



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: August 22, 2025

STAFF REPORTS BY DEPARTMENT

Weekly Report for August 18, 2025 – August 22, 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

No Report

Legislative Reading

NWMC Weekly Briefing

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

Monday, August 25, 2025

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

5:45 PM: [Planning & Development Committee](#)

6:30 PM: [City Council](#)

Tuesday, August 26, 2025

5:00 PM: [Special Finance & Budget Committee Meeting](#)

Wednesday, August 27, 2025

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

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

Thursday, August 28, 2025

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

Friday, August 29, 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

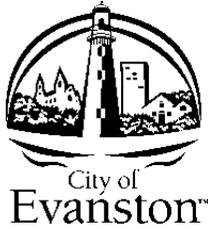
Subject: Bids/RFPs/RFQs Advertised during the Week of August 18, 2025

Date: August 22, 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 August 18, 2025

Bid/RFP/RFQ Name	Requesting Dept.	Description of Project	Budget Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Evanston Fountain Square South Plaza	PWA	Work on this project includes irrigation system removals, installation of new permeable pavements, electrical and lighting improvements, landscape plantings and site furnishings.	\$500,000	09/23	10/13
Electrical Panel Upgrade and Charging Station Installation	PWA	Work on this project includes: Upsize current feed from switchgear to garage panel from 100A to 200A, supply conduit for installation of 480V 3 phase electric vehicle charger, form and pour base for vehicle charging station.	\$55,000	10/07	10/27



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: August 22, 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, August 14, 2025 to August 20, 2025

Backlog (business days received until reviewed):

Volume (number of cases pending initial staff review):

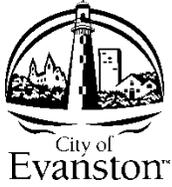
Zoning Reviews (Larger Projects and Permits)

Ward	Property Address	Zoning	Type	Project Description	Received	Status
2	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	1578 Florence Avenue	R3	Building Permit	New 2-story single-family home	07/14/25	pending additional information from the applicant
2	1507 Lee Street	R3	Building Permit	New Garage	08/20/25	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	706 Forest Avenue	R1	Building Permit	1st story Addition	07/28/25	pending additional information 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	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	pending staff review
4	910 Custer Avenue	MXE	Building Permit	New 5-story residential building with 230 units	07/19/25	pending additional information 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
5	2206 Maple Avenue	R5	Building Permit	Demolition of an existing parking lot and construction of a new 5-story, 30 unit apartment building	08/04/25	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 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	2522 Isabella Street	R1	Building Permit	Garage	07/21/25	non-compliant, pending revisions
6	2603 Harrison Street	R1	Building Permit	Addition	08/06/25	pending additional information from the applicant
6	2500 Marcy Avenue	R1	Building Permit	2nd Story Addition & New Garage	08/07/25	pending additional information from the applicant
6	2617 Thayer Street	R1	Building Permit	New Garage	08/13/25	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	1915 Grant Street	R3	Building Permit	Construction of 12 efficiency homes	05/05/25	pending additional information from the applicant
7	801 Central Street	B1a/oCSC	Building Permit	ADU	08/13/25	pending additional information from the applicant
9	1430 Seward Street	R2	Building Permit	Garage	07/21/25	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
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	LUC hearing to be continued at 08/27/2025 LUC meeting; pending future P&D review and City Council hearing
1	1702 Sherman Avenue	D2	Special Use	Special Use for a Religious Institution and Banquet Hall establishment, SOZO City Church	06/04/25	pending P&D review on 09/08/25 and City Council hearing on 09/29/25
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
2	1620 Darrow Avenue	R3	Minor Variation	Interior side yard setback to a new single-family residence	08/06/25	determination after 08/26/25
2	1830 Dempster Street	C1	Special Use	Request for a Type 2 Restaurant for a Popeyes Chicken to operate within an existing building	08/18/25	pending staff review and future LUC public hearing to be scheduled
4	1018 Ridge Court	R1	Minor Variation	Building height of 36.5' and 3 stories for an addition above the 2nd story	08/08/25	determination after 09/04/25
4	820 Dempster	D3	Administrative Review Use	New ground floor office space within an existing building	08/20/25	pending staff review
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	2737 Highland Avenue	R1	Major Variations	Major variations to allow an open off-street parking space in a front yard when alley access is available	07/29/25	pending additional information from the applicant
7	1501 Central Street	U2	Planned Development Minor Adjustment	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 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 08/27/25
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 LUC on 08/27/25 and future P&D review and City Council hearing



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: August, 22 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, August 22, 2025

Ward	Property Address	Construction Type	Inspector Notes	Received
*	*	*	*	*
4	1012 Church Street Northlight Theater	Assembly	No changes. Second story of steel framing continues along Church Street. Temporary bike lane is in place. The alleyway has been closed with offsite parking provided for residents	8/21/2025
*	*	*	*	*
*	Truck Route	*	No changes. Truck route continues to monitored for speed and debris.	8/21/2025
7	1501 Central Street	New Construction	No changes. MEP inspections continue on-site. 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.	8/21/2025
*	*	*	*	*
*	*	*	*	*



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: Aug 22nd, 2025

Ward	Property Address	Business Name	Date Received	Current Status
7	2545 Prairie	Burl	2/27/25	Pending Fire and Building inspections
1	720 Clark St	Te' Amo	1/22/2025	Pending Fire and Building Inspections
8	751 Howard St	Sabrosura Coffee Bar	1/09/2025	Pending Reviews & Inspections on Building Permit
8	1717 Howard St	Showkey African Cuisine	8/26/2024	Pending Building Permit Application
8	565 Howard St	T.E & Company	8/22/2024	Pending Building Permit Issuance
3	1310 ½ Chicago Ave	Peeled Juice Bar	5/9/2024	Pending Building Permit Issuance and Inspections
7	1995 Campus Dr	NU Center East Lawn Redevelopment	4/5/2024	Pending Inspections and FCO
1	817 Noyes	Fred's Bread	4/9/25	Pending Inspections and FCO
4	810 Grove	Ti'an Bistro	4/22/25	Pending Rev Review on Building Permit
8	743 Howard	Zion African Market	6/12/25	Pending Health review and inspections
5	1600 Simpson	Foster School	5/12/25	Pending Health review and Inspections on BP
1	500 Davis	The Praline Cauldron	7/8/25	Pending Building, Fire, Health inspections
7	1921 Central	Tallgrass	4/17/25	Pending Reviews
7	1814 Central St	Poplar Pastries	07/29/25	Pending Reviews and Building & Fire Inspections



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: August 22, 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 August 22, 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 approved by the Liquor Review Board & will be voted at City Council 8.25.25
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 approved by the Liquor Review Board & will be voted at City Council 8.25.25
1	Lulu Ramen	724 Clark St. Evanston, IL 60201	C	Restaurant	7 a.m. — 1 a.m. (Mon-Wed); 7 a.m. — 2a.m. (Thur-Sun)	Application approved by the Liquor Review Board & will be voted at City Council 8.25.25



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING AUGUST 22, 2025

Reminder: Register Your Delegates to the NWMC Board of Directors

A quick reminder for members to register delegates and alternate delegates to the NWMC Board of Directors. Members are requested to submit the previously emailed form by Friday, August 29 to Marina Durso via email, mdurso@nwmc-cog.org or fax, 847-296-9207. The NWMC Board will resume its monthly meeting schedule on Wednesday, September 10. *Staff contact: Marina Durso*

ACT NOW! SPC 2026 Ford Escape Factory Order Cutoff Date is September 2

The Suburban Purchasing Cooperative (SPC) has been informed that the factory order cutoff date for the [2026 Ford Escape Active All-Wheel Drive](#) (Contract #206) with Currie Motors is Tuesday, September 2, so please get your orders in soon! For questions or additional information, please contact staff or Currie Motors Municipal Sales Manager Tom Sullivan, 815-464-9200 or tsullivan@curriemotors.com. *Staff contact: Ellen Dayan*

Chill Out with Hot Summer Savings on Ice Melt from Warehouse Direct

It's still summer, but the Early Buy Ice Melt Program from Warehouse Direct Workplace Solutions has started! Warehouse Direct is the Suburban Purchasing Cooperative (SPC) awarded vendor for Combined Office & Janitorial Supplies (Contract #189). They have options for every need including eco-friendly blends as well as an Entry Liquid Ice Melt, a chloride free, clear liquid formula that helps protect surfaces from granular abrasion. All products are delivered directly to the purchaser, so act today to save money and be ready for winter.

 [View the Early Buy Ice Melt Flyer](#)

 [View Ice Melt Products on Warehouse Direct Site](#)

For questions or additional information, please contact staff or Warehouse Direct Senior Account Executive Alex Weber, 847-420-3126 or AlexWeber@warehousedirect.com. *Staff contact: Ellen Dayan*

SPC 2026 Ford Transit Vans Available with No Price Increase

As previously reported, orders are now being taken for Suburban Purchasing Cooperative (SPC) 2026 [Ford Transit Vans](#) (Contract #207) from Currie Motors. Production begins next month and there are no price increases as follows:

Full Size Van	\$44,671.00
Full Sized E-Transit	\$53,095.00
Full Sized Passenger Van	\$53,046.00

For questions or additional information, please contact staff or Currie Motors Municipal Sales Manager Tom Sullivan, 815-464-9200 or tsullivan@curriemotors.com. *Staff contact: Ellen Dayan*

APA-IL to Host Plan Commission/Zoning Board Chairperson Roundtable

From the American Planning Association – Illinois Chapter (APA-IL):

Quality decisions by your community's Plan Commission and Zoning Board depend on strong leadership by the chairperson. The chairperson sets the tone for the meeting, manages public testimony, facilitates discussions, and maintains order. These duties can be daunting, and chairing a meeting is an acquired skill. So let the APA-IL help with acquiring a greater skillset with our 2025 Chairperson Roundtable!

During this "lunch and learn" webinar, hear from proficient chairs in this virtual setting, who will provide advice and lessons learned from their experiences chairing commissions. The program will be a Q&A with the panelists, so please bring your questions and have an engaging discussion on the ebb and flow of chairing a commission. The training will be held online on August 26 at 12:00 p.m. Visit the [APA-IL event page](#) for more information, including

how to register. *Staff contacts: Eric Czarnota, Brian Larson*

Wintrust to Host Public Sector Cybersecurity Seminar

On Tuesday, September 30, Wintrust Government Funds is hosting a seminar entitled “Cybersecurity Awareness for the Public Sector – Trends, Threats & Safeguards.” From the event announcement: “Cyberattacks targeting government entities are becoming both significantly more frequent and sophisticated. What is your organization doing to defend itself from these threats? Join us as we kick off National Cybersecurity Awareness Month for a discussion exploring the new trends and financial impacts of a cyberattack, as well as recommended safeguards to protect your data.” Wintrust Financial Corporation Information Security Specialist David Addo will lead the discussion.

This free, virtual event will be held from 8:30 a.m. to 9:15 a.m. The Teams link will be sent to registered attendees the day before the event. For more information and to register, please visit the seminar’s [Eventbrite](#) page. *Staff contact: Mark Fowler*

IMET Seeks New Board Member

From the Illinois Metropolitan Investment Fund (IMET):

The IMET Board of Trustees is soliciting interest from eligible IMET participants who would like to serve as a trustee of the IMET Board. One board position is now open as of August 11th, 2025. A potential candidate for Board membership will be considered eligible if his or her governmental unit employer is a participant of IMET *and* if that member’s account has been funded for a minimum of 90 days at the time of nomination.

In selecting candidates, IMET considers factors such as: work experience, public and professional contributions, demonstrated participation within the Illinois Metropolitan Investment Fund (IMET), geographic representation, type of public entity represented, and the candidate’s personal statement of interest in the position and commitment to service to the IMET Board. If interested, please email IMET Executive Director Sofia Anastopoulos, sofia.ana@investimet.com. *Staff contact: Mark Fowler*

Apply Today to Power Up the Holidays

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

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

The application period is open 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 all 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 contact Ben Schnelle at bschnelle@mayorscaucus.org if you have any questions about the program. *Staff contact: Mark Fowler*

Newsy Items of the Week

Crain’s Chicago Business: [A make-or-break veto session looms for Chicago transit](#)

Chicago Sun-Times: [Mass transit bailout a sure thing during Springfield fall veto session, key state lawmaker says](#)

Daily Herald: [RTA drills down into costs of fiscal crisis from ‘pizza tax’ to 10% higher fares](#)

Streetsblog Chicago: [Illinois House Majority Leader Eva-Dina Delgado thinks Springfield can solve the transit fiscal crisis during six days in October](#)

State Journal-Register: [New Illinois law expands the definition of bicycles](#)

Meetings and Events

Metropolitan Mayors Caucus Annual Gala will be held on Sunday, August 24 at 5:30 p.m. at Ravinia Festival in Highland Park.

NWMC Executive Board will meet on Wednesday, September 3 at 8:30 a.m. via videoconference.

NWMC Managers Committee will meet on Friday, September 5 at 8:30 a.m. at Buffalo Grove Village Hall.

NWMC Board of Directors will meet on Wednesday, September 10 at 6:00 p.m. at the NWMC office and via videoconference.

NWMC Staff

Mark Fowler	Executive Director	mfowler@nwmc-cog.org
Larry Bury	Deputy Director	lbury@nwmc-cog.org
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Ellen Dayan, CPPB	Purchasing Director	edayan@nwmc-cog.org
Marina Durso	Executive Assistant	mdurso@nwmc-cog.org
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Chris Staron	Policy Analyst	cstaron@nwmc-cog.org

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