



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: July 18, 2025

STAFF REPORTS BY DEPARTMENT

Weekly Report for July 14, 2025 – July 18, 2025

City Manager's Office

Weekly Bids Advertised

Community Development

Weekly Zoning Report

Weekly Field Inspection Report

Health Department

No Report

Law Department

Weekly Liquor License Application Report

Clerk's Office

No Report

Legislative Reading

NWMC Weekly Briefing

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

Monday, July 21, 2025

6:30 PM: [Special City Council Meeting – Comp Plan](#)

Tuesday, July 22, 2025

No Meetings

Wednesday, July 23, 2025

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

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

Thursday, July 24, 2025

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

Friday, July 25, 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

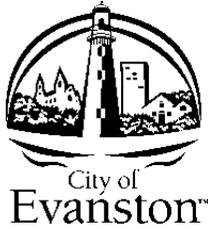
Subject: Bids/RFPs/RFQs Advertised during the Week of July 14, 2025

Date: July 18, 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 July 14, 2025

Bid/RFP/RFQ Name	Requesting Dept.	Description of Project	Budget Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Mechanical Shades – Robert Crown Center South Hallways	PWA	The City of Evanston’s Public Works Department is seeking Bids for work on this project includes the installation of mechanical roller shades and associated controls and equipment in three areas at the Robert Crown Community Center. Note that areas of the building already contain Somfy brand automated roller shades, and the new roller shades should integrate with that system. Consideration will be limited to bidders whose team includes a certified “Somfy Expert” installer.	\$200,000	08/05	08/18
2025 Sewer Structure Lining	PWA	The City of Evanston’s Public Works Agency is seeking bids for work on this project, which includes the cleaning, surface preparation, and lining of sewer structures using a corrosion-resistant geopolymer liner with the City of Evanston.	\$200,000	08/12	09/08



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: July 18, 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 if you have any questions or need additional information.

Cases Received and Pending, July 10, 2025 to July 16, 2025

Backlog (business days received until reviewed):

Volume (number of cases pending initial staff review):

Zoning Reviews (Larger Projects and Permits)

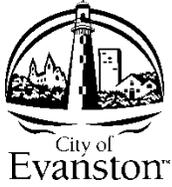
Ward	Property Address	Zoning	Type	Project Description	Received	Status
2	1206 Dewey Avenue	R3	Building Permit	Addition and remodel with ADU in basement	04/16/25	non-compliant, pending minor variation application submittal from the applicant
2	1615 Dodge Avenue	R3	Building Permit	Garage	05/02/25	pending additional information from the applicant
2	1425 Pitner Avenue	R2	Building Permit	New home	06/20/25	pending additional information from the applicant
2	1600 Dempster Street	R2	Building Permit	New 2nd-story addition and porch	07/03/24	pending staff review
2	1578 Florence Avenue	R3	Building Permit	New 2-story single-family home	07/14/25	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
4	960 Grove Street	D1	Building Permit	Conversion of existing building to 32 dwelling units	04/29/25	non-compliant, pending revisions or variation application from the applicant
4	1019 Dempster Street	R5	Building Permit	Basement ADU	05/06/25	pending staff review
4	1550-1562 Maple Avenue	D4/R6	Zoning Analysis	New 7-story multi-family residential building with 42 dwelling units and 67 parking spaces	05/08/25	non-compliant, pending additional information from the applicant
4	1596 Sherman Street	D3	Administrative Review Use	Use review to allow a new type 2, fast-casual restaurant within an existing commercial space	07/09/25	pending staff review
5	908 Hamlin Street	R4a	Building Permit	Attached ADU addition to existing 2-family dwelling	05/06/25	non-compliant, pending revisions from the applicant
5	1103 Emerson Street	R6	Zoning Analysis	Demolition of existing structures (2-flat & 4-flat) and construction of a 5-story building with 6 rooming units (including 18 bedrooms), 24 dwelling units, and 5 on-site parking stalls.	07/08/25	pending staff review
6	3233 Central Street	R4/oCS	Zoning Analysis	Construct 10 townhomes (single-family attached)	03/03/25	non-compliant, pending revisions 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	2320 Pioneer Road	R4	Zoning Analysis	Convert Pioneer Place building from assisted living to independent living, reduces units/beds from 218 to 205, addition of 40 parking spaces within two new parking lots and two expanded parking lots, exterior modification to the building, and various other site improvements (Three Crowns Park)	05/07/25	pending additional information from the applicant
6	2241 Lincolnwood Drive	R1	Building Permit	Addition	06/11/25	pending staff review
6	2418 Cowper Avenue	R1	Building Permit	Addition	07/16/15	pending staff review
7	1731 Jenks Street	R1	Building Permit	Garage	03/06/25	non-compliant, pending revisions from the applicant
7	1915 Grant Street	R3	Building Permit	Construction of 12 efficiency homes	05/05/25	pending additional information from the applicant
7	719 Central Street	R1	Building Permit	2nd story addition	06/25/25	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
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1	605 Davis Street	D2/D3	Planned Development	New 31-story mixed-use tower with 445 dwelling units, including 89 on-site inclusionary dwelling units, 3,200 sf of ground floor commercial space, and 80 parking spaces with additional spaces to be leased within City garages	05/08/25	pending LUC on 07/23/2025
1	1702 Sherman Avenue	D2	Special Use	Special Use for a Religious Institution and Banquet Hall establishment, SOZO City Church	06/04/25	pending LUC 08/13/25
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
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
4	1609 Maple Ave #2	D2	Special Use	Special use to allow a resale shop in the D2 zone district	07/10/25	pending LUC 08/13/25
6	3434 Central Street	R2	Planned Development	New 2-story 19,952 sf and 38 parking spaces for a Daycare Center - Child	05/13/25	pending additional information from the applicant
6	2900 Central Street	B1a/oCSC	Special Use	Special Use for a Kennel to permit overnight boarding of adoptable dogs associated with a retail goods and services pet store	05/30/25	LUC recommended approval on 07/09/2024; pending future P&D and City Council hearings
6	2716 Ewing Avenue	R1	Minor Variation	Building lot coverage, impervious surface coverage, front yard and rear yard setback for the construction of a 2nd story and a 2-story addition to existing 1.5 story single-family residence	06/05/25	determination after 07/22/25
7	1501 Central Street	U2	Planned Development	New softball stadium with capacity for 1,326 spectators, new locker rooms, team areas, press box, new lighting, and amplified sound system (Northwestern).	05/19/25	pending P&D review on 07/28/25 and future City Council hearing
7	2102 Grant Street	R1	Major Variations	1st floor, 1-story addition to a single-family home with major variations for a street-side setback and building lot coverage	06/30/25	pending LUC 08/13/25 and future P&D and City Council hearing
8	707 W Howard St.	B3	Text Amendment & Special Use	Zoning text amendment to allow performance entertainment venues as a special use within the B3 zone district	07/02/25	pending additional information from applicant
8	815 Howard St	B3	Special Use	New vet clinic within an existing commercial building	07/08/25	pending staff review



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: July, 18 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, July 18, 2025

Ward	Property Address	Construction Type	Inspector Notes	Received
*	*	*	*	*
4	1012 Church Street Northlight Theater	Assembly	Construction work continues on-site. Temporary bike is in place. The alleyway has been closed with offsite parking provided for residents.	7/16/2025
*	*	*	*	*
*	Truck Route	*	No changes. Truck route continues to monitored for speed and debris.	7/16/2025
7	1501 Central Street	New Construction	Steel construction continues. Canopy installation has begun. 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.	7/16/2025
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*	*	*	*	*



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: July 18, 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 July 18, 2025

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
5	Free Flow Kitchen	1623 Simpson St. Evanston, IL 60201	C	Restaurant	7 a.m. — 1 a.m. (Mon-Wed); 7 a.m. — 2a.m. (Thur-Sun)	Application will be voted on at the Liquor Review Board on 8.1.25
1	Evanston History Center	225 Greenwood St. Evanston IL, 60201	E	Small Entertainment Venue	11 a.m. — 1 a.m. (Mon-Thu) 11 a.m. — 2 a.m. (Fri-Sat); 12 p.m. — 1 a.m. (Sun)	Application will be voted on at the Liquor Review Board on 8.1.25



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING JULY 18, 2025

TODAY is the Last Day to Volunteer for a NWMC Committee

The annual call for volunteers to serve on one or more of the various NWMC core or non-core committees, such as the Bicycle and Pedestrian, Finance, Legislative and/or Transportation committees, has been extended. Members interested in serving are requested to return completed registration forms by TODAY, Friday, July 18 to Larry Bury, lbury@nwmc-cog.org. *Staff contacts: Mark Fowler, Larry Bury*

Last Call to Join Deerfield, Evanston, Glenview, Lake Bluff, Lincolnshire, Lincolnwood, Palatine & Skokie at Next Week's Auction!

The summer NWMC Surplus Vehicle & Equipment Auction will be held at noon on Tuesday, July 22 at America's Auto Auction (America's AA) in Crestwood. Thank you to Crete, *Deerfield, Evanston, Glenview*, Hickory Hills, Homewood, *Lake Bluff, Lincolnshire, Lincolnwood, Palatine*, Park Forest, *Skokie* and Wheaton for registering vehicles for sale! Vehicles and equipment can be listed right up to the sale date, so please contact staff or America's AA Sales Executive Manager Maria Cortez, maria.cortez@americasautoauction.com, 708-389-4488 (office) or 708-676-1887 (mobile) for more information. *Staff contact: Ellen Dayan*

July 31 SPC Supplier Showcase Right Around the Corner – RSVP Today!

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. This is a free event for attendees with a boxed lunch provided by the SPC sponsoring Councils of Government – Northwest Municipal Conference (NWMC), DuPage Mayors and Managers Conference (DMMC), South Suburban Mayors and Managers Association (SSMMA) and Will County Government League (WCGL).

Thanks to SPC partner Sourcewell, their presentation “Strategic Sourcing Toolkit – Move to Strategic Sourcing” will be eligible for one contact hour toward Continuing Education Unit (CEU) credits. Sourcewell will provide attendees with a certificate of completion to submit to their respective professional organizations.

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.

The Showcase offers a flexible, open house format, so attendees have two hours, from 10:00 a.m. until noon, to stop by when convenient. SPC suppliers that will have individual display areas where you can discuss your joint purchasing needs include: Al Warren Oil Co., Currie Motors Commercial Center, EJ Equipment, Foster Coach Sales, Granit Telecom, High Star Traffic, Sicalco, Ltd., Sutton Ford and Warehouse Direct, plus America's Auto Auction for municipal auction services. Sourcewell representative will be there as well as some of their suppliers including Aries Industries, Securitas Technology and Terex Utilities.

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

Please register by Wednesday, July 23 using this link: [SPC Supplier Showcase Registration - Attendees](#). For additional information, please contact NWMC Purchasing Director Ellen Dayan, 847-296-9203 or edayan@nwmc-cog.org. *Staff contact: Ellen Dayan*

RSVP Today for Treasurer Frerichs' Local Officials Appreciation Picnic at the State Fair

On Saturday, August 16, Illinois State Treasurer Michael Frerichs is hosting the “Local Officials Appreciation Picnic” at the Illinois State Fair in Springfield to recognize “the outstanding service of local officials.” The picnic will be held from Noon to 2:00 p.m. at the Director’s Lawn at the Illinois State Fairgrounds in Springfield. This free event also includes free admission to the State Fair with a ticket to the picnic and parking is only \$5. A BBQ lunch, beverages (water, lemonade, and iced tea) and desserts will be provided to all guests.

The NWMC, along with our regional Council of Government partners, is again proud to be a “Participating Organization” in the event and encourages our member officials and their families to attend and spend the day at the State Fair. Please complete the [registration form](#) to receive tickets and additional information. For more information, please email illinoisfunds@illinoistreasurer.gov or call Erin Sloan, 217-685-2584 or Marty McCormack, 217-670-3849. *Staff contact: Mark Fowler*

IDOT to Open Safe Routes to School Applications

The Illinois Department of Transportation (IDOT) will open the application period for the [2025 Safe Routes to School \(SRTS\) Program](#) on Friday, August 1. The SRTS program supports projects that improve safety and encourage walking, bicycling and rolling to and from schools serving grades K-12.

SRTS projects must be located within a 2-mile radius of a school and may include both infrastructure (sidewalks, crossings, bike facilities, traffic calming) and non-infrastructure (safety education events, training programs, school route evaluations) projects. The program is fully funded at 100% with no local match required. Infrastructure awards are capped at \$250,000 and non-infrastructure awards at \$100,000.

Eligible applicants include schools, school districts, municipalities, counties, townships, planning organizations, and other public agencies. Only municipalities and other roadway jurisdictions may sponsor infrastructure projects, though they may partner with other eligible entities.

To assist applicants, IDOT and the Active Transportation Alliance are hosting a series of informational webinars scheduled for [August 20](#) and [September 17](#). Each session runs from 11:00 a.m. to 1:00 p.m. and features a unique agenda. Final applications will be due by 5:00 p.m. on Friday, October 13. For additional questions, contact staff or email DOT.SafeRoutes@Illinois.gov. *Staff contacts: Eric Czarnota, Brian Larson*

IDOT Seeks Feedback on Active Transportation Strategies, Implementation Guide

As a reminder, the Illinois Department of Transportation (IDOT) is developing Walk Roll Illinois, the 2025 Illinois Active Transportation Plan and requests municipal feedback [via this survey](#). Additionally, IDOT has created a draft [Local Implementation Guide](#) to assist “local agency partners who are working to enhance active transportation within their jurisdictions.” IDOT [also requests feedback on the guide](#) to identify what will be most useful for Illinois communities. Assistance in sharing this survey with local transportation staff is appreciated. *Staff contacts: Eric Czarnota, Brian Larson*

MMC Seeks Input Via Annual Housing and Community Development Survey

From the Desk of Metropolitan Mayors Caucus Executive Director Neil James:

The Metropolitan Mayors Caucus (MMC) requests your input on a brief survey about your community’s housing and community development interests and initiatives.

Responses to the survey will guide the MMC’s [Housing and Community Development Committee](#), which convenes mayors and municipal staff from across our region to identify strategies to address shared challenges related to housing and community development. Responses will also be used by MMC staff to create a website of best practices implemented by local governments across our region.

To access the survey, please click on the following link: <https://forms.office.com/r/TjZCMCtH5v>. This survey, which has been sent to mayors, managers, and community development directors of our region’s 275 municipalities, takes approximately 5 minutes to complete. Your input is greatly appreciated. *Staff contact: Mark Fowler*

Apply Now to Light Up the Holidays

From the desk of Metropolitan Mayors Caucus Manager of Housing Initiatives Ben Schnelle:

The Metropolitan Mayors Caucus is proud to partner with ComEd to administer the Powering the Holidays grant program, which provides grants for community-based holiday lighting events.

The application period is open now until 11:59 p.m. CDT on August 29, 2025. To learn more or apply, visit the [Powering the Holidays Program](#).

Municipalities, townships, counties and local governments in ComEd's service territory are eligible to apply for competitive grants up to \$2,500. Not-for-profit organizations may also be eligible if they partner with at least one municipality or government institution. Grant recipients may use their funds for any holiday lighting between November 1st, 2025 – February 13th, 2026.

This marks the 5th year of the ComEd Powering the Holidays Program. To learn more about how grants have been utilized by communities throughout the program's history, please visit the Powering the Holidays Program.

Please feel welcome to contact Ben Schnelle at bschnelle@mayorscaucus.org if you have any questions about the program. *Staff contact: Larry Bury*

Newsy Items of the Week

Streetsblog Chicago: [Why the Suburban Mayors Coalition's claims about proposed development policies in state transit reform/funding legislation are bogus](#)

Crain's Chicago Business: [Suburban office vacancy hits another record — but not for everyone](#)

Chicago Tribune: [E-bike laws a confusing patchwork for suburban riders](#)

Crain's Chicago Business: [Chicago transit's \\$771M fiscal cliff could shrink because of extra sales tax](#)

Daily Herald: [Delays and declining revenue: Are red-light cameras in the suburbs on their last legs?](#)

Evanston Now: [Key lawmaker: No special session yet for transit rescue](#)

Meetings and Events

NWMC Surplus Vehicle & Equipment Auction will be held on Tuesday, July 22 at noon at America's Auto Auction, 14001 Karlov Avenue, Crestwood.

Northwest Council of Mayors and Technical Committee will meet on Friday, July 25 at 8:30 a.m. at the *Barrington Village Hall*.

Suburban Purchasing Cooperative Supplier Showcase will be held on Thursday, July 31 from 10:00 a.m. to 1:00 p.m. at Oakton College in *Des Plaines*.

NWMC Staff

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