



# Memorandum

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

## **STAFF REPORTS BY DEPARTMENT**

Weekly Report for April 8, 2024 – April 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**

NWMC Weekly Briefing

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

**Monday, April 15, 2024**  
**No Meetings**

**Tuesday, April 16, 2024**  
7:00 PM: [Housing & Community Development Committee](#)

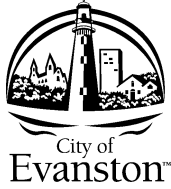
**Wednesday, April 17, 2024**  
6:00 PM: [M/W/D/EBE Development Committee](#)  
6:00 PM: [Compensation Committee](#)  
7:00 PM: [Land Use Commission](#)

**Thursday, April 18, 2024**  
6:00 PM: [Parks & Recreation Board](#)  
6:00 PM: [Equity & Empowerment Commission](#)

**Friday, April 19, 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: Luke Stowe, City Manager

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

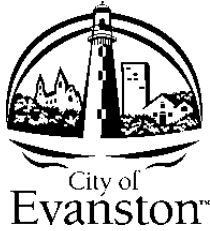
Subject: Bids/RFPs/RFQs Advertised during the Week April 8, 2024

Date: April 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 April 8, 2024**

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Evanston Dog Beach Access	Public Works	Work on this project includes construction of a new ADA compliant access path and boardwalk to the Evanston Dog Beach located along Lake Michigan between Church Street and Clark Street in Evanston, Illinois. Also included is construction of a protective revetment along the Dog Beach section of the project, and installation of fencing, electronic gates, lighting, and all other ancillary items shown in the project documents.	\$500,000	5/14	5/28
Concessions & Food Service Operations at Parks and Recreation Facilities	Parks and Recreation	The City of Evanston's Parks and Recreation Department is seeking proposals from experienced firms for food establishment operators, concessionaires, concessions, and/or mobile food vendors to provide concession services at one or multiple locations at City recreation facilities.	NA	5/7	5/28



## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Elizabeth Williams, Planning & Zoning Manager  
Subject: Weekly Zoning Report  
Date: April 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](mailto:ewilliams@cityofevanston.org) if you have any questions or need additional information.

**Cases Received and Pending, April 4, 2024 - April 10, 2024**

**Backlog (business days received until reviewed): 7**

**Volume (number of cases pending initial staff review): 3**

**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Zoning</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	733 Colfax Street	R1	Building Permit	Patio	08/29/23	pending additional information/revisions from the applicant
1	1508 Hinman Avenue	R6	Building Permit	Patio	04/03/24	pending additional information from the applicant
1	1525 Judson Avenue	R1	Zoning Analysis	Demolish existing detached garage, construct new detached garage with an ADU	04/10/24	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	non-compliant, pending minor variation application from the applicant
3	518 Main Street	C1a/oDM	Zoning Analysis	Preliminary details for proposed Animal Hospital	03/26/24	non-compliant, pending applicant submitting a Special Use application
3	1242 Judson Avenue	R1	Building Permit	Remove concrete patio and walk, replace with pavers	04/01/24	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	1201 Ashland Avenue	R3	Building Permit	Remove concrete patio, install paver patio and walk	04/09/24	pending revisions 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	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	non-compliant, pending revisions and additional information from the applicant
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 submittal 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 additional information and revisions from the applicant
6	2635 Crawford Avenue	R2	Building Permit	New single-family dwelling with attached garage	03/28/24	pending additional information and revisions from the applicant
6	2232 Central Park Avenue	R1	Building Permit	Shed	04/08/24	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 minor variation application submittal from the applicant
7	1995 Campus Drive	U3	Building Permit	Addition for Type-2 restaurant, detached performance shelter, and other outdoor improvements (NU)	04/03/24	pending staff review
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

**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 IHO compliance, 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 additional information from the applicant & 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	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

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7	2433 Simpson Street	R1	Minor Variation	Building lot coverage for a rear addition to a home	03/06/24	pending revised plan per the Zoning Administrator's review of application materials
7	2655 Sheridan Road	R1	Minor Variation	Interior side yard setback to a screened-in porch addition and open front porch depth	04/08/24	determination after 04/30/24
8	700 Mulford Street	R5	Minor Variation	Gazebo in front yard at townhouse	03/06/24	determination after 04/17/24

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

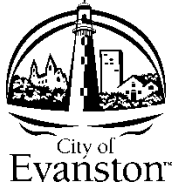
Please contact me at [davidwilson@cityofevanston.org](mailto: davidwilson@cityofevanston.org) if you have any questions or need additional information.



## Weekly Field Inspection Report

Friday, April 12, 2024

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	No changes. Final inspections continue in building B. Sidewalk remains closed with proper signage in place.	4/11/2024
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	4/11/2024
1	1710 Sherman Avenue	Mixed Use Building Residential/Retail	No changes. Construction fence and protection remain in place. Rough inspections and interior work continues.	4/11/2024
4	718 Main Street	Mixed Use Building Residential/Retail	No changes. All sidewalks and alleyways remain clean and clear.	4/11/2024
7	1501 Central Street	Demolition	No changes. Demolition continues on the west and east sections of the stadium. Proper traffic control is in place with flaggers. Construction fence is in place and in good condition.	4/11/2024
1	710 Clark Street	Office Building	No changes. Construction fence remains in place with proper signage remaining. Roadways are clean and clear surrounding site.	4/11/2024
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# Memorandum

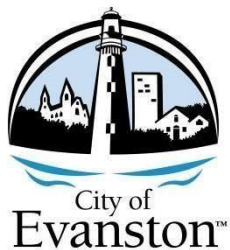
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: April 12, 2024

Ward	Property Address	Business Name	Date Received	Current Status
7	1995 Campus Dr	NU Center East Lawn Redevelopment	4/5/2024	Pending Permit Issuance
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: April 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](mailto:liquorlicense@cityofevanston.org) if you have any questions or need additional information.

### Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of April 12, 2024

<b>WARD</b>	<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>	<b>LIQUOR CLASS</b>	<b>CLASS DESCRIPTION</b>	<b>PROCESSED HOURS for LIQUOR SALES</b>	<b>STATUS</b>
<b>4</b>	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 APRIL 12, 2024**

## ***NWMC Board Approves FY2024-2025 Budget, Forwards Leadership Slate***

Thank you to the nineteen members who participated in Wednesday night's Board meeting. The Board unanimously approved the FY2024-2025 NWMC Budget, which does not raise membership dues for the eleventh consecutive year. While the Conference remains in a strong financial position, the approved budget included recommendations to develop a new NWMC Strategic Plan and determine future membership dues scenarios as part of the plan update. The Board also forwarded the proposed slate of officers for FY2024-2025 for election at the May 8 meeting. Officers will be sworn in at the NWMC Annual Gala (see article below). *Staff contacts: Mark Fowler, Larry Bury*

## ***Mark Your Calendars for the 2024 NWMC Annual Gala!***

Save the date e-cards and sponsorship information has 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*

## ***What to Do With Eclipse Glasses? Donate Them!***

After this week's spectacular solar eclipse, the question remains "what to do with these glasses?". Undamaged eclipse glasses can be donated via the [Eclipse Glasses Give-Back Program](#) so that students in Latin America can experience the 2024 annular eclipse in October. *Staff contact: Mark Fowler*

## ***NWMC Auction Right Around the Corner***

The spring NWMC Surplus Vehicle & Equipment Auction will be held on Tuesday, April 23 at Americas Auto Auction (America's AA) in Crestwood. Thank you to *Glenview, Lincolnshire, Lincolnwood, Palatine, North Aurora* and *Tinley Park*, who have 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](mailto:berry.ellis@americasautoauction.com). *Staff contact: Ellen Dayan*

## ***Reminder: Connect with IDOT at the APWA Chicago Metro Luncheon***

On Wednesday, April 17, the American Public Works Association (APWA) Chicago Metro Chapter will host a [luncheon presentation](#) and interactive conversation with the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets. IDOT Bureau Chief of Local Roads and Streets George Tapas and staff will present on the progress, process, and innovative approaches that are occurring as the bureau is modernized and moving forward.

The event will be held from 11:30 a.m. to 1:30 p.m. at Pazzo's 311, 311 South Waker Drive in Chicago. There is a registration fee of \$85 for APWA members and \$95 for non-members. Registration includes lunch, professional development hour credit, and networking. Please contact Zubair Haider, [zhaider@baxterwoodman.com](mailto:zhaider@baxterwoodman.com) with any questions or for technical support, please contact [chapterservices@apwa.org](mailto:chapterservices@apwa.org). *Staff contacts: Eric Czarnota, Brian Larson*

## ***Last Chance to Apply for IDOT Statewide Planning and Research Funds***

As a final 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*

### ***Wintrust to Host Public Sector Talent Crisis Seminar***

On Wednesday, May 1 from 9:00 a.m. to 10:00 a.m., Wintrust Government Funds is hosting a virtual seminar entitled “Public Sector Talent Crisis: How to Attract and Retain Talent in a Volatile Labor Market.” Led by GovHR USA President and former *Wilmette* Village Manager Heidi Voorhees, participants will discuss how “the public sector faces labor shortages due to demographic and generational shifts, accelerated retirements due to the pandemic, and competition for talent from the private sector, which typically offers more money and hybrid work options. Learn how to attract and retain talent in this “new normal.” (And it’s not all about money!).” Please visit the seminar’s [Eventbrite page](#) to register. *Staff contact: Mark Fowler*

### ***Metra Sees Big Gains in Bike Ridership, Deployment of Bike Cars***

Metra’s Bicycle Working Group hosted a public virtual meeting on April 8, sharing the agency’s progress on regional rail and inter-agency cooperation. After launching a new “bikes on all trains” policy in February, Metra has seen ridership increase by 70% over prior years. Ridership is now nearly equivalent to levels seen prior to the 2010s introduction of the Divvy bike sharing program. Metra staff also shared that they have deployed thirty-five retrofitted train cars with bicycle racks (“Bike Car 1.5”) across the system, with Union Pacific having twenty-four and Milwaukee District having two of the Bike Car 1.5. Metra continues to retrofit more Bike Car 1.5, with another five currently in the Pullman shop. Metra has made the full recording of the workshop available on their [YouTube page](#). For more information, please read the [Chicago Streetsblog article about the meeting](#). *Staff contacts: Eric Czarnota, Brian Larson*

### ***Joint Office for Energy and Transportation Offers Transportation Electrification Playbook***

The U.S. Joint Office of Energy and Transportation seeks to enable communities to make use of the increase in federal funding opportunities for Electric Vehicles (EV). To do so, the Office has launched the [Public Electric Vehicle \(EV\) Charging Infrastructure Playbook](#) to assist communities with planning and building zero-emission transportation infrastructure. Interactive modules within the Playbook assist with planning, engagement, site identification and deployment, and costs, funding, and revenue. Using guiding questions, worksheets, and videos, the Playbook can assist communities in their drive for local clean transportation. [Read more about the Playbook here](#). *Staff contacts: Eric Czarnota, Brian Larson*

### ***US DOT Opens Multimodal Project Discretionary Grants Applications***

The U.S. Department of Transportation (US DOT) is now accepting applications under the [Multimodal Project Discretionary Grant program](#). Local governments and districts can apply for the National Infrastructure Project Assistance grants program (Mega) or the Nationally Significant Multimodal Freight and Highway Projects grants program (INFRA) to build surface transportation infrastructure projects.

Projects can include highways or bridges on the National Multimodal Freight, National Highway Freight, or National Highway systems, intermodal facility projects, or highway-railway grade crossing or separation, among others. Applications are due by Monday, May 6. For more information, including a full list of eligible project types, please see the [NOFO](#). *Staff contacts: Eric Czarnota, Brian Larson*

### ***FEMA Issues Hazard Mitigation Planning, Flood Protection Project NOFOs***

The Illinois Emergency Management Agency recently announced a Notice of Funding Opportunity (NOFO) for Federal Emergency Management Agency (FEMA) funding that is available for hazard mitigation plans and flood protection projects due to two Presidential Disaster Declarations in 2023. Eligible projects include stormwater management projects and green infrastructure projects.

Pre-applications are accepted until Friday, May 17 and if approved, a full application will be due in August and/or November. Other requirements include a twenty-five percent (25%) non-federal cost share and completion of work within thirty-six months. For more information, please visit [FEMA’s website](#) and the pre-application link can be found [here](#). For additional information, please contact IEMA State Hazard Mitigation Officer Zachary Krug, 217-524-6513 or [zachary.krug@illinois.gov](mailto:zachary.krug@illinois.gov). *Staff contact: Eric Czarnota*

## ***Newsy Items of the Week***

*Daily Herald:* [A TIF success story](#)

*NBC5 Chicago:* [Illinois towns say they face budget questions of Pritzker eliminates grocery tax](#)

*Route 50:* [EPA issues first-ever drinking water standards for ‘forever chemicals’](#)

*Chicago Tribune:* [Hundreds of migrants still arriving in the suburbs as Chicago consolidates shelters](#)

*Chicago Tribune:* [Zombie malls and other retail centers getting extreme makeovers to keep up with the times](#)

*Daily Herald:* [Here we go: \\$127 million transportation construction program announced in Lake County](#)

*Daily Herald:* [Sen. Gillespie resigning to lead state insurance department](#)

*Route Fifty:* [2022 was the ‘worst year ever for bicyclist deaths,’ new data shows](#)

*Governing:* [A Possible Future for Downtowns Out in the Suburbs](#)

*American Planning Association:* [Finding Solutions for Older Adults to Age in Grace](#)

## ***Meetings and Events***

*NWMC Legislative Committee* will meet on Tuesday, April 16 at 8:30 a.m. via videoconference. **Please note date change.**

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

*NWMC Transportation Committee* will meet on Thursday, April 25 at 8:30 a.m. at the NWMC office and via videoconference.

*Northwest Council of Mayors Technical Committee* will meet on Friday, April 26 at 8:30 a.m. at the *Barrington Village Hall*.

## ***NWMC Staff***

Mark Fowler	Executive Director	<a href="mailto:mfowler@nwmc-cog.org">mfowler@nwmc-cog.org</a>
Larry Bury	Deputy Director	<a href="mailto:lbury@nwmc-cog.org">lbury@nwmc-cog.org</a>
Eric Czarnota	Program Associate for Transportation	<a href="mailto:eczarnota@nwmc-cog.org">eczarnota@nwmc-cog.org</a>
Ellen Dayan, CPPB	Purchasing Director	<a href="mailto:edayan@nwmc-cog.org">edayan@nwmc-cog.org</a>
Marina Durso	Executive Assistant	<a href="mailto:mdurso@nwmc-cog.org">mdurso@nwmc-cog.org</a>
Brian Larson	Program Associate for Transportation	<a href="mailto:blarson@nwmc-cog.org">blarson@nwmc-cog.org</a>
Chris Staron	Policy Analyst	<a href="mailto:cstaron@nwmc-cog.org">cstaron@nwmc-cog.org</a>

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