



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: May 3, 2024

STAFF REPORTS BY DEPARTMENT

Weekly Report for April 29, 2024 – May 3, 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, May 6, 2024

5:15 PM: [Human Services Committee](#)

Tuesday, May 7, 2024

12:00 PM: [Board of Ethics](#)

Wednesday, May 8, 2024

5:30 PM: [City-School Liaison Committee](#)

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

7:00 PM: [Northwestern University End-of-Year Community Meeting \(Virtual\)](#)

Thursday, May 9, 2024

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

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

Friday, May 10, 2024

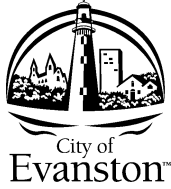
No Meetings

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

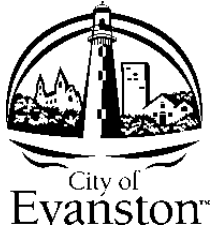
Subject: Bids/RFPs/RFQs Advertised during the Week of April 29, 2024

Date: May 3, 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 29, 2024

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
2024 Alley and Sidewalk Improvements	Public Works	Work on this project includes all labor, equipment, and materials for alley improvements, pedestrian crossing improvements, sidewalk improvements, including installation of new sidewalk and removal and replacement of existing sidewalk, and installation of speed humps and alley bumps. Bidders must be prequalified by the Illinois Department of Transportation (IDOT) and present an IDOT issued "Certificate of Eligibility" with the bid proposal.	\$1,565,000	6/4	6/24



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: May 3, 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, April 25, 2024 - May 1, 2024

Backlog (business days received until reviewed): 6

Volume (number of cases pending initial staff review): 10

Zoning Reviews

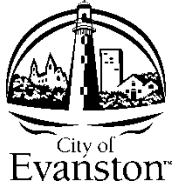
Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	733 Colfax Street	R1	Building Permit	Patio	08/29/23	pending additional information/revisions from the applicant
1	1508 Hinman Avenue	R6	Building Permit	Patio	04/03/24	revisions submitted by the applicant, pending staff review
1	2326 Orrington Avenue	R1	Building Permit	Deck	04/16/24	pending additional information from the applicant
1	144 Greenwood Street	R1	Building Permit	Install a modular ramp with handrails	04/29/24	pending additional information from the applicant
1	1621 Chicago Avenue	D4	Zoning Analysis	Planned Development for a new 12 story mixed-use building with approx. 6,800 sf ground floor retail, 110 dwelling units (includes 8 affordable units), and 48 enclosed parking spaces	05/01/24	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	1425 Davis Street	R1	Building Permit	Replace patio, new seat wall and fire pit	04/23/24	pending additional information from the applicant
2	847 Hartrey Avenue	R2	Building Permit	3-season room addition	04/22/24	revisions submitted by the applicant, pending staff review
2	1828 Dempster Street	C1	Zoning Analysis	Determination of Use for Zeymart	04/23/24	pending additional information from the applicant
2	2118 Lake Street	R2	Building Permit	Patio and retaining wall	05/01/24	pending staff review
3	520 Main Street	C1a/oDM	Building Permit	Interior alteration of existing commercial space (Ameriprise Financial)	04/24/24	pending Administrative Review Use review
3	520 Main Street	C1a/oDM	Zoning Analysis	Administrative Review Use for a ground floor Office/Financial Institution (Ameriprise Financial)	04/24/24	pending additional information from the applicant
3	605 and 617 Hinman Avenue	R5	Building Permit	Interior remodel of garden units	04/29/24	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	910 Custer Avenue	MXE	Zoning Analysis	New 5-story multi-family dwelling building with 230 dwelling units (23 affordable units) and 48 surface parking spaces	04/23/24	pending staff review
4	1400 Greenleaf Street	Zoning	B1	Demolish fire damaged commercial building, construct new 2-story building with ground floor commercial space and 3 2-bedroom dwellings at 2nd story	05/01/24	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	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
5	1601 Simpson Street	B1	Building Permit	Interior alteration (Infant Welfare Society of Evanston)	04/24/24	non-compliant, pending special use application submittal by the applicant
5	823 Gaffield Place	R4a	Building Permit	Addition and interior remodel (Boys Hope Girls Hope of Illinois)	05/02/24	pending staff review
5	1739 Dodge Avenue	R4	Building Permit	Driveway and a parking space	05/01/24	pending staff review
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	2635 Crawford Avenue	R2	Zoning Analysis	New single-family dwelling with attached garage	03/27/24	revisions submitted by the applicant, pending staff review
6	2635 Crawford Avenue	R2	Building Permit	New single-family dwelling with attached garage	03/28/24	pending zoning analysis review
6	3317 Payne Street	R1	Building Permit	Addition	04/12/24	pending revisions by the applicant
6	2232 Central Park Avenue	R1	Building Permit	In-ground pool and spa	04/16/24	pending additional information from the applicant
6	2739 Colfax Street	R1	Building Permit	Remove concrete pad, replace with paver patio	04/17/24	revisions submitted by the applicant, pending staff review
6	2703 Hartzell Street	R1	Building Permit	Carport and concrete slab	05/01/24	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	1911 Central Street	B1a/oCS	Building Permit	Interior renovation, HVAC	04/29/24	pending staff review
8	141 Dodge Avenue	R4	Building Permit	Detached garage	11/17/23	pending additional information from the applicant
8	333 Dodge Avenue	R2	Building Permit	Remove and replace walks	04/29/24	pending staff review
9	1621 Monroe Street	R3	Building Permit	Replace existing concrete driveway	04/15/24	pending revisions from the applicant
9	1825 Seward Street	R2	Building Permit	Driveway and walk	04/29/24	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 LUC 05/22/24
3	518 Main Street	C1a/oDM	Special Use	Special Use for an Animal Hospital (GoodVets)	04/19/24	pending LUC 05/22/24
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
5	1930 Brown Avenue	R3	Fence Variation	Front yard fence, 5' tall wrought iron style	04/18/24	determination after 05/07/24
5	1601 Simpson Street	B1	Special Use	Special Use for a Daycare Center - Child in the B1 zoning district (Infant Welfare Society)	04/26/24	pending LUC 05/22/24
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	2620 Bennett Avenue	R1	Minor Variation	Rear yard setback for a 1-story addition	04/22/24	determination after 05/09/24



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: May, 3 2024

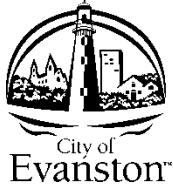
Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

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, May 3, 2024

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	A Temporary Certificate of Occupancy has been issued for the building. Sidewalk has been reopened.	5/2/2024
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	5/2/2024
1	1710 Sherman Avenue	Mixed Use Building Residential/Retail	No changes. Construction fence and protection remain in place. Rough inspections and interior work continues.	5/2/2024
4	Main Street	Resurfacing	Concrete pouring of sidewalks has begun on the north side of Main Street with proper signage and closures in place.	5/2/2024
7	1501 Central Street	Demolition	No changes. Demolition continues on the press box. Street sweepers continue regular rounds to address dust and debris on roadways. Construction fence is in place and in good condition.	5/2/2024
1	710 Clark Street	Office Building	Resurfacing of Clark Street has been completed. A Temporary Certificate of Occupancy has been issued for the building. Construction fence remains in place at landscaping installation. Roadways are clean and clear surrounding site.	5/2/2024
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Memorandum

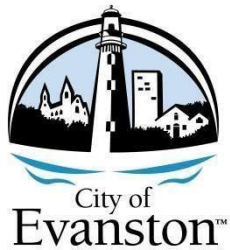
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: May 3, 2024

Ward	Property Address	Business Name	Date Received	Current Status
2	2223 Washington St	The Laundry Café (in The Aux)	4/23/2024	Pending Review and Inspections
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 Issuance
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
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: May 3, 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 May 3, 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	7 a.m. — 1 a.m. (Mon-Thurs); 7 a.m. — 2 a.m. (Fri-Sat); 7 a.m. — 1 a.m. (Sun)	Application pending
1	La Cocinita	1625 Chicago Ave. Evanston, IL 60201	D	Restaurant	7 a.m. — 1 a.m. (Mon-Thurs); 7 a.m. — 2 a.m. (Fri-Sat); 7 a.m. — 1 a.m. (Sun)	Application pending



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING MAY 3, 2024

Executive Board Sets May 8 Membership Meeting Agenda

The NWMC Executive Board met Wednesday to approve items for consideration by the full membership at the May 8 NWMC Board meeting. Highlighting the agenda will be the election of the following slate of NWMC officers for FY2024-2025:

President: *Rod Craig*
Mayor, Village of Hanover Park

Vice-President: *Donna Johnson*
Mayor, Village of Libertyville

Secretary: *Eric Smith*
President, Village of Buffalo Grove

Treasurer: *John Lockerby*
Manager, Village of Skokie

The officers will be sworn in at 66th Annual NWMC Gala, scheduled for Wednesday, June 26 at the Renaissance Schaumburg. (see article below). In other business, the Board will consider amendments to the Executive Director evaluation process and receive a legislative update as the General Assembly heads to the May 24 scheduled adjournment of the spring session. We look forward to seeing you all next week! *Staff contacts: Mark Fowler, Larry Bury*

RSVP Today for the 2024 NWMC Annual Gala!

Invitations are out for the 66th Annual NWMC 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 or 847-296-9200, ext. 122. *Staff contacts: Mark Fowler, Larry Bury, Marina Durso*

Ford Announces Escape Factory Order Cut-Off Date

Ford Motor Co. has announced that May 24 is the factory order cut-off date for the 2024 Suburban Purchasing Cooperative (SPC) Ford Escape (Contract #206). In addition, Ford has not announced if a 2025 model-year Escape will be produced. For questions or additional information, please contact staff or Tom Sullivan, 815-464-9200 or tsullivan@curriemotors.com. *Staff contact: Ellen Dayan*

Paying for Unused Phone Lines?

In addition to cost savings and improving technology, SPC Telecommunications vendor Granite Government Solutions can also perform an onsite site survey of all lines to identify and cancel unused lines. Granite can also help with any inside wiring upgrade projects for municipal buildings. To schedule a free analysis, please call Granite Senior Sales Executive Frank Ventrella, 630-649-0823 or fventrella@granitenet.com. *Staff contact: Ellen Dayan*

Apply Today for IDOT HSIP Funds

As a reminder, the Illinois Department of Transportation (IDOT) recently opened the FY2026 local Highway Safety Improvement Program (HSIP) for applications. \$32 million will be available in funding for this cycle, with IDOT prioritizing High Risk Rural Road (HRRR) projects and projects that protect Vulnerable Road Users (VRU). No less than 15% of the HSIP will be spent on VRU projects, so applicants are encouraged to develop programs that will utilize these funds. Priority will be given to projects that address the 2022 Illinois Strategic Highway Safety Plan emphasis

areas, as well as system-wide, systemic safety improvements.

Eligible projects can receive a maximum of 90% federal funding, with the projects required to be let within two years of the announced Fiscal Year. Applications will be accepted through Friday, June 14 at 5:00 p.m. For more information, please see [IDOT's HSIP webpage](#) and read the [Circular Letter](#) for this funding opportunity. *Staff contacts: Eric Czarnota, Brian Larson*

Reminder: Metropolitan Mayors Caucus Webinars Next Week

From the desk of Metropolitan Mayors Caucus (MMC) Project Manager Crispina Ojeda Simmons:

MMC Webinar | Using Project Sidewalk for Grant Applications

Co-hosted with the UIC Department of Disability and Human Development & Active Transportation Alliance
May 7, from 11:00 AM-12:00 PM CST

[Register](#)

This webinar will explore how the [Project Sidewalk](#) platform can be used for applying to pedestrian infrastructure grants, such as the [Illinois Transportation Enhancement Program \(ITEP\)](#). The next cycle of ITEP opens August 2024.

MMC Webinar | Encouraging Age Friendly Housing Renovations

May 8, from 2:00-3:30 PM CST

[Register](#)

This training will explore a new guidebook, *Accessible and Universal Home Remodeling*, which provides many ideas for remodeling homes to make them more age friendly. Facilitated by Richard Duncan of the Universal Design Institute, principal author of the guidebook, the training will also highlight available funding resources and engage municipalities and nonprofits to discuss how each can encourage renovation of homes for accessibility. *Staff contact: Mark Fowler*

Reminder: Apply Today for FRA CRISI Funds

As a reminder, 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*

CMAP Accepting Summer 2024 FLIP Applications

High school students interested in learning about transportation systems, access to parks and nature, housing types and affordability and how to improve communities' quality-of-life are encouraged to apply for the Chicago Metropolitan Agency for Planning (CMAP) [Future Leaders in Planning \(FLIP\)](#) summer program. FLIP gives high school students the opportunity to learn about urban planning and share ideas on how to make the region a better place to live, learn, work and play. FLIP is a week-long program from July 15 through July 19, fully in person at CMAP's office in the Old Post Office Building in Chicago. To learn more about the program and apply, please visit the [CMAP website](#). *Staff contacts: Eric Czarnota, Brian Larson*

Newsy Items of the Week

Block Club Chicago: [State Lawmakers Push To Merge CTA, Metra And Pace](#)

Daily Herald: [Merge CTA, Metra and Pace? Lawmakers debut fix amid pushback from suburbs, transit agencies](#)

Crain's Chicago Business: [Springfield taking cautious approach with Tier 2 pension changes, avoiding sweeteners](#)

Daily Herald: [This city's unlimited paid time off policy believed to be first in suburbs](#)

Route Fifty: [E-bikes are a 'game changer' for bike shares](#)

Daily Herald: [Schaumburg buys right of way for bike path near Woodfield](#)

Meetings and Events

NWMC Board of Directors will meet on Wednesday, May 8 at 6:00 p.m. at the NWMC office and via videoconference.

NWMC Bicycle & Pedestrian Committee will meet on Tuesday, May 14, at 10:30 a.m. at the NWMC office and via videoconference.

NWMC Legislative Committee will meet on Wednesday, May 15 at 8:30 a.m. via videoconference.

NWMC Transportation Committee will meet on Thursday, May 30, at 8:30 a.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