement Marking Line	LF	\$ 5.00
Urethane Letters & Symbols	SF	\$ 5.00
Preform Thermoplastic Bike Marking/Chevrons	EA	\$ 350.00
Removal	SF	\$ 0.35

For questions or information on how to schedule the work for your area, please contact staff or Sandy DeHoyos, 630-293-0026, ext. 3338 or SJDehoyos@highstartraffic.com. *Staff contact: Ellen Dayan*

Mayors Caucus Sets Next Quarterly Meeting

On Friday, April 5, the Metropolitan Mayors Caucus will host its quarterly meeting at Moraine Valley Community College, 9000 W. College Parkway in Palos Hills. The meeting will run from 11:30 a.m. to 1:30 p.m. and includes lunch. NWMC chief elected officials are asked to RSVP as soon as possible to Mayors Caucus Executive Director Neil James, 312-201-4505 or njames@mayorscaucus.org. *Staff contact: Mark Fowler*

Answer the MMC Housing and Community Development Survey Today

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

The Metropolitan Mayors Caucus (MMC) requests your input on a brief survey about your community's housing and community development interests and initiatives.

Responses to the survey will guide the MMC's Housing and Community Development Committee, which convenes mayors and municipal staff from across our region to identify strategies to address shared challenges related to housing and community development. Responses will also be used by MMC staff to create a website of housing best practices implemented by local governments across our region.

To access the survey, please click on the following link: <https://forms.office.com/r/C68FAcEYDg>.

This survey, which has been sent to mayors, managers, and community development directors of our region's 275 municipalities, takes approximately 5 minutes to complete. Your input is greatly appreciated. *Staff contact: Mark Fowler*

FHWA Opens ATIIIP Grant Applications – Webinar Scheduled for April 9

The Federal Highway Administration (FHWA) has opened applications for the Active Transportation Infrastructure Investment Program (ATIIIP). ATIIIP grants will allow communities to identify, prioritize and implement improvements to the largest barriers to safe, accessible, and equitable pedestrian and bicycle network connectivity through the development of infrastructure that will provide substantial additional opportunities for walking and bicycling.

Communities can use ATIIIP grants to create plans, implement an active transportation connection between communities, or connect active transportation facilities with transit services. Awards start at \$100,000 and go up to \$15,000,000, with applications due Monday, June 17. On Tuesday, April 9 at 10:00 a.m., FHWA will host an [informational webinar](#) about the program. For more information about ATIIIP grants, please see the [NOFO](#) and the [FHWA ATIIIP information page](#). *Staff contacts: Eric Czarnota, Brian Larson*

Time Running Out to Apply for IDOT Statewide Planning and Research Funds

As a reminder, local community projects are now eligible for IDOT's Planning and Research Funds to study or implement a goal, strategy or objective of IDOT's [Long-Range Transportation Plan](#) or one of the agency's multimodal plans, such as the transit, rail, bike, freight and highway safety plans. Eligible activities include planning studies, data collection and analysis, research and program development, performance management and outreach efforts. Applications are due on Sunday, April 14, with awards announced this summer. For more information and how to apply, please visit the [IDOT planning website](#). *Staff Contacts: Eric Czarnota, Brian Larson*

Apply Today for the FHWA Congestion Relief Program

As a reminder, the Federal Highway Administration (FHWA) is now accepting applications for its \$250 million [Congestion Relief Program](#), which offers competitive grants to advance innovative, multimodal solutions to reduce vehicular traffic in the most congested metropolitan areas of the United States. The Congestion Relief Program is accepting applications for the first round through a [NOFO](#), which provides \$150 million in grants for fiscal years 2022, 2023 and 2024. The grants are available to states, metropolitan planning organizations, cities, and municipalities for projects in urban areas with a population of at least one million. Applications are due by Monday, April 22. *Staff contacts: Eric Czarnota, Brian Larson*

Mayors Caucus Extends Powering Safe Communities Application Deadline

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

The Powering Safe Communities Program has been extended to Friday, April 12th, 2024. Previously, the application deadline was March 29th, 2024. The Metropolitan Mayors Caucus is proud to partner with ComEd to administer the Powering Safe Communities program, which provides grants for local public safety and electrification projects. To learn more or apply, visit the [Powering Safe Communities Program](#).

Municipalities, townships, counties and local governments in ComEd's service territory are eligible to apply for competitive grants up to \$10,000. Not-for-profit organizations may also be eligible if they partner with at least one municipality or government institution. Recipients must provide a match equal to or above the amount of grant funds awarded and may use funds for any project completed within one year of the grant award. The Metropolitan Mayors Caucus will review applications and administer grant awards for qualifying applicants.

This marks the 10th year of the Powering Safe Communities Program. To learn more about how grants have been utilized by communities throughout the program's history, please visit the [Powering Safe Communities Program](#). Please feel welcome to contact Ben Schnelle at bschnelle@mayorscaucus.org if you have any questions about the program. Don't miss out on this fantastic funding opportunity for your community. *Staff contact: Mark Fowler*

Newsy Items of the Week

Daily Herald: [Revived and enhanced Lakefront Park in Fox Lake ready for big reveal](#)

Crain's Chicago Business: [It's getting harder for towns to ignore their lack of affordable housing](#)

Daily Herald: [Bike path work to resume near Lake County government campus in Libertyville](#)

Journal & Topics: [‘Bike & Walk’ Des Plaines Opens Bicycle Repair Stand At Train Station](#)

Government Technology: [Federal Official: EVs a Charged Topic With High-Level Support](#)

Meetings and Events

NWMC Executive Board will meet on Wednesday, April 3 at 8:30 a.m. via videoconference.

NWMC Surface Transportation Workshop will be held on Thursday, April 4 from 9:00 a.m. to Noon at the NWMC office and via videoconference.

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

NWMC Board of Directors will meet on Wednesday, April 10 at 6:00 p.m. at the NWMC office and via videoconference.

NWMC Staff

Mark Fowler	Executive Director	mfowler@nwmc-cog.org
Larry Bury	Deputy Director	lbury@nwmc-cog.org
Eric Czarnota	Program Associate for Transportation	eczarnota@nwmc-cog.org
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

Phone: 847-296-9200 www.nwmc-cog.org