



# Memorandum

To: Mayor Biss and Members of the City Council  
From: Luke Stowe, City Manager  
Subject: Weekly City Manager's Update  
Date: May 2, 2025

## **STAFF REPORTS BY DEPARTMENT**

Weekly Report for April 28, 2025 – May 2, 2025

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

Weekly Bids Advertised

### **Community Development**

Weekly Zoning Report

Weekly Field Inspection Report

### **Health Department**

Weekly Health Department Report

### **Law Department**

Weekly Liquor License Application Report

### **Clerk's Office**

FOIA Report

### **Legislative Reading**

NWMC Weekly Briefing

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

**Monday, May 5, 2025**

5:00 PM: [Rule Committee](#)

**Tuesday, May 6, 2025**

No Meetings

**Wednesday, May 7, 2025**

6:30 PM: [Citizen Police Review Commission](#)

**Thursday, May 8, 2025**

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

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

**Friday, May 2, 2025**

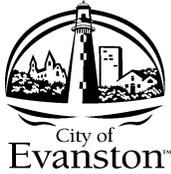
No Meetings

**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 28, 2025

Date: May 2, 2025

The following is a list of advertised projects and the anticipated date each will be presented to the Council or Library Board.

## Bids/RFPs/RFQs sent during the Week of April 28, 2025

| Bid/RFP/RFQ Name                | Requesting Dept. | Description of Project   | Budget Amount                           | Bid/RFP/RFQ Opening Date | Anticipated Council/ Library Board Date |
|---------------------------------|------------------|--|---|--------------------------|---|
| Alley and Sidewalk Improvements | PWA              | 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. | \$2,210,000;<br>\$400,000;<br>\$650,000 | 06/03                    | 06/23                                   |
| Zero-Based Budgeting Evaluation | CMO              | The City of Evanston's Finance Division of the Evanston City Manager's Office is seeking proposals from experienced firms for Zero Based Budgeting Evaluation of Public Works Department.  | \$50,000                                | 05/22                    | 06/09                                   |



## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Elizabeth Williams, Planning & Zoning Manager  
Subject: Weekly Zoning Report  
Date: May 2, 2025

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 17, 2025 - April 23, 2025**

**Backlog (business days received until reviewed): 23**

**Volume (number of cases pending initial staff review): 37**

**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           | 144 Greenwood Street  | R1            | Building Permit | Install a modular ramp with handrails  | 04/29/24        | pending additional information from the applicant                          |
| 1           | 605 Davis Street  | D3            | Zoning Analysis | Planned Development for a new 31-story 330' tall mixed-use building with ground floor retail and 447 dwelling units  | 12/26/24        | non-compliant, pending revisions from the applicant                        |
| 1           | 818 Church Street   | D3            | Building Permit | Remove and replace fire escape staircase   | 02/28/25        | pending additional information from the applicant                          |
| 1           | 817 Noyes Street  | B1            | Building Permit | Interior buildout for bakery and cafe  | 04/09/25        | pending additional information from the applicant                          |
| 1           | 1603 Orrington Avenue   | D3            | Building Permit | Interior renovation of corridor and bathrooms  | 04/29/25        | pending staff review   |
| 1           | 817 Noyes Street  | B1            | Zoning Analysis | Administrative Review Use for a Type-2 Restaurant  | 04/30/25        | pending staff review   |
| 1           | 720 Clark Street  | D2            | Building Permit | Interior remodel   | 05/01/25        | 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           | 1620 Darrow Avenue  | R3            | Building Permit | Addition   | 10/02/24        | non-compliant, pending revisions/variation application from the applicant  |
| 2           | 1206 Dewey Avenue   | R3            | Building Permit | Addition and remodel with ADU in basement  | 04/16/25        | pending staff review   |
| 2           | 1906 Main Street  | C1            | Zoning Analysis | Administrative Review Use for a type-2 restaurant  | 04/18/25        | pending staff review   |
| 2           | 1616 Fowler Avenue  | R2            | Building Permit | Replace front steps and walk, back steps, new patio and walk   | 04/28/25        | pending staff review   |
| 2           | 901 Church Street   | RP            | Zoning Analysis | Administrative Review Use for ground floor Office (dentist)  | 04/30/25        | pending staff review   |
| 2           | 2200 Greenwood Street   | R4            | Building Permit | Pergola  | 05/01/25        | pending staff review   |
| 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           | 1115 Hinman Avenue  | R1            | Building Permit | Walk between residence and garage  | 10/30/24        | pending additional information from the applicant                          |
| 3           | 149 Burnham Place   | R1            | Building Permit | Reconfigure deck   | 11/19/24        | pending additional information from the applicant                          |
| 3           | 717-719 Chicago Avenue  | C1a           | Building Permit | Interior remodel   | 03/20/25        | pending additional information from the applicant                          |
| 3           | 488 Sheridan Road, Unit 3   | R5            | Building Permit | Interior remodel   | 04/29/25        | pending staff review   |
| 3           | 1242 Judson Avenue  | R1            | Building Permit | Parking pad  | 05/01/25        | pending staff review   |
| 3           | 840 Michigan Avenue, Unit 1   | R5            | Building Permit | Interior remodel   | 05/01/25        | pending staff review   |

|   |                      |        |                 |   |          |  |
|---|----------------------|--------|-----------------|---|----------|--|
| 3 | 529 D Chicago Avenue | C1a    | Building Permit | Roof top deck   | 05/01/25 | pending staff review   |
| 4 | 990 Grove Street     | D1     | Zoning Analysis | Convert office space to work/live units on 1st floor and dwellings on floors 2-5                              | 09/13/24 | pending additional information from the applicant                                |
| 4 | 1009 Wesley Avenue   | R3     | Building Permit | Carport   | 10/11/24 | pending revisions from the applicant   |
| 4 | 1111 Ridge Avenue    | R1     | Zoning Analysis | Addition, patio, parking pad, and exterior renovation   | 03/10/25 | pending additional information from the applicant                                |
| 4 | 1566 Oak Avenue      | R6     | Building Permit | Building repairs  | 03/11/25 | pending additional information from the applicant                                |
| 4 | 1330 Wesley Avenue   | R1     | Building Permit | Remove walk, install paver seating area   | 03/31/25 | pending additional information from the applicant                                |
| 4 | 1033 Asbury Avenue   | R1     | Building Permit | Front porch   | 04/08/25 | pending revision from the applicant  |
| 4 | 1120 Ridge Avenue    | R1     | Building Permit | Replace deck  | 04/24/25 | pending staff review   |
| 4 | 960 Grove Street     | D1     | Building Permit | Conversion of existing building to 32 dwelling units  | 04/29/25 | pending staff review   |
| 4 | 1567 Maple Avenue    | D3     | Building Permit | Interior remodel of existing commercial space   | 04/29/25 | 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 | 2311 Emerson Street  | R3     | Building Permit | 3-season room addition and rear porch   | 08/09/24 | pending additional information from the applicant                                |
| 5 | 2115 Wesley Avenue   | R3     | Building Permit | Replace front porch deck, steps, and rails  | 09/16/24 | pending additional information from the applicant                                |
| 5 | 1836 Lemar Avenue    | R2     | Building Permit | Deck  | 10/01/24 | non-compliant, pending revisions from the applicant                              |
| 5 | 830 Hamlin Street    | R4a    | Building Permit | Paver patio   | 10/09/24 | non-compliant, pending revisions from the applicant                              |
| 5 | 2206 Maple Avenue    | R4a    | Zoning Analysis | Redevelopment existing surface parking lot for a new 5-story building with 30 dwellings and 29 parking spaces | 10/11/24 | non-compliant, pending revisions from the applicant                              |
| 5 | 1655 Foster Street   | OS     | Building Permit | Antennas and related equipment  | 11/12/24 | pending additional information from the applicant                                |
| 5 | 1415 Leonard Place   | R3     | Building Permit | Remove existing hardscape, install paver patio, walk, pergola, and outdoor kitchen                            | 04/01/25 | pending additional information from the applicant                                |
| 5 | 1816 Lyons Street    | R4     | Building Permit | Patio   | 04/03/25 | non-compliant, pending revisions from the applicant                              |
| 5 | 1107 Garnett Place   | R4a    | Building Permit | 2-1/2 story addition, demolish 1-car garage and replace with an open parking pad                              | 04/17/25 | pending staff review   |
| 5 | 1928 Wesley Avenue   | R5     | Building Permit | Interior renovation and dormer  | 04/18/25 | pending staff review   |
| 5 | 1418 Noyes Street    | R3     | Building Permit | 2-story addition and 2-story detached accessory building for an ADU   | 04/28/25 | pending staff review   |

|   |                          |         |                 |  |          |  |
|---|--------------------------|---------|-----------------|--|----------|--|
| 6 | 2703 Hartzell Street     | R1      | Building Permit | walk between residence and garage  | 05/01/24 | pending additional information/revisions from the applicant    |
| 6 | 2306 Central Park Avenue | R1      | Building Permit | Front portico, deck, and replace exterior stairs   | 09/20/24 | pending additional information from the applicant              |
| 6 | 2429 Cowper Avenue       | R1      | Building Permit | Paver patio  | 10/28/24 | non-compliant, pending revision from the applicant             |
| 6 | 3238 Harrison Street     | R1      | Building Permit | Portico  | 11/08/24 | pending additional information from the applicant              |
| 6 | 3111 Thayer Street       | R1      | Building Permit | Garage   | 01/21/25 | pending additional information from the applicant              |
| 6 | 2418 Noyes Street        | R1      | Building Permit | 3-season porch addition and new garage   | 01/27/25 | pending additional information and revision from the applicant |
| 6 | 2230 Lincolnwood Drive   | R1      | Building Permit | Demolish existing detached garage, construct new detached garage   | 01/27/25 | pending additional information and revision from the applicant |
| 6 | 2732 Thayer Street       | R1      | Building Permit | Rooftop mounted solar panels   | 02/20/25 | pending additional information from the applicant              |
| 6 | 3233 Central Street      | R4/oCS  | Zoning Analysis | Construct 10 townhomes (single-family attached) with 5 4-car detached garages                              | 02/25/25 | non-compliant, pending revisions from the applicant            |
| 6 | 2950 Payne Street        | R1      | Building Permit | Shed   | 03/19/25 | pending revisions from the applicant                           |
| 6 | 2635 Crawford Avenue     | R2      | Building Permit | New single-family residence with attached 2-car garage   | 03/20/25 | pending revisions from the applicant                           |
| 6 | 2900 Central Street      | B1a/oCS | Zoning Analysis | Determination of Use for a retail sales/pet sales and pet adoption with accessory veterinary care services | 03/28/25 | pending staff review   |
| 6 | 2950 Payne Street        | R1      | Building Permit | In-ground pool   | 04/01/25 | pending revisions from the applicant                           |
| 6 | 2417 Hartzell Street     | R1      | Building Permit | 2nd story addition   | 04/08/25 | pending staff review   |
|   | 2710 Woodland Road       | R1      | Building Permit | Replace patio  | 04/08/25 | pending additional information from the applicant              |
| 6 | 2909 Colfax Street       | R1      | Zoning Analysis | 1-story addition   | 04/07/25 | pending additional information from the applicant              |
| 6 | 2316 Hartzell Street     | R1      | Building Permit | New single-family detached residence and 3-car garage  | 04/14/25 | non-compliant, pending revisions from the applicant            |
| 6 | 2304 Prospect Avenue     | R1      | Building Permit | Detached garage  | 04/18/25 | pending staff review   |
| 6 | 3025 Thayer Street       | R1      | Building Permit | Garage   | 04/23/25 | pending staff review   |
| 6 | 2527 Thayer Street       | R1      | Building Permit | Replace deck   | 04/24/25 | pending staff review   |
| 6 | 2144 Ewing Avenue        | R1      | Building Permit | Interior remodel   | 04/28/25 | pending staff review   |
| 6 | 2519 Ridgeway Avenue     | R1      | Building Permit | Remove concrete walk, replace with paver walk  | 04/30/25 | pending staff review   |
| 6 | 2800 Harrison Street     | R1      | Building Permit | Replace patio  | 04/30/25 | pending staff review   |
| 6 | 2731 Hartzell Street     | R1      | Building Permit | Convert screened porch into play room  | 04/30/25 | pending staff review   |
| 6 | 3434 Isabella Street     | R2      | Building Permit | Deck   | 04/30/25 | pending staff review   |
| 6 | 2509 Hastings Avenue     | R1      | Building Permit | Replace garage slab, driveway, and step  | 05/01/25 | 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 | 625 Clinton Place        | R1      | Building Permit | Remove and replace brick paver parking pad   | 07/01/24 | pending additional information from the applicant              |

|   |                      |        |                 |   |          |  |
|---|----------------------|--------|-----------------|---|----------|--|
| 7 | 2149 Pioneer Road    | R1     | Building Permit | Mudroom replacement and exterior remodel  | 01/06/25 | pending revision from the applicant                            |
| 7 | 2010 Hawthorne Lane  | R1     | Building Permit | Pave driveway   | 01/09/25 | pending additional information from the applicant              |
| 7 | 2711 Woodbine Avenue | R1     | Building Permit | Attic renovation  | 02/13/25 | non-compliant, pending revisions from the applicant            |
| 7 | 2316 Brown Avenue    | R3     | Building Permit | Interior remodel to construct a kitchen in basement   | 02/24/25 | pending additional information from the applicant              |
| 7 | 1221 Leonard Place   | R1     | Building Permit | Replace front and rear deck   | 03/05/25 | pending pending additional information from the applicant      |
| 7 | 1912 Colfax Avenue   | R3     | Building Permit | Construct roof over existing patio  | 03/05/25 | pending additional information from the applicant              |
| 7 | 1731 Jenks Street    | R1     | Building Permit | Garage  | 03/06/25 | non-compliant, pending revisions from the applicant            |
| 7 | 1501 Central Street  | U2     | Building Permit | Site utilities and support facility (NU softball field)   | 04/01/25 | pending staff review   |
| 7 | 2433 Simpson Street  | R1     | Building Permit | Brick pavers  | 04/04/25 | pending additional information and revision from the applicant |
| 7 | 2300 Grant Street    | R1     | Building Permit | Deck  | 04/09/25 | pending additional information from the applicant              |
| 7 | 2722 Green Bay Road  | C2/oCS | Zoning Analysis | Proposed parking lot expansion into adjacent Jenks Street   | 04/14/25 | pending additional information from the applicant              |
| 7 | 2112 Grant Street    | R1     | Building Permit | Driveway  | 04/16/25 | pending staff review   |
| 7 | 2622 Prairie Avenue  | R4     | Building Permit | Garage, 20x20   | 04/22/25 | pending staff review   |
| 7 | 2235 Campus Drive    | U3     | Zoning Analysis | 16 women's professional soccer (Chicago Stars) home games at Martin Field with attendance up to 11,500 persons per game | 04/29/25 | pending staff review   |
| 7 | 2306 Grant Street    | R1     | Building Permit | 1st story and 2nd story addition and interior remodel   | 04/29/25 | pending staff review   |
| 7 | 1030 Central Street  | OS     | Building Permit | Outdoor grill area (Canal Shores)   | 04/30/25 | pending staff review   |
| 8 | 1003 Dobson Street   | R2     | Zoning Analysis | Garage  | 11/15/24 | additional information needed from the applicant               |
| 8 | 751 Howard Street    | B3     | Building Permit | Interior remodel of existing commercial space   | 04/16/25 | pending staff review   |
| 8 | 213 Richmond Avenue  | R2     | Building Permit | Concrete in backyard  | 04/21/25 | pending staff review   |
| 8 | 751 Howard Street    | B3     | Zoning Analysis | Administrative Review Use for a type-2 restaurant   | 04/23/25 | pending staff review   |
| 9 | 2131 Keeney Street   | R2     | Building Permit | Driveway and walk   | 06/25/24 | pending additional information from the applicant              |
| 9 | 611 Wesley Avenue    | R3     | Zoning Analysis | ADU   | 09/03/24 | pending additional information from the applicant              |
| 9 | 1621 Monroe Street   | R3     | Building Permit | Interior remodel, basement kitchen  | 01/13/25 | pending additional information from the applicant              |
| 9 | 1805 South Boulevard | R2     | Building Permit | Slab behind house   | 04/08/25 | pending additional information from the applicant              |
| 9 | 610 Callan Avenue    | R3     | Building Permit | Replace front porch and rear deck   | 04/10/25 | pending revisions from the applicant                           |
| 9 | 1210 South Boulevard | R2     | Building Permit | Garage  | 04/09/12 | pending additional information from the applicant              |

|   |                    |    |                 |                      |          |   |
|---|--------------------|----|-----------------|----------------------|----------|---|
| 9 | 1721 Seward Street | R2 | Building Permit | Stoop and front walk | 04/15/25 | 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  |
|------|-------------------------|--------|-----------------------|---|----------|---|
| 2    | 900 Clark Street        | RP     | Planned Development   | New 27-story mixed-use building with ground floor retail and 383 dwelling units   | 01/28/25 | pending additional information from the applicant           |
| 2    | 1631 Fowler Avenue      | R2     | Fence Variation       | Fence in front yard, fence height in front yard and required sight triangle   | 04/01/25 | determination after 05/06/25                                |
| 3    | 1028 Chicago Avenue     | C2     | Sign Variation        | Sign height for 2 wall signs, one on the north facade and one on the south facade (Oscar Isberian Rugs)   | 02/11/25 | pending additional information from the applicant           |
| 5    | 2206 Maple Avenue       | R4a    | Major Variation       | Major Variation for 30 dwelling units where 19 are permitted, 31 parking spaces where 49 are required, one short loading berth 25' in depth where 35' is required and covering 72% of the rear yard area where 40% is permitted in order to construct a new 5-story multi-family building | 02/01/25 | pending CC 04/28/25   |
| 6    | 2213 Asbury Avenue      | R1     | Minor Variation       | Rear yard and street side yard setback to proposed addition and open parking pad  | 04/17/25 | determination after 05/07/25                                |
| 7    | 2515 Sherman Avenue     | R1     | Minor Variation       | Building lot coverage and north interior side and east rear yard setbacks for proposed addition   | 01/19/25 | pending additional information/revisions from the applicant |
| 7    | 2213 Asbury Avenue      | R1     | Minor Variation       | Rear yard setback to addition and street side yard setback to open parking pad  | 03/31/25 | determination after 05/07/25                                |
| 7    | 2149 Pioneer Road       | R1     | Minor Variation       | Setback from interior side property lines to roof overhang  | 04/14/25 | determination after 05/06/25                                |
| 8    | 1905-1909 Howard Street | C1     | Special Use Amendment | Amendment to existing Special Use approval for a Daycare Center - Child, A Step By Step Learning Academy, to permit an expansion of the daycare center  | 02/17/25 | pending CC 04/28/25   |
| 9    | 816-18 Reba Place       | R5     | Minor Variation       | Rear yard setback and setback to roof overhang in order to construct a 2nd story addition to create an ADU over existing 3-car detached garage  | 02/26/25 | determination after 04/29/25                                |



To: Luke Stowe, City Manager  
From: David Wilson, HVAC Building Inspector  
Subject: Weekly Field Inspection Report  
Date: May, 2 2025

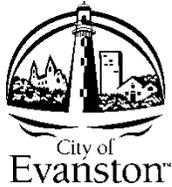
Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

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 2, 2025

| Ward | Property Address                         | Construction Type | Inspector Notes   | Received  |
|------|--|-------------------|---|-----------|
| *    | *  | *                 | *   | *         |
| 4    | 1012 Church Street<br>Northlight Theater | Assembly          | No changes. Saw cuts to the existing foundations continue at north and west section of property. The alleyway has been closed with offsite parking provided for residents.  | 4/28/2025 |
| *    | *  | *                 | *   | *         |
| *    | Truck Route                              | *                 | No changes. Truck route continues to monitored for speed and debris.  | 4/28/2025 |
| 7    | 1501 Central Street                      | New Construction  | A third crane has been added on-site. Concrete pour of second level 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. | 4/28/2025 |
| *    | *  | *                 | *   | *         |
| *    | *  | *                 | *   | *         |



# 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 2, 2025

| Ward | Property Address   | Business Name                      | Date Received | Current Status                             |
|------|--------------------|------------------------------------|---------------|--|
| 4    | 719 Main St        | Button Bakery                      | 1/30/2025     | Pending inspections                        |
| 7    | 2545 Prairie       | Burl                               | 2/27/25       | Pending Review and Permits                 |
| 1    | 720 Clark St       | Te' Amo                            | 1/22/2025     | Pending Building Permit                    |
| 8    | 751 Howard St      | Sabrosura Coffee Bar               | 1/09/2025     | Pending Review & Inspections               |
| 1    | 1710 Sherman Ave   | Tropical Smoothie Café             | 1/02/2025     | Pending Permit Issuance                    |
| 4    | 1549 Sherman Ave   | Mr. Cachito                        | 12/26/2024    | Pending Building Permit                    |
| 4    | 804 Davis St       | Paris Baguette                     | 10/30/2024    | Permit Issued – Pending Inspections        |
| 8    | 1717 Howard St     | Showkey African Cuisine            | 8/26/2024     | Pending Permit Application                 |
| 8    | 565 Howard St      | T & E Productions                  | 8/22/2024     | Pending Permit Issuance                    |
| 3    | 1310 ½ Chicago Ave | Peeled Juice Bar                   | 5/9/2024      | Pending Permit Issuance and plan review    |
| 7    | 1995 Campus Dr     | NU Center East Lawn Redevelopment  | 4/5/2024      | Building Permit Issued-Pending Inspections |
| 1    | 1743 Sherman Ave   | Olive Mediterranean Grill          | 12/10/2021    | Health and fire Inspection scheduled       |
| 7    | 2012 Central       | Outdoor Café–Boba Tea & sandwiches | 3/23/25       | Pending Plan Review                        |
| 1    | 724 Clark          | Pho Ever Ramen & Bubble Tea        | 3/28/25       | Pending Inspections                        |
| 1    | 817 Noyes          | Fred's Bread                       | 4/9/25        | Pending Review                             |
| 4    | 810 Grove          | Ti'an Bistro                       | 4/22/25       | Pending Review                             |
| 7    | 1921 Central       | Tallgrass                          | 4/17/25       | Pending Review                             |



## Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: May 2, 2025

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 May 2, 2025

| WARD     | BUSINESS NAME         | BUSINESS ADDRESS                          | LIQUOR CLASS | CLASS DESCRIPTION         | PROCESSED HOURS for LIQUORSALES   | STATUS   |
|----------|-----------------------|---|--------------|---------------------------|---|--|
| <b>2</b> | The Hilton Garden Inn | 1818 Maple Ave.<br>Evanston,<br>IL 60201  | D            | Hotel –Event Space, Small | 11 am. — 2 am.<br>(Mon- Wed);<br>11 am — 3 am<br>(Thur -Sat);<br>10 am — 3 am (Sun) | Applicaton will be voted on at City Council on 5.12.25 |
| <b>7</b> | Tallgrass             | 1921 Central St,<br>Evanston,<br>IL 60201 | O            | Tavern                    | 11 a.m. — 2 a.m.<br>(MonWed); 11 a.m. — 3 a.m.<br>(ThursSun)                        | Applicaton will be voted on at City Council on 5.12.25 |



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Sabrina Tamura, Deputy City Clerk

Subject: Monthly FOIA Report - April 2025

Date: May 1, 2025

Enclosed is the monthly report of FOIA requests. During the month of April, the City of Evanston received **326** requests.

If you need to submit a FOIA request, please email [foia@cityofevanston.org](mailto:foia@cityofevanston.org) or submit the form [online](#).

# City of Evanston Performance Report

April 1, 2025 - April 30, 2025 All departments

General Overview: Requests received, opened, and closed in this period.

|   |   |   |
|---|---|---|
| <b>326</b> request(s) received<br>Total number of new requests received during this reporting period. | <b>18791</b> total request(s)<br>Total number of requests in the portal at the beginning of the reporting period. | <b>346</b> request(s) closed<br>Total number of requests closed during this reporting period.                 |
| <b>137</b> request(s) open<br>Total number of open requests by the end of this reporting period.      | <b>55</b> request(s) overdue<br>Total number of requests that became overdue in this reporting period.            | <b>31</b> request(s) paused<br>Total number of requests that were paused by the end of this reporting period. |

Response and Fulfillment: How fast your agency responds to and fulfills requests

|  |  |  |
|--|--|--|
| <b>41</b> late response(s)<br>Total number of requests where an initial response was sent after the response window expired.       | <b>3</b> day(s) to respond<br>Median response time in days in this reporting period.   | <b>3</b> day(s) to respond<br>Average response time in days in this reporting period.                            |
| <b>113</b> fulfilled outside 5 days<br>Number of requests closed beyond 5 days of request submission during this reporting period. | <b>81</b> fulfilled within 5 days<br>Total number of requests closed within 5 days of request submission during this reporting period. | <b>10</b> day(s) to fulfillment<br>Median number of days taken to fulfill all requests in this reporting period. |

**13 day(s) to fulfillment**

Average number of days taken to fulfill all requests in this reporting period.

Staff Time: How much time staff has spent working on requests

**0.0 hour(s) spent**

Total number of hours staff spent on requests in this reporting period.

**0 median hour(s) spent**

Median number of hours staff spent on each request.

**0 average hour(s) spent**

Average number of hours staff spent on each request.

Staff Cost: How much money is spent fulfilling record requests

**\$0.00 dollars spent**

Total amount of money spent (from staff costs) fulfilling requests in this reporting period.

**\$0 median dollars spent**

Median amount of money spent (from staff costs) on each request.

**\$0 average dollars spent**

Average amount of money spent (from staff costs) on each request.

Cost Recovery: Payments received from requesters via NextRequest

**18 total invoices**

Total number of requests with invoices.

**\$0.00 dollars received**

Total amount of money received from all requests with invoices in this reporting period.

**\$0 median dollars earned**

Median amount of money received from each request with invoices in this reporting period.

**\$0** average dollars earned

Average amount of money received from each request with invoices in this reporting period.

## Requests by Department

This table breaks down how many requests were received and closed by each department, as well as median fulfillment speed for each department in this reporting period.

| Department                              | New | Closed | Median | Aver. |
|---|-----|--------|--------|-------|
| 3-1-1                                   | 3   | 1      | 3      | 3     |
| Accounting                              | 0   | 6      | 22     | 22    |
| Administrative Adjudication (Hearings)  | 0   | 0      | 0      | 0     |
| Administrative Services                 | 0   | 0      | 0      | 0     |
| Budget                                  | 0   | 0      | 0      | 0     |
| Building Code                           | 0   | 0      | 0      | 0     |
| Building Permits                        | 26  | 33     | 5      | 7     |
| City Clerk's Office                     | 141 | 182    | 8      | 10    |
| City Manager's Office                   | 0   | 1      | 39     | 39    |
| Collector's Office                      | 2   | 2      | 9      | 9     |
| Community Development                   | 10  | 10     | 10     | 9     |
| DO NOT USE: Information Technology (IT) | 0   | 2      | 127    | 127   |
| Economic Development                    | 3   | 1      | 9      | 9     |
| Email                                   | 18  | 21     | 8      | 11    |
| Evanston Police Department Media        | 0   | 0      | 0      | 0     |
| Facilities & Fleet Management           | 0   | 1      | 37     | 37    |

|  |     |     |    |    |
|--|-----|-----|----|----|
| Finance  | 10  | 21  | 12 | 16 |
| Fire   | 19  | 22  | 5  | 8  |
| Health & Human Services                          | 3   | 4   | 5  | 10 |
| Historic Preservation                            | 0   | 0   | 0  | 0  |
| Housing and Grants                               | 0   | 1   | 56 | 56 |
| Human Resources (HR)                             | 4   | 8   | 20 | 21 |
| Legal  | 6   | 11  | 19 | 26 |
| Library  | 0   | 0   | 0  | 0  |
| OPS (Police Office of Professional Standards)    | 11  | 18  | 19 | 19 |
| Parking/Fleet                                    | 0   | 1   | 7  | 7  |
| Parks, Recreation, and Community Services (PRCS) | 0   | 0   | 0  | 0  |
| Planning   | 1   | 1   | 9  | 9  |
| Police   | 172 | 144 | 7  | 10 |
| Property Standards                               | 11  | 13  | 7  | 10 |
| Public Works                                     | 3   | 5   | 12 | 12 |
| Purchasing                                       | 13  | 21  | 8  | 13 |
| Sustainability                                   | 0   | 1   | 39 | 39 |
| Trees Only (PWA)                                 | 1   | 1   | 11 | 11 |
| Video Requests (Not Police Video Request)        | 2   | 5   | 13 | 16 |
| Water  | 5   | 3   | 7  | 10 |
| Zoning   | 4   | 6   | 7  | 8  |
| Not Assigned                                     | 0   | 0   | 0  | 0  |

This table includes all message templates used within this reporting period

| Message Template  | Time |
|---|------|
| 5 Day Extension Request - Mark an "X" by the option that is applicable                | 85   |
| ACCIDENT/CRASH  | 11   |
| ADDITIONAL RESPONSE TIME NEEDED - BODY CAMERA FOOTAGE                                 | 1    |
| COMMERCIAL REQUEST  | 26   |
| FEE NOTICE (POLICE)   | 5    |
| FIRE REPORT REQUESTS  | 2    |
| Fulfilled - No Redactions [Use template if explanation of docs produced is necessary] | 33   |
| Fulfilled - Private Information Redacted  | 52   |
| INSURANCE/AGENTS (PRE PAYMENT REQUIRED)   | 1    |
| Notice to Narrow Request - fill in estimated pages and staff time                     | 11   |
| Proof of Identify Required - Documentation Request                                    | 19   |
| Proof of Ownership - Housing Documentation Request                                    | 4    |
| Property Liens  | 2    |
| Real Estate Transfer Tax  | 4    |
| RECURRENT REQUESTER   | 13   |
| RETENTION   | 2    |

## Closure Response Report

This table includes all closure responses and totals used in this reporting period.

| Closure Response  | Times l |
|---|---------|
| Denial of Request   | 8       |
| Denial of Request: 14 Day Unresponsive                              | 14      |
| Denial of Request: Duplicate Request                                | 13      |
| Denied - Juvenile Records (Police)                                  | 1       |
| Denied: Partial   | 12      |
| Denied: Records exempt from disclosure                              | 1       |
| Fulfilled - Body Camera Footage Redacted                            | 11      |
| Fulfilled - In Person   | 21      |
| Fulfilled - No Redactions   | 138     |
| Fulfilled - Private Information Redacted                            | 89      |
| No Responsive Documents   | 48      |
| No Responsive Documents Police or Firefighter's Pension Board FOIAs | 2       |

## Tag Report

This table includes the tags applied to requests opened in this reporting period.

| Tag Name               | Times Used |
|------------------------|------------|
| Commercial requester   | 1          |
| "Recurrent requesters" | 16         |

## Key Assumptions

### Requests Overdue

For requests that were closed prior to October 28, 2018 requests are counted as overdue only if they were overdue at the time the request was closed.

### Late Responses

A late response indicates that there were no documents released; no message or invoice sent to the requester; or that the request remained open past its due date.

### **Response and Fulfillment Speed**

Response time is tracked using the first external message sent through the NextRequest portal. This metric assumes that the message sent includes either a "request for clarification" or a time estimate.

Fulfillment time is calculated based on the time from when the request was created to the first date the request was closed (if there are multiple closed dates, only the first one is used).

Median days to close and average days to close are calculated based on the number of requests that have a closed date within the reporting period.

### **Staff Time**

Staff time only accounts for time logged in NextRequest. This metric assumes that staff members regularly log all staff time in the portal and that the hourly rates are accurate and up-to-date.

### **Staff Cost**

Staff cost only accounts for costs logged in NextRequest. This metric assumes that staff members regularly log costs in the portal.

### **Message Templates Report**

The message templates report tracks message template usage from February 25, 2018 onwards.



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING MAY 2, 2025**

## ***RSVP Today for the 2025 NWMC Gala***

Invitations have been sent for the NWMC Gala, scheduled for Wednesday, June 11, at the Chicago Marriott Northwest in *Hoffman Estates*. The Gala will celebrate the NWMC's 67<sup>th</sup> anniversary and the inauguration of the organization's FY2025-2026 officers. A reception will begin at 6:00 p.m. followed by dinner at 7:00 p.m. Please RSVP by Friday, May 30, 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*

## ***Region's Councils of Government to Host 2025 Newly Elected Officials Workshop***

On Saturday, June 14, the Northwest Municipal Conference, DuPage Mayors and Managers Conference, McHenry County Council of Governments, Metro West Council of Government, South Suburban Mayors and Managers Association, and Southwest Conference of Mayors are hosting the 2025 Newly Elected Officials Workshop. The workshop will provide practical tools, expert insights, and peer guidance to support newly elected municipal officials as they transition into office. Please note that current elected officials are also welcome to attend.

The workshop will be held from 8:00 a.m. to 2:00 p.m. at the DoubleTree by Hilton in Lisle. The cost to attend is \$25 per person, which includes a breakfast buffet, boxed lunch and workshop materials. The workshop agenda will be shared as details are finalized. For more information and to register, please visit the [2025 Newly Elected Officials Workshop](#) registration site. *Staff contacts: Mark Fowler, Larry Bury*

## ***Mark Your Calendars for the July 31 SPC Supplier Showcase***

The 2025 Suburban Purchasing Cooperative (SPC) Supplier Showcase will be held on Thursday, July 31, from 10:00 a.m. to 1:00 p.m. at Oakton College, 1600 E. Golf Road in *Des Plaines*. The Showcase will be held in the Footlik Theater and PAC Lobby with parking available in Lot A. We are pleased to announce that Sourcewell has again agreed to partner with the SPC for the Showcase and they will lead a Lunch & Learn presentation that should be of interest to all attendees.

The SPC Supplier Showcase presents a unique opportunity for local government officials from the SPC's participating councils of government and others to meet one-on-one with SPC suppliers at one time. NWMC, DMMC, SSMMA and WCGL members and staff will be onsite to learn about the products, services and solutions offered by the SPC to help you better serve your communities.

This is a free event for attendees and please note that a box lunch will be served. The SPC Supplier Showcase offers a flexible, open house format, so attendees have two hours, from 10:00 a.m. until noon, to stop by when convenient. Suppliers will have individual display areas where you can discuss your joint purchasing needs. The schedule is as follows:

- 10:00 a.m. – noon: Supplier Showcase - PAC Lobby  
Vehicle demonstration in Parking Lot A
- Noon – 1:00 p.m.: Box lunch and Sourcewell Presentation “Strategic Sourcing Toolkit – Move to Strategic Sourcing” – Aaron Peterson, Sourcewell Government Account Representative

Invitations and additional information will be sent to NWMC Managers/Assistant Managers, Finance Directors, IT Directors, Public Works Directors, Purchasing Directors, Fire Chiefs and Police Chiefs next week. For additional information, please contact NWMC Purchasing Director Ellen Dayan, 847-296-9203 or [edayan@nwmc-cog.org](mailto:edayan@nwmc-cog.org). *Staff contact: Ellen Dayan*

## ***SPC Ford Vehicle Ordering Cut-Off Date Coming Soon***

As a reminder, the SPC has been notified by Currie Motors that the 2025 Ford Utility Interceptor (Contract #204) factory order cutoff date is June 13, 2025. Please note that the Ford Escape Hybrids (Contract #206) are sold out for model year

2025 as commodity shortages continue. With the current uncertainties in the global supply chain, this could be a harbinger of production issues for all vehicles for the coming year. For questions or additional information, please contact staff or Currie Motors Municipal Sales Manager Tom Sullivan, [tsullivan@curriemotors.com](mailto:tsullivan@curriemotors.com) or 815-412-3227. *Staff contact: Ellen Dayan*

### ***Final Reminder: IDNR Bicycle Path Grant Applications Due Next Week***

Friday, May 9 at 5:00 p.m. is the deadline to apply for the Illinois Department of Natural Resources (IDNR) Illinois Bicycle Path Grant Program. Grants can assist communities in acquiring and developing land for bicycle paths, including land acquisition, easements or leases, trail construction, path renovation, and support facilities. Grants of up to \$200,000 are available and require a 50% project cost match. To learn more, including how to apply, please visit the [Illinois Bicycle Path Grant Program website](#). *Staff contacts: Eric Czarnota, Brian Larson*

### ***IDOT Announces FY 2027 HSIP Call for Projects***

The Illinois Department of Transportation (IDOT) has announced the [FY 2027 Local Highway Safety Improvement Program \(HSIP\)](#) call for projects. IDOT plans to allocate \$32.75 million to local agencies to support projects that reduce traffic fatalities and serious injuries, aligning with the national "moving toward zero" initiative.

This funding opportunity prioritizes projects addressing High Risk Rural Roads (HRRR) and Vulnerable Road Users (VRU), with a focus on systemic improvements like signage, pavement markings, and guardrail upgrades. Eligible projects can receive up to 90% federal funding support, with local agencies responsible for the remaining 10% match.

Local public agencies must submit detailed project information, including crash data, cost estimates, timelines, and narratives. Resources such as crash analysis tools and sample applications are available on [IDOT's HSIP website](#). IDOT encourages interested agencies to attend the [informational webinar](#) on Thursday, May 8, at 10:00 a.m., to learn more about application best practices. Applications are due by 5:00 p.m. on Friday, June 20.

For additional guidance, applicants can contact Tim Peters, [Tim.Peters@illinois.gov](mailto:Tim.Peters@illinois.gov) for questions on safety data and eligibility or Melinda Kos, [Melinda.Kos@illinois.gov](mailto:Melinda.Kos@illinois.gov) for questions about the application process. *Staff contacts: Eric Czarnota, Brian Larson*

### ***Safe Routes to School Resources Now Available, Webinars This Summer***

The Active Transportation Alliance (ATA) is teaming up again with IDOT to offer a variety of resources to assist communities with developing [Safe Routes to School Program](#) grant materials and applications. Available assistance and resources include:

- [April 29 webinar recording on developing SRTS Action Plans](#), along with [slides](#)
- [ATA SRTS grant resources and FAQ](#)
- [ATA SRTS application support form](#)
- [SRTS communication toolkit](#)

To further enhance applications, ATA and IDOT will host the following webinars this summer:

*Safe Routes to School Grant Guidelines & Overview*

Wednesday, July 16, 11:00 a.m.

Register here - [Zoom Registration Link](#)

*Application Walk-Through + Q&A with IDOT Staff*

Wednesday, August 20, 11:00 a.m.

Register here - [Zoom Registration Link](#)

*Live Q&A with IDOT Staff*

Wednesday, September 17, 11:00 a.m.

Register here - [Zoom Registration Link](#)

*Staff contacts: Eric Czarnota, Brian Larson*

## ***Have Unused Rebuild Illinois Funds? They're Still Accessible!***

The Illinois Department of Transportation (IDOT) has notified communities that were awarded Rebuild Illinois (RBI) funds that they can retroactively apply them to projects and substitute out utilized motor fuel taxes (MFT) as far back as 2019. IDOT requires a community seeking to utilize this mechanism to adopt a resolution by Tuesday, July 1. For further guidance, please contact staff or see [IDOT Circular Letter 2020-16](#). *Staff contacts: Eric Czarnota, Brian Larson*

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

*Capitol News Illinois:* [With 1 month left in session, lawmakers near deal on public transit reform](#)

*Fox 32 Chicago:* [Transit Troubles: Metra/CTA/Pace face \\$770M shortfall, but is a deal close?](#)

*Daily Herald:* [Despite pause on new biking funds, area projects keep rolling](#)

## ***Meetings and Events***

*NWMC Executive Board* will meet on Wednesday, May 7 at 8:30 a.m. via videoconference.

*NWMC Bicycle & Pedestrian Committee* will meet on Tuesday, May 13 at 10:30 a.m. at the NWMC office and via videoconference.

*NWMC Local Government Communicators Committee* will meet on Wednesday, May 14 at 11:00 a.m. at the *Deerfield Village Hall* and via videoconference.

*NWMC Board of Directors* will meet on Wednesday, May 14 at 6:00 p.m. at the NWMC office and via videoconference.

## ***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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