

Howard Street & Jarvis Square Special Service Area #19
Factory Theater -1623 W. Howard St
Wednesday, April 15, 2026 at 9 am
Meeting Minutes



Commissioners present: Jenni Smith, Tim Amos, David Skora,
Charlotte Walters

Others present: Cindy Plante & Sandi Price, RPBA
Zach Joseph, 49th ward office
Jim Ginderske, Glenwood Avenue Arts District

1. Call to order

Meeting called to order at 9:05 am.

2. Public comment

There was no public comment

3. Approve meeting minutes from last meeting

Jenni moved approval; Tim seconded

Approved 4-0

4. Northside Queer Pride Sponsorship Request (6/27) - \$2500

Cindy introduced Jim to talk about the Northside Queer Pride sponsorship request.

Jim is the president of the Glenwood Avenue Arts District - they're organizing a new series of Pride events after last year's Pride North event was cancelled on short notice. This organization runs the Glenwood Avenue Arts Festival also, so they have experience running festivals. The idea was to offer a non-corporate alternative to other pride events on the north side; they're planning to expand onto both sides of Glenwood and also add additional events around the neighborhood. Jarvis Square family pride will be part of it as well as another event on Paulina that's being organized by A Just Harvest focusing on queer people of color. Jim is working with AJH on the DCASE application for this one at the moment. SSA24 awarded the arts district \$20,000 for the event with the caveat that if SSA19 also gives \$2500 they'll deduct it from their \$20,000 contribution.

Dave asked how the SSA name and logos will appear on marketing materials as part of the sponsorship.

Jenni said they would plan to use the full Howard Street & Jarvis Square logo. Jim agreed - asked staff to send the logo for inclusion in the marketing materials. The Glenwood Avenue Arts fest organization isn't taking in any profit from organizing the events.

Charlotte moved approval; David seconded.

Approved 4-0.

Sandi asked Jim if they have PR for Northside Queer Pride Jim says that they have volunteers that have said they're going to assist with marketing. Sandi said that this may be different from PR - RPBA has a PR firm that can do a press release and try to get local media coverage on TV.

Charlotte suggested including somewhere a list of stores or businesses giving discounts to event participants or selling event merch? Jim said he's aware of a need for this - someone on their committee checks IDs at one of the bars on weekends and pointed out that they get a lot of people from far away coming to the neighborhood so there's an opportunity to advertise other businesses to visitors. Sandi suggested using the RPBA food and entertainment guide. Jenni asked if it includes a qr code. Sandi will check - it doesn't look like there is a qr code, but it is available on our website. Cindy suggested making a qr code to point people to the food and entertainment guide. Jenni suggested putting the qr code on a sticker. Charlotte asked who's included on the map - Sandi said it's primarily restaurants, bars, and arts but not retail, so Factory Theater and RPH are included but Lost Eras isn't currently. Tim asked about the dates - Jim says it's June 27-28, 2026. Tim added that Factory Theater is going to be hosting a wrestling show that weekend, and would be interested in promoting this also.

5. Caribbean Carnival Sponsorship Request (5/16) - \$2500

Jim shared that Rev. Marilyn texted him that she's not able to attend the meeting for this and sends her regrets. Cindy shared the application materials with commissioners via email ahead of the meeting, so everyone has received a copy, and noted that this year's event is scheduled later in the season - May 16 this year; previous years it was held in April, which meant chillier weather.

Cindy asked Zach if anyone has applied for a DCASE permit for the parade this year? Zach reported that he hasn't seen anything yet. Charlotte and Dave find this concerning since the event date is only a month away.

Tim asked if the applicant has provided specifics as to what they're wanting the \$2500 to pay for? Is it equipment or advertising or what? Cindy and Sandi said that applicants provide a general event budget but don't really specify what specifically they're wanting our sponsorship to fund. Dave asked whether and how Howard Street branding was included in marketing materials for last year's Carnaval event. Sandi checked the website from last year and our logo was included on last year's flyer and some banners. Charlotte was skeptical that Howard Street branding would be included to a satisfactory extent given the short turnaround time. Tim agreed; even if we approved the request today it seems like marketing is already underway if the event is only a few weeks away. Dave agreed, and would have liked to have seen a more detailed application submitted farther in advance of the event date. Charlotte agreed, and the commissioners declined to vote to approve the requested sponsorship for the Carnaval event.

6. YTD financials update (audit postponed)

Sandi shared that the annual audit deadline has been postponed because the county has delayed sending us the reports that we need in order to complete it, so the deadline has been pushed back to June.

Cindy shared that the year to date financials through March show us having a bank balance of \$78,500; we've taken in \$218,000 so far year to date, much of that being money we were owed from last year, which was used to pay bills that were overdue because of the delay. We are expecting more from this year's first installment bills.

Sandi mentioned that this doesn't include landscaping bills yet. Cindy said that she got a payment confirmation that Ron actually paid it this morning, but it won't be reflected on this financial statement since it ends on 3/31. Charlotte asked when landscaping is being installed for this season. Cindy reports that we're on the schedule for Patch for this week and next depending on weather. Charlotte has also been getting a lot of complaints from neighbors about

unleashed dogs, particularly pitbulls. Sandi suggested telling people to call the police for this. Cindy added that this is also something people can bring up at beat meetings and encouraged people to attend. Charlotte and Dave said that they've also been noticing a lot of liquor bottles and trash in the in-ground planting areas around Howard, Rogers, and Greenview. Sandi will pass this along to the maintenance crew.

Dave asked if the statue that was repainted last year included graffiti coating. Sandi said that yes it did - we require it for all of our public art installations. Jenni asked for product information so it could be added to the mural that Jim did on Greenview. Cindy will ask Ana.

Charlotte asked about getting banners replaced again. Cindy said that Brandon was supposed to be making a list of ones that need replacement but hadn't finished it yet. We're also still dealing with an issue where we were issued \$250 fines for each banners even though we have permits because someone felt that it was advertising on the public way. The ward office was able to help us get it waived because we've been renewing the permits but it was an unexpected curveball. Tim asked that the Factory ones not be included because the people included in the pictures are no longer at the organization.

7. Social media maintenance & photography

Cindy shared the google folder of submissions for the Social Media RFP. There were six submissions, four of which included proposals for SSA 19. Dave asked about the timeline for submitting comments. Cindy hasn't scheduled anything yet and reported that the Evanston SSA will be also be reviewing submissions at their next meeting. While we hope that both groups will opt to work with the same social media team but aren't going to force it. Dave asked if there's a particular date by which commissioners should submit comments and questions. Cindy asked commissioners to send comments or recommendations by 4/24.

8. Public Way & One Howard updates

a. Chalk Howard Street

Cindy reported that we have finalized a contract with Criterion events to host Chalk Howard Street on August 22 and have started meeting with them to work on vendor

applications, which should be going live soon. Because the start of construction at Paulina and Howard is being pushed back later in the year we won't have to alter the festival footprint due to construction. Zach added that the construction project is being reviewed by the plan commission tomorrow.

b. Intersection art project

Cindy shared that we've gotten updated quotes for manufacturing and installation and they're still way over what we budgeted for in our grant work plan. Evanston is looking into whether they can contribute, but the overage may still require design changes.

c. wayfinding kiosk

Cindy has received updated pricing for manufacturing and installation of the wayfinding kiosk and it also still has a funding gap of over \$15,000.

d. metra mural

Cindy reported that Ana has been in contact with the artists that did the existing mural to set up a site visit to assess the conditions of the wall ahead of potential restoration of the existing artwork; Metra is on board with us doing this as long as we notify them of the date. After we get a sense of wall conditions, we'll move toward adding artwork on the northern side of the viaduct.

Charlotte asked about viaduct lighting. Cindy reported that Evanston is still working on this with CTA and Metra, it sounds like Metra is a more promising timeline, which is part of why we're also looking at murals at this location.

9. Adjournment

meeting adjourned at 10:03

Next SSA Commissioners Meeting: Wednesday, May 20, 2026