



# Memorandum

To: Mayor Biss and Members of the City Council  
From: Luke Stowe, City Manager  
Subject: Weekly City Manager's Update  
Date: April 19, 2024

## **STAFF REPORTS BY DEPARTMENT**

Weekly Report for April 15, 2024 – April 19, 2024

### **City Manager's Office**

No 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 22, 2024**

No Meetings

**Tuesday, April 23, 2024**

No Meetings

**Wednesday, April 24, 2024**

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

**Thursday, April 25, 2024**

No Meetings

**Friday, April 26, 2024**

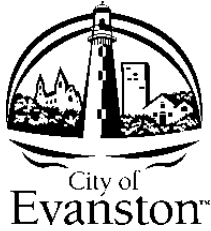
No Meetings

**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: Honorable Mayor and Members of the City Council  
From: Elizabeth Williams, Planning & Zoning Manager  
Subject: Weekly Zoning Report  
Date: April 19, 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 11, 2024 - April 17, 2024**

**Backlog (business days received until reviewed): 4**

**Volume (number of cases pending initial staff review): 4**

**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
1	2326 Orrington Avenue	R1	Building Permit	Deck	04/16/24	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	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
2	740 Forest Avenue	R1	Building Permit	Detached garage, 24'x24'	04/12/24	pending staff review
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
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
4	625 Grove Street	D2	Building Permit	Interior remodel of existing commercial space (Best Care Cleaner)	04/17/24	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	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	3317 Payne Street	R1	Building Permit	Addition	04/12/24	pending revisions by the applicant
6	2730 Park Place	R1	Building Permit	Detached garage, 20'x20'	04/15/24	pending staff review
6	2232 Central Park Avenue	R1	Building Permit	In-ground pool and spa	04/16/24	pending staff review
6	2739 Colfax Street	R1	Building Permit	Remove concrete pad, replace with paver patio	04/17/24	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
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 minor variation application submittal from the applicant
9	1621 Monroe Street	R3	Building Permit	Replace existing concrete driveway	04/15/24	pending revisions 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 05/08/24

5	1825 Dodge Avenue	R4	Special Use	Special Use to expand a Religious Institution with a new sanctuary addition (Special Use granted in 2009, addition wasn't constructed, Special Use expired)	04/12/24	pending LUC 05/08/24
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	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
8	2102 Dobson Street	R2	Minor Variation	Street side yard setback to a detached garage (accessory structure)	04/10/24	determination after 05/01/24



To: Luke Stowe, City Manager  
From: David Wilson, HVAC Building Inspector  
Subject: Weekly Field Inspection Report  
Date: April, 19 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.

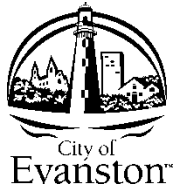
Please contact me at [davidwilson@cityofevanston.org](mailto: davidwilson@cityofevanston.org) if you have any questions or need additional information.

## Weekly Field Inspection Report

Friday, April 19, 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.	4/18/2024
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	4/18/2024
1	1710 Sherman Avenue	Mixed Use Building Residential/Retail	No changes. Construction fence and protection remain in place. Rough inspections and interior work continues.	4/18/2024
4	718 Main Street	Mixed Use Building Residential/Retail	A final Certificate of Occupancy has been issued for the entire building.	4/18/2024
7	1501 Central Street	Demolition	Demolition continues on the west side of the property. Construction fence is in place and in good condition.	4/18/2024
1	710 Clark Street	Office Building	Alleyway has been prepared for repaving. Landscaping has begun. Construction fence remains in place with proper signage remaining. Roadways are clean and clear surrounding site.	4/18/2024
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# Memorandum

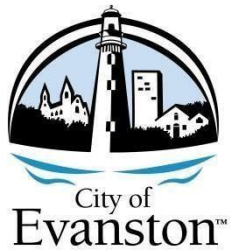
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: April 19, 2024

Ward	Property Address	Business Name	Date Received	Current Status
2	1828 Dempster St	Zeymart	4/15/2024	Pending Zoning Approval and Inspections
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 Application
5	1623 Simpson St	Free Flow Kitchen	3/21/2024	Pending Permit Application
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 Inspections
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 License Issuance
4	1629 Orrington Ave	Dos Bros	10/10/2023	License Issued
1	704 Clark St	Etta Evanston	10/5/2023	VOID Application
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 19, 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 19, 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 19, 2024**

## ***The Invitations Are Out for the 2024 NWMC Annual Gala!***

Invitations were sent this week for the NWMC Annual Gala, scheduled for Wednesday, June 26, at the Renaissance in Schaumburg. The Gala will begin with a reception at 6:00 p.m. followed by dinner at 7:00 p.m. Please RSVP by Friday, June 14 to Marina Durso, [mdurso@nwmc-cog.org](mailto:mdurso@nwmc-cog.org) or 847-296-9200, ext. 122. *Staff contacts: Mark Fowler, Larry Bury, Marina Durso*

## ***Last Call to Participate in the NWMC Auction – Thank You Morton Grove!***

The spring NWMC Surplus Vehicle & Equipment Auction will be held on Tuesday, April 23 at Americas Auto Auction (America's AA) in Crestwood. This week, *Morton Grove* was added to the list of communities participating in the auction, joining *Glenview, Lincolnshire, Lincolnwood, Palatine, North Aurora* and *Tinley Park*. 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 Conference's operations.

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*

## ***Granite is the Answer to AT&T and Peerless Rate Increases***

AT&T and Peerless have announced upcoming rate increases for analog voice lines. If you still have any Plain Old Telephone Service (POTS) lines, Suburban Purchasing Cooperative Telecommunications Program vendor Granite Government Solutions can help. Granite will conduct a free analysis and offers upgraded technology replacement solutions that is fully managed, with built-in redundancy and a battery backup to allow customers to make and receive calls in the event of power outages,

To schedule the free analysis, please contact Granite Senior Sales Executive Frank Ventrella, 630-649-0823 or [fventrella@granitenet.com](mailto:fventrella@granitenet.com). Granite typically saves their customers 20%. *Staff contact: Ellen Dayan*

## ***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*

## ***IML Issues Arbitration Outcome Study***

This week, the Illinois Municipal League (IML) issued a report entitled: "[Arbitration Involving Municipal Employers in Illinois: A Study of Outcomes](#)". The study of appealed arbitration outcomes filed between January 1, 2019 and June 30, 2023, "exposes the uneven frequency at which municipal employees receive favorable decisions over municipal employers." These decisions "can result in costly compensation awards funded by taxpayer dollars and limited municipal authority to address personnel matters." Authored by IML Research Coordinator Madison Ratliff, the study showed that, in 360 cases involving municipal employers, employees either prevailed or were favored in the amounts awarded by arbitrators seventy percent of the time. *Staff contact: Mark Fowler*

## ***FRA Accepting Consolidated Rail Infrastructure and Safety Improvements (CRISI) Applications***

The Federal Railroad Administration (FRA) has opened nearly \$2.5 billion in competitive grant funding through the Consolidated Rail Infrastructure and Safety Improvement (CRISI) program. The program provides funds to build highway-rail grade crossing improvements, relocate rail lines, prepare rail corridor development plans or safety programs, reduce trespassing and more. Applications are due by Tuesday, May 28. For more information, please [see the NOFO](#). *Staff contacts: Eric Czarnota, Brian Larson*

## ***Secretary of State Issues Modernization Report***

Illinois Secretary of State Alexi Giannoulias recently announced the release of the first-ever [Modernization and Efficiency Report](#), sharing efforts the office has made to create a more efficient and streamlined experience for users. The report highlights the DMV's online services, including appointment scheduling, license and ID renewals. One-Stop-Shop DMV Services and Self-Service DMV Fast Lane stations at grocery stores, libraries, and community centers allow driver's license, ID, or vehicle registration renewals. The office has also enabled electronic notarization and is establishing an online Electronic Lien and Title (ELT) System this summer. *Staff contacts: Eric Czarnota, Brian Larson*

## ***Learn How to Create Successful, Financially Sustainable Bikeshare Programs***

*From the United States Department of Transportation:*

The Eno Center for Transportation is hosting a webinar on April 30 at 12:00 p.m. on Creating Successful Bikeshare Programs that are Financially Sustainable. The webinar will include panelists from the public and private sectors in the U.S. and Canada to share insights on how to create financially sustainable programs. [Register here to attend](#). *Staff contacts: Eric Czarnota, Brian Larson*

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

As a reminder, 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*

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

*Daily Herald:* [More lanes on Eisenhower? Extend Route 390 west? Tollway starting to make plans for future](#)

*Capitol News Illinois:* [As state continues to inventory lead pipes, full replacement deadlines are decades away](#)

*Grist via Route Fifty:* [8 years into America's e-scooter experiment, what have we learned?](#)

*Daily Herald:* [Will your train station get a makeover? Here's what Metra is fixing in 2024](#)

*Governing:* [One City's Quest to Rein in Reckless Driving](#)

*Stateline via Route Fifty:* [Too many cubicles, too few homes spur incentives to convert offices to housing](#)

## ***Meetings and Events***

*NWMC Surplus Vehicle and Equipment Auction* will be held on Tuesday, April 23 at noon at America's Auto Auction, 14001 Karlov Avenue in Crestwood.

*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 Executive Board* will meet on Wednesday, May 1 at 8:30 a.m. via videoconference.

*NWMC Managers Committee* will meet on Friday, May 3 at 8:30 a.m. at the *Arlington Heights 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>

Phone: 847-296-9200      [www.nwmc-cog.org](http://www.nwmc-cog.org)