

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: February 22, 2013

RE: STAFF BRIEFING

WEEK OF FEBRUARY 18, 2013

MATT MORRISON NAMED NORTHBROOK'S ASSISTANT PUBLIC WORKS DIRECTOR

Matt Morrison, who has served as Assistant to the Public Works Director for the Village of Northbrook since July 2010, was promoted to Assistant Public Works Director, effective February 15, 2013. He will be filling the position left vacant by Kelly Hamill after his promotion to Public Works Director. Matt holds a Bachelor of Arts Degree from the University of Wisconsin-La Cross in Public Administration, Political Science, and Economics and a Masters of Public Administration from Northern Illinois University.

Matt is responsible for preparing and managing the department's budget, capital improvement plan, and overseeing the business activities of the Public Works Department. I am confident that he will be successful in his new position. Please join me in congratulating him on this well deserved promotion!

NORTHBROOK PLAN COMMISSION

On February 19, the Plan Commission held its regular meeting whereupon they were presented with a draft resolution recommending approval of Docket No. 13-02: Techny Parcel EC-2D – Bright Horizons Child Day Care Facility. Prior to the meeting staff had received notice from the Applicant about a concern with some wording in the resolution, which staff was able to revise prior to presenting the document to the Plan Commission. The Plan Commission discussed the resolution and several members of the Commission wanted an additional condition in the resolution that would allow for review of on-site traffic patterns as the phases of the development were constructed. Following the addition of this condition, the Plan Commission unanimously recommended approval of Resolution No. 13-PC-01 to the Board of Trustees. The approval documents for this application will appear on the consent portion of the Board of Trustees agenda on March 12.

Staff also presented the Plan Commission with a brief summary of the Industrial and Commercial Services Open House workshop, which was conducted on February 6. This was an open house which all business and property owners in the areas designated as appropriate for the ICS District were invited to attend to hear about the proposed district. The Plan Commission was presented with a few questions that had come out of the open house session. Ultimately, the Plan Commission requested that staff make one minor change to the proposed accessory retail sales use for the ICS District. Originally, this use was presented with a maximum accessory retail sales area of 2,500 square feet, but the Commission has asked that this be reduced to a maximum of 1,000 square feet.

RESCHEDULED ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission (ACC) met on Wednesday, February 20 for a rescheduled regular meeting. The majority of the meeting was devoted to review of the 2012 International Building Code (IBC). The IBC contains the building standards for all structures except single-family homes and two-family homes. In particular, the ACC focused on the previously adopted local amendments dealing with fire and emergency systems.

Fire Prevention Bureau Director, Kevin Frangiamore, attended the meeting and guided the staff and commission through the prior amendments. Director Frangiamore advised the group that he too hoped to streamline our local codes and remove unnecessary local amendments. He did describe in detail the local amendments that he felt should be retained, most notably the removal of IBC exemptions for providing sprinkler systems for new construction in several types of non-residential occupancies. The ACC concurred with the recommendations, but asked that the staff provide an itemized list of the amendments at a future meeting.

The ACC is still on track to complete their review of the 2012 codes, so the Board can take action by late-May. The Commission completed their review of the International Residential Code (IRC) last month. The IRC had the most local amendments, as it deals with single-family home construction.

The ACC also reviewed and approved the building elevations for two new single-family homes. Both proposed homes are on Alexandra Court (1936 and 1939), which is a cul-de-sac with new homes located on the north side of Techny Road, west of Landwehr.

YOUTH COMMISSION MEETING

In anticipation of the 16th Annual Youth Commission Quiz Bowl, Commissioners rehearsed in the Board Room on Thursday night and made final preparations for the event. The competition will take place at 5pm on February 28, in the Village Hall Board Room. Eighth graders from Northbrook Jr. High, Maple Jr. High, Field Middle School, Wood Oaks Jr. High and St. Norbert's will be in attendance to demonstrate their intellect and gather for fun.

The next regular meeting of the Youth Commission is scheduled for March 20, 2013.

ENVIRONMENTAL QUALITY COMMISSION

The Environmental Quality Commission held their monthly meeting on Thursday, February 21. The Commission discussed the Northbrook Community Garden spring meeting and noted that interest in the community garden is expanding with a significant waiting list forming for garden plot configurations at the Crestwood location. The Commission spent time reviewing a draft brochure to promote Rain Gardens as a option for residents to address private property drainage problems; a final draft will be ready for distributing at the Village' Earth/Arbor day event on April 20. At the event, Commissioners will be present to provide additional information on the benefits of Rain Gardens. Lastly, the Commission talked about the Techny Basins near Willow Festival and options for potential use as a natural recreation facility.

The next regular meeting of the Youth Commission is scheduled for March 21, 2013.

POLICE ACTIVITY

On February 7, Northbrook Tactical Officers took a report on a stolen art piece. The piece was loaned from a Northbrook business to a gallery in Chicago and was stolen during a burglary of the gallery in 2007. The piece was recently offered for sale in the Chicago area and word of this reached the original owner through the art community. Tactical Officers employed an undercover identity and arranged to meet with the current "owner" to examine the piece. With a Northbrook Detective posing as an art appraiser, they

worked with the FBI and Chicago Police Department and were able to examine the piece. Once they confirmed that it was in fact the stolen art piece, they took the seller into custody and recovered the art.

Last Friday evening, February 15, two vehicles parked at Mart Mariam Catholic Church on Willow Road had their windows smashed and various items removed.

NORTHBROOK CREWS RESPOND TO CAR FIRE ON TRI STATE TOLLWAY

At approximately 8:30pm, Thursday, February 21, Northbrook Fire Department crews responded to a reported car fire at the 51-mile Marker on the Tri-State Tollway. Upon arrival, crews encountered a fully involved vehicle fire and were unable to locate the driver of the vehicle after searching the immediate area with State Police. The vehicle loss is estimated at approximately \$6,000. This incident is currently under investigation.

NORTHBROOK TOWER 12 ASSISTS PROSPECT HEIGHTS WITH GARAGE FIRE

At approximately midnight on February 21, Northbrook Tower 12 provided mutual aid to the 100 block of North Parkway in Prospect Heights for a reported structure fire. The Tower 12 crew assisted with overhaul operations and checked for extension into the living space of the residence. The fire is currently under investigation and no damage estimates were available.

MULTIPLE VEHICLE ACCIDENT WITH EXTRICATION



On Sunday, February 17, the Fire Department responded to a two-vehicle crash on Landwehr Rd. near Dundee Rd. Two females in a Honda Accord were injured after being struck by a pick-up truck in their driver's side door. The car door would not open due to damage sustained in the accident. Firefighters removed the door with hydraulic tools so the driver could be extricated from the car. Both occupants in the Honda sustained non-life-threatening injuries as a result of the accident and were transported by ambulances to Lutheran General Hospital. The occupants in the pick-up truck were not injured.

WINTER WEATHER OPERATIONS

Public Works conducted its 13th snow and ice control operation of the winter on Friday, February 22. Ice control crews were called in at midnight and crews transitioned into a full plow by 3:30am and continued throughout the day. In total, Northbrook received about 3-inches of snow. In preparation for the storm, crews applied anti-icing liquid in known trouble areas such as curves, hills, busy intersections, and bridges to help prevent snow and ice from bonding to the pavement.

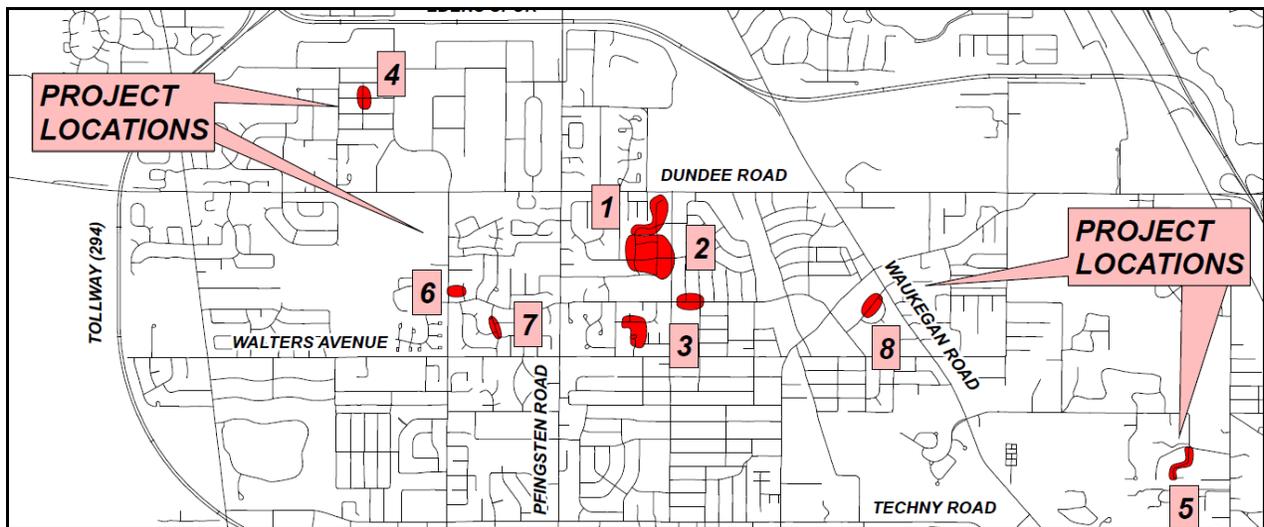
COMED IMPROVEMENTS

This week ComEd's contractor, Intren, began replacing failed underground cable along Doriann Drive, Hampton Lane, Highland Drive, and Vicki Lane in an effort to resolve recent power reliability issues. Work includes directional boring of new cable to replace the existing cable that is failing. Installation work is expected to be completed next week, with the remaining electrical work completed the week of March 4. Restoration of any excavations will be completed after the winter weather has lifted.

SANITARY SEWER LINING

This week the Village's contractor, Michels Corporation, continued work on the FY2012/13 Sanitary Sewer Lining Program. Michels is presently working on Candlewood Hill Drive, and will be working on Shannon Drive and Crestwood Drive next week. Completion of this work is expected to occur by the end of next week, weather permitting.

Sewer lining is a process where the contractor installs a liner into the Village's sanitary sewer mains in an effort to seal the pipe and extend its useful life. This work does not require any excavation and provides only minimal service disruption to residents and businesses. While sewer lining is being performed, residents and businesses are requested to refrain from activities that generate excess wastewater such as clothes and dish washing, for approximately 12 hours on the day of the lining. A door hanger is distributed to affected homes prior to the lining taking place. Below is a map illustrating the locations of this year's work.



COMMUNITY REMINDER RE: COYOTES

Due to several reports of coyotes spotted in neighborhoods near Voltz Road, west of Waukegan Road, and the area by Greenacre, Sanders and Walters Roads, a Northbrook Notify message was sent by phone to approximately 550 residents. The message indicated:

This is a message from the Northbrook Police Animal Control Department to inform you and your family about coyotes spotted in your neighborhood. While coyotes generally shy away from humans, they are wild animals and do hunt to survive. Children should be cautioned that coyotes are not dogs... they should not try to chase or pet them. Coyotes will search out small animals for food, so please watch your pets outdoors. Pets should be on a leash and close to owner when walked, especially around wooded areas. Keep cats indoors. Here are some simple precautions to keep coyotes away from your home. Keep garbage cans sealed, do not feed your pets outside or leave pet food outside. Never feed the coyotes. If you have questions about coyotes, please call the Northbrook Animal Control Officer Gina Manski at 847 664-4470.

Residents looking for more information about coyotes may visit www.urbancoyoteseach.com. Coyote sightings can be reported to Northbrook's Animal Control Officer at 847/664-4470.

WEEK OF FEBRUARY 25, 2013

MON.	2/25	7:30 p.m.	ZBA - Board Room
TUES.	2/26	7:30 a.m.	ICDC - Terrace Room
		7:30 p.m.	Board of Trustees Regular Meeting - Board Room
WED.	2/27		No Meetings
THURS.	2/28	5:00 p.m.	Youth Commission Quiz Bowl - Board Room, SS., Tower Room
		5:00 p.m.	Electrical Commission - Terrace Room
FRI.	3/1		No Meetings