



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: September 20, 2024

STAFF REPORTS BY DEPARTMENT

Weekly Report for September 16, 2024 – September 20, 2024

City Manager's Office

Weekly Bids Advertised

Community Development

Weekly Zoning Report

Weekly Field Inspection Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Clerk's Office

None

Legislative Reading

NWMC Weekly Briefing

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

Monday, September 23, 2024

5:00 PM: [Administration & Public Works Committee](#)

6:00 PM: [City Council](#)

Tuesday, September 24, 2024

No Meetings

Wednesday, September 25, 2024

No Meetings

Thursday, September 26, 2024

5:30 PM: [911-Emergency Telephone System Board Meeting](#)

Friday, September 27, 2024

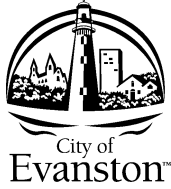
No Meetings

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

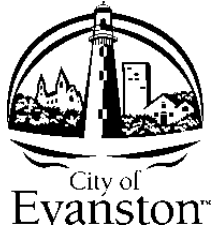
Subject: Bids/RFPs/RFQs Advertised during the Week of September 16, 2024

Date: September 20, 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 September 16, 2024

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Volleyball Recreational Programming	Parks & Recreation	The City of Evanston's Lakefront and Athletics Division of the Evanston Parks and Recreation Department is seeking proposals from experienced firms for Youth recreational volleyball programming and camp.	\$80,000	10/8	11/25
Tennis Recreational Programming	Parks & Recreation	The City of Evanston's Lakefront and Athletics Division of the Evanston Parks and Recreation Department is seeking proposals from experienced firms for: Youth recreational tennis programming and camp.	\$122,000	10/8	11/25



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: September 20, 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, September 12, 2024 - September 18, 2024

Backlog (business days received until reviewed): 4

Volume (number of cases pending initial staff review): 8

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	144 Greenwood Street	R1	Building Permit	Install a modular ramp with handrails	04/29/24	pending additional information from the applicant
1	820 Church Street	D3	Building Permit	Remove driveway curb	09/17/24	pending staff review
2	2118 Lake Street	R2	Building Permit	Patio and retaining wall	05/01/24	pending additional information from the applicant
2	1812 Lake Street	R3	Building Permit	Garage	06/25/24	non-compliant, pending additional information/revisions from the applicant
2	900 Clark Street	RP	Zoning Analysis	Demolish north end of Church Street Plaza movie theater building, construct new 27-story multi-family dwelling building with 358 dwelling units and 20% Inclusionary Housing dwelling units	07/03/24	non-compliant, pending additional information from the applicant
2	1615 Dodge Avenue	R3	Building Permit	Concrete garage floor slab with apron	09/09/24	pending additional information from the applicant
3	819 Judson Avenue	R5	Building Permit	New 4-story multi-family dwelling building with 4 dwelling units and detached garage for 8 vehicles	04/16/24	non-compliant, pending revisions from the applicant
3	1300 Chicago Avenue (1300-1306 Chicago Avenue), 601-615 Dempster Street, 1307 Sherman Place	B1/oDM	Zoning Analysis	Planned Development for a new 7-story mixed-use building with ground floor retail, enclosed parking on ground floor, 65 dwelling units, and modification of the existing 2-story retail building with 2 dwelling units above	06/24/24	non-compliant, pending additional information/revisions from the applicant
3	1314 Judson Avenue	R1	Building Permit	Addition, deck, and interior remodel	09/16/24	pending staff review
3	517 Chicago Avenue	C1a	Building Permit	Roof top deck	09/16/24	pending staff review
4	1118 Elmwood Avenue	R3	Building Permit	Motorized aluminum pergola	07/30/24	pending additional information from the applicant
4	1555 Oak Avenue	R5	Building Permit	Interior remodel	09/12/24	pending staff review
4	990 Grove Street	D1	Zoning Analysis	Convert office space to work/live units on the 1st floor and to dwellings on floors 2-5	09/13/24	pending additional information from the applicant
4	1560 Sherman Avenue	D3	Building Permit	Interior alteration, office build out	09/16/24	pending staff review
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	2209 Emerson Street	R3	Building Permit	Deck	03/25/24	pending additional information from the applicant
5	2027 Brown Avenue	R3	Building Permit	Concrete parking pad behind garage	05/09/24	non-compliant, pending revisions and/or variation application from the applicant
5	2112 Asbury Avenue	R3	Building Permit	Remove deck, replace with paver patio	05/16/24	pending additional information from the applicant
5	1825 Dodge Avenue	R4	Building Permit	Addition (Lake Regional Conference 7th Day Adventists)	06/13/24	pending additional information from the applicant

5	1420 Leonard Place	R3	Zoning Analysis	New efficiency home	07/23/24	pending revisions and additional information from the applicant
5	2311 Emerson Street	R3	Building Permit	3-season room addition and rear porch	08/09/24	pending additional information from the applicant
5	1938 Dodge Avenue	R3	Zoning Analysis	ADU	09/05/24	pending additional information from the applicant
5	1800 Lemar Avenue	R2	Building Permit	Replace walk	09/10/24	pending additional information from the applicant
5	2115 Wesley Avenue	R3	Building Permit	Replace front porch deck, steps, and rails	09/16/24	pending staff review
6	2703 Hartzell Street	R1	Building Permit	Carport and concrete slab	05/01/24	pending additional information/revisions from the applicant
6	2757 Lincolnwood Drive	R1	Building Permit	Replace paver patio, repair seat wall, walk, landing and stoop	07/29/24	revisions submitted by applicant, pending staff review
6	3610 Hillside Road	R2	Building Permit	1-story addition	08/19/24	pending additional information from the applicant
6	2521 Gross Point Road	C2	Building Permit	Remove/replace asphalt, sealcoat, crack fill, and stripe parking lot	08/27/24	pending additional information
6	2422 Grant Street	R1	Zoning Analysis	New single-family dwelling with detached garage	09/16/24	pending staff review
6	3042 Normandy Place	R1	Building Permit	Remove portion of front and west walk, replace with pavers and gravel	09/18/24	pending staff review
7	1806 Chancellor Street	R1	Building Permit	Remove patio, re-install patio, stepping stones, grill pad, and patio maintenance	06/20/24	pending additional information from the applicant
7	2518 Jackson Avenue	R1	Building Permit	Garage with ADU	06/27/24	pending additional information from the applicant
7	1404 Rosalie Street	R1	Building Permit	Addition plus interior renovation	06/28/24	revisions submitted by applicant, pending staff review
7	625 Clinton Place	R1	Building Permit	Remove and replace brick paver parking pad	07/01/24	pending additional information from the applicant
7	1501 Central Street	U2	Building Permit	Parking lots, plaza, and landscaping for Ryan Stadium (NU)	07/08/24	pending additional information from the applicant
7	2356 Colfax Terrace	R1	Building Permit	Post-permit revisions to modify outdoor walls/roofs, fences, impervious, decks	09/11/24	pending additional information from the applicant
7	2169 Campus Drive	U3	Building Permit	Foundation only for new building, The Kellogg Education Center (NU)	09/18/24	pending staff review
8	200 Grey Avenue	R2	Building Permit	Remove and replace walk and steps	09/13/24	pending additional information from the applicant
9	2131 Keeney Street	R2	Building Permit	Driveway and walk	06/25/24	pending additional information from the applicant
9	630 Wesley Avenue	R2	Building Permit	Detached garage/ADU and interior remodel of single-family dwelling	08/15/24	pending additional information from the applicant
9	611 Wesley Avenue	R3	Zoning Analysis	ADU	09/03/24	pending additional information 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
1	1621-31 Chicago Avenue	D4	Planned Development	New 12-story mixed-use building with approximately 6,000 sf ground floor commercial space, 48 enclosed parking spaces, and 110 dwelling units including 8 affordable dwelling units	08/27/24	pending LUC
3	318 Greenleaf Street	R1	Major Variation	Building lot coverage for front roofed/covered porch and open parking pad within the west interior side yard	09/16/24	pending additional information from the applicant, LUC
4	910 Custer Avenue	MXE	Planned Development	New 5-story multi-family dwelling building with 230 dwelling units (23 affordable units) and 50 open surface parking spaces	08/28/24	pending LUC 10/09/24
6	2822 Central Street	B1a/oCS	Special Use	Special Use for Commercial Indoor Recreation Establishment (Fonseca Martial Arts)	09/03/24	pending LUC 09/25/24 (withdrawn by applicant, will remain on agenda due to public notice provided prior to application being withdrawn)
6	2945-49 Central Street	B1a/oCS	Minor Variation	Detached accessory structure (pergola) in the front and street side yards, and a fence within the front yard for proposed renovation of the existing commercial building and site for a restaurant without outdoor dining	09/13/24	determination after 10/08/24
9	528 Dodge Avenue	R2	Fence Variation	Construct a fence within the east front yard off Dodge Avenue and at a 0' setback from the south street side property line	09/16/24	determination after 10/08/24



To: Luke Stowe, City Manager

From: David Wilson, HVAC Building Inspector

Subject: Weekly Field Inspection Report

Date: September, 20 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, September 13, 2024

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	No changes. Final Certificate of Occupancy is processing.	9/19/2024
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	9/19/2024
1	1710 Sherman Avenue	Mixed Use Building Residential/Retail	No changes. Final Certificate of Occupancy is processing.	9/19/2024
4	Main Street	Resurfacing	Cleanup and landscaping installation continues on Main Street.	9/19/2024
7	1501 Central Street	Demolition	No changes. Excavation continues. Street sweepers continue to address roadway dust and debris. All trucks continue to pass through truck washing station with manual washing of trucks and street. Construction fence is in place and in good condition.	9/19/2024
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Memorandum

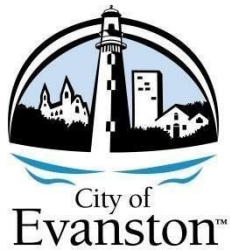
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: September 20, 2024

Ward	Property Address	Business Name	Date Received	Current Status
4	1100 Davis St	Berry Pike Eatery (Change of Ownership)	9/19/2024	Pending Inspections
1	527 Davis St	Eggs with Benefits	9/11/2024	Pending Inspections
4	1633 Orrington Ave	Mira Sushi Restaurant & Bar	9/11/2024	Pending Inspections
2	1741 Maple Ave	Cozy Thai Cuisine (Relocating)	9/10/2024	Pending Building Permit
5	1925 Green Bay Rd	DUK Mart (Change of Ownership)	9/10/2024	Pending Inspections
1	1735 Benson Ave	Bat 17 (Relocating)	9/6/2024	Pending Inspections
5	1601 Simpson St	Teeny Baby Nursery	8/27/2024	Pending Building Permit
8	1717 Howard St	Showkey African Cuisine	8/26/2024	Pending Permit Application
8	565 Howard St	T & E Productions	8/22/2024	Pending Building Permit
1	1710 Sherman Ave	Guzman y Guzman	8/16/2024	Pending Permit Issuance
4	1018 Davis St	Dozika (Relocating)	7/1/2024	Pending Inspections
7	2022 Central St	The Celtic Knot	6/13/2024	Pending inspections
3	1310 ½ Chicago Ave	Peeled Juice Bar	5/9/2024	Pending Permit Issuance
2	2223 Washington St	The Laundry Café (in The Aux)	4/23/2024	Pending Review and Inspections
7	1995 Campus Dr	NU Center East Lawn Redevelopment	4/5/2024	Pending Inspections
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 Inspections
1	1737 Sherman Ave	Taco Bell	10/5/2023	Pending Inspections
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: September 20, 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.

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of September 20, 2024

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
1	Hops & Grapes	816 ½ Church St. 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 SEPTEMBER 20, 2024

President Darch Highlights Conference Transit Principles During Senate Transportation Hearing

On Thursday, *Barrington Village President Karen Darch* testified on behalf of the NWMC at a hearing of the Senate Transportation Committee. The committee, chaired by Senator Ram Villivalam, has hosted four subject matter hearings throughout the region on potential reforms to public transit. The subject of Thursday's hearing was how "transit mitigates climate impact."

In her testimony, President Darch noted "the importance of regional transit services to our communities and transit's importance in mitigating threats to our environment - by reducing noise and air pollutants from the thousands of vehicles which would crowd the roads of our region daily if we did not have transit." She touted the environmental and climate change benefits of local land use planning for transit oriented development and commuter parking as well as construction of bicycle and pedestrian facilities to better connect transit stations and users. Finally, she discussed the NWMC's "Regional Transit Legislation Guiding Principles", which outline ideas to improve regional transit services and highlight the need for state investment.

One final committee hearing with the theme "Funding transit is a statewide priority" is scheduled for Wednesday, October 16 in Springfield. In addition, the House recently announced the formation of a mass transit working group. At this time, the working group has not identified a specific work plan or whether similar hearings will be held. *Staff contacts: Eric Czarnota, Brian Larson*

Reminder: October NWMC Board to Meet In Person

Please mark your calendars as the October 9 NWMC Board of Directors meeting will be held in person following Oakton College's Open House (see article below). The meeting will begin at 7:00 p.m. in Rooms 1604 and 1606 at Oakton College in *Des Plaines*. Highlighting the agenda will be a presentation by representatives from ComEd on issues and considerations for locating and constructing data centers. We look forward to seeing everyone in person on October 9! *Staff contacts: Mark Fowler, Larry Bury*

RSVP Today to Oakton College's Open House Prior to the NWMC Board Meeting

As mentioned above, on Wednesday, October 9, Oakton College is hosting an Open House at the *Des Plaines* campus for elected and appointed officials. The event will begin with networking and hors d'oeuvres at 5:30 p.m., followed by an update from Oakton President Dr. Joianne Smith and optional campus tours and networking. Special focus will be given to Oakton's new Small Business Development Center and its "role in supporting economic development in communities within Oakton's district."

Invitations were sent Thursday by Oakton and NWMC staff to mayors and managers; please feel free to invite other officials. Please RSVP to Oakton Legislative Affairs Liaison Steve Butera, sbutera@oakton.edu. *Staff contact: Mark Fowler*

That Old Car's Worth Money

As a reminder, the last live NWMC Surplus Vehicle and Equipment Auction will be held on Tuesday, October 22 at America's Auto Auction (America's AA) in Crestwood. There's no better time than today to register outdated vehicles and equipment for 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 sale 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

Conference. 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 Sales Executive Manager Maria Cortez, 708-389-4488 (office), 708-676-1887 (mobile) or Maria.Cortez@AmericasAutoAuction.com. *Staff contact: Ellen Dayan*

RSVP Today for the Metropolitan Mayors Caucus Gala

On Saturday, October 26 at 6:00 p.m., the Metropolitan Mayors Caucus will host its Annual Gala at Wrigley Field. This is the first Mayors Caucus Gala since the pandemic and is a unique opportunity to gather and celebrate the work of the organization. Attendees will be able to enjoy tours of the ballpark and the batting tunnel will be open! For tickets and additional information, please visit the Gala [Eventbrite](#) page. *Staff contact: Mark Fowler*

You're Invited to Warehouse Direct's 2024 Customer Appreciation & New Product Show

On Wednesday, October 2, Suburban Purchasing Cooperative (SPC) supplier Warehouse Direct Workplace Solutions is hosting its 2024 Customer Appreciation & New Product Show. The event will be held from 11:00 a.m. to 3:00 p.m. at the Brookfield Zoo Discovery Center. Attendees will discover new products, meet workplace experts to explore how to enhance workplace productivity as well as enjoy a "walking food station", complimentary raffle/scavenger hunt and free Zoo admission. Each organization can register up to two individuals and please note that registration is required. To RSVP and for more information, please visit the event [registration page](#).

The SPC has enjoyed a long relationship with Warehouse Direct as the Cooperative's supplier for office and janitorial supplies. Please visit the [SPC website](#) for more information on the products and services offered by Warehouse Direct Workplace Solutions. *Staff contact: Ellen Dayan*

Mayors Caucus Extends EV Readiness Program Application Deadline

From the desk of Metropolitan Mayors Caucus Director of Environmental Initiatives Edith Makra:

You are invited to participate in the [EV Readiness Program](#) cohort to prepare your community to meet the growing demand for EVs and EV charging infrastructure. Cohort members receive free technical assistance and training in a variety of critical areas, while working toward EV Ready Bronze, Silver, or Gold designation in the [EV Readiness Checklist](#). ComEd has partnered with the Caucus to fund the program and provides valuable resources to communities, such as free fleet electrification assessments.

With guidance and resources assembled by the Caucus' EV Ready Team, municipal leaders will develop clear permitting for EV charging infrastructure, analyze zoning and parking codes to address barriers to EV infrastructure, engage the community, and participate in technical and safety training for staff. Municipalities may also tailor actions to suit the needs of their own community.

The Caucus is finalizing the third cohort of municipalities to work collaboratively to earn the designation of "EV Ready Community" and has room for a few more communities to join. There is no cost to participate, but applicant communities must have adopted (or plan to adopt) the Greenest Region Compact and provide a [letter of commitment](#) agreeing to work toward EV readiness from the fall of 2024 to the spring of 2025. The third cohort will kick off in October. The application deadline has been extended to next Friday, Sept. 27th. Please apply at: <https://metropolitanmayorscaucus.submittable.com/submit>. *Staff contact: Mark Fowler*

Closing September 30: ITEP Funding Applications

If your community is looking to construct new pedestrian/bicycle facilities, sidewalk connections or convert abandoned railroad corridors to trails, the Illinois Transportation Enhancement Program (ITEP) is your go-to for funding. ITEP is now open for applications through Monday, September 30. ITEP awards a maximum of \$3 million, with awards announced in spring 2025. To learn more, please visit the [Illinois Department of Transportation \(IDOT\) NOFO](#). *Staff contacts: Eric Czarnota, Brian Larson*

Which MWRD Program Fits Best to Help Prevent Flooding?

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) offers the following programs to partner with Cook County municipalities, townships, and governmental organizations to help protect residents from flooding:

- [Stormwater Partnership Program](#) funds the construction of traditional engineering solutions to flooding such as detention basins, storm sewer improvements, and stream channel improvements.

- [Green Infrastructure Partnership Program](#) funds the construction of green alleys, rain gardens, permeable paving, and other natural, permeable systems that manage rainwater where it falls.
- [Conceptual Project Partnerships](#) are available to local government organizations requiring assistance developing stormwater solutions, coordinating stormwater mitigation efforts and identifying state and federal grant opportunities.
- [Voluntary Flood Prone Property Acquisition Program](#) provides funding to help municipalities acquire properties in the floodplain and give homeowners the opportunity for a fresh start.

Each program has specific eligibility criteria, application steps, and deadlines. Please see the [MWRD Stormwater Partnerships page](#) for more information. *Staff contact: Eric Czarnota*

Newsy Items of the Week

Daily Herald: ['A lot of people have interest in it': What could be Lake County's single largest road project advances](#)

Reader: ['No new revenue without reform'](#)

Daily Herald: [Mural artist brings Wheeling parking garage to life](#)

WTTW: [Chicago-Area Transit Agencies Won't Be Getting More Financial Help Any Time Soon, Illinois House Speaker Says](#)

The Record North Shore: [Northfield giving land back decades after annexation gave village out-of-town parcels](#)

Meetings and Events

NWMC Transportation Committee will meet on Thursday, September 26 at 8:30 a.m. via videoconference.

NWMC Executive Board will meet on Wednesday, October 2 at 8:30 a.m. via videoconference.

Oakton College Open House for elected and appointed officials (followed by the NWMC Board of Directors meeting) will be held on Wednesday, October 9 at 5:30 p.m. at Oakton's *Des Plaines* campus, 1600 E. Golf Road (please see article on p. 1).

NWMC Board of Directors will meet **in person** on Wednesday, October 9 at 7:00 p.m. in Rooms 1604 and 1606 at Oakton College in *Des Plaines*. **Please note time change.**

NWMC Staff

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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

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