

## MEMORANDUM

**TO:** STAFF

**COPY:** VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** February 21, 2014

**RE:** STAFF BRIEFING

### WEEK OF February 17, 2014

#### CONGRATULATIONS ON SAVING A LIFE

On Monday evening, February 17, at approximately 11 p.m., Officers responded to a 911 call at a residence in the 2600 block of Longmeadow Drive. A 58 year old male was found unresponsive lying on the kitchen floor. Responding Officer Roger Scott assessed the situation and found the victim had no pulse or respiration. He immediately attached the AED, administered shock and began CPR with the assistance of responding Sergeant Sprague and Officer Ochab. Fire personnel continued life saving measures and transported the victim to Glenbrook Hospital. As of this writing, the victim remains hospitalized. Thank you to all responders on your quick actions and lifesaving training.

#### FIRE DEPARTMENT PLACES NEW AMBULANCE IN SERVICE

On Monday, February 17, 2014, the Fire Department placed in service a 2014 Freightliner Ambulance supplied by Foster Coach Sales in Sterling Illinois. The Ambulance was approved for purchase by the Board of Trustees in the 2012/13 budget year with an estimated 8 month delivery time frame. Foster Coach was selected as the Ambulance Vendor for the Northwest Municipal Conference providing the most economical purchase price for the Village. The newest feature with the ambulance is the cot power load system to help reduce injuries to paramedics while placing the cot into the back of the ambulance.



#### FIRE DEPARTMENT RECIEVES SURFACE ICE RESCUE TRAINING

Beginning on February 18, 2014, Fire Department members received over eight hours of instruction on surface ice rescue techniques. Training was provided over a three day period for all members of the department and consisted of classroom presentations on safety and rescue techniques. Hands-on practical evolutions were conducted in the afternoon at Lake Weldon located on the Underwriters Laboratories property. Firefighters practiced rescuing each other in simulated ice rescue emergencies with the outcome of the training geared at enhancing efficiency and coordination of "through the ice" rescue operations as changing weather conditions approach.



### PLAN COMMISSION MEETING

At its regular meeting on Tuesday, February 18, 2014 the Plan Commission conducted its fourth public hearing on Docket No. 13-15, an application for a three-lot subdivision located at 3525 Walters, just east of the Coral Manor Subdivision. Staff and Applicant presented revised plat and engineering plans that continue to show the extension of a temporary cul-de sac onto the Subject Property, which would provide access to the property to the west, should it ever redevelop. One member of the public spoke regarding potential concerns regarding the proposed stormwater basin, which the Applicant addressed. The Plan Commission discussed the item and then directed staff to draft a resolution recommending approval of the subdivision. The Commission will consider the resolution at its next meeting on March 4. Also at the next meeting, the Commission will hear again from the Applicant and the public regarding the proposed cell tower on the Decoma Day Camp property at 4350 Walters Avenue.

### YOUTH COMMISSION MEETING

On Wednesday evening, the Youth Commission met to plan for upcoming events. The Commission was updated on the progress of the 2014 Film Fest. Twelve area high schools have been notified and interest is growing. The majority of the evening was dedicated to a Quiz Bowl rehearsal. Five Northbrook junior high schools will compete next Thursday evening, in a friendly, academic competition to determine the champion of the Youth Commission's 17<sup>th</sup> Annual Quiz Bowl. The event will take place in the Village Hall Board Room. The event will also be taped and copies made available for purchase. Dates to place on your calendar: Quiz Bowl – 2/27/14 – 5 p.m., Youth Film Fest – 6/9/14. The next regular Youth Commission meeting is scheduled for March 6, 2014.

### DEVELOPMENT & PLANNING SERVICES NEW HOME PAGE LAUNCHED

The Northbrook Department of Development & Planning Services launched a new home page for their web page this week. The new page is designed to make navigation easier and more intuitive for our customers. The page also includes a direct link to the Property Search function, which enables the public to find a wide range of information on a property, including the zoning (and direct links to the zoning district regulations and informational handouts), PREI number (and links to the Assessor's website), school districts, and congressional districts. The search function was developed by the GIS Consortium and customized for Northbrook. The department is making regular enhancements to its website <http://www.northbrook.il.us/index.aspx?page=73>, so check it often. A view of the new home page is shown below.

HOME WHAT'S NEW **VILLAGE GOVERNMENT** LIVING HERE DOING BUSINESS VISITING US HOW DO I?

Village Government » Departments » Building, Development and Planning

## BUILDING, DEVELOPMENT AND PLANNING

Print Share & Bookmark Feedback

The Development & Planning Services Department is responsible for administering the Village's municipal and zoning codes to ensure the safety of our citizens, protect the public health, and ensure the orderly development of the community.

### Property Information Online

Learn more about your property and information on community services.

Enter an address to start:

<h4>PLANNING &amp; ZONING</h4> <p><a href="#">Check Your Zoning, Village Maps, Downtown Planning, Zoning Relief Applications, Community Plans, Current Applications</a></p>	<h4>PERMIT REVIEW</h4> <p><a href="#">Residential, Commercial, Multi-Family Residential, Signs, Trees, Demolition, Current Codes</a></p>	<h4>CONSTRUCTION &amp; INSPECTION</h4> <p><a href="#">Building Codes, Schedule Online, How to Request, Call &amp; Cancel Inspections, General Construction Reminders</a></p>
<h4>CODES &amp; ORDINANCES</h4> <p><a href="#">Building Codes, Zoning Code, Municipal Code, Procedures &amp; Code Enforcement</a></p>	<h4>ECONOMIC DEVELOPMENT</h4> <p><a href="#">Operating a Business in Northbrook, Retail Opportunities, Industrial/Warehouse Sites, Local Taxes, Business Assistance</a></p>	<h4>DEPARTMENT REPORTS &amp; ACTIVITY</h4> <p>Coming Soon! Check back in early 2014 for access to Monthly Reports, Department Communication and Resources</p>
<h4>ENVIRONMENTAL HEALTH</h4> <p><a href="#">Restaurant Inspections &amp; Food Protection, Nuisance Concerns, Recalls &amp; Alerts, Radon Resources, West Nile Virus</a></p>	<h4>HOUSING RESOURCES</h4> <p><a href="#">Senior Housing Resources, Vacant Buildings, Information for Renters, Affordable Housing Plan</a></p>	<h4>FORMS, FEES &amp; FAQ</h4> <p><a href="#">Applications &amp; Brochures, Informational Resources, Current Fee Schedule, Frequently Asked Questions</a></p>

#### NEWS

[Snow, Snow, Snow! Don't Forget Your Hydrant!](#)

[Skokie Boulevard Corridor Development Projects](#)

[Cold Weather Information](#)

MORE

#### EVENTS

[Joint Review Board Meeting February 27, 2014, 7:30 AM - 9:30 AM](#)

MORE

#### Building, Development and Planning

- Permit Center
- Zoning & Planning Information
- Codes & Regulations
- Code Enforcement & Violations
- Economic Development
- Skokie Boulevard Corridor Development Projects
- Environmental Health
- Housing Resources
- Committees & Commissions
- Mapping & GIS Services
- Flood Plain Information
- Current Docket Applications
- DPS Full Staff Directory

### WINTER (AND SPRING) WEATHER RESPONSES

The Public Works Department conducted two salting and one plowing operation this week. Crews were called upon to salt roadways on Saturday, February 15 when approximately .5 inches of snow fell, full plow on Monday when we received 5 inches, and salting again Friday morning when a trace amount of snow combined with the moisture from Thursday's rains caused roads to be slick. This brings the season total responses to 28 plowing and salting events for the 50 inches of snow we have received.

After receiving the 5 inches of snowfall on Monday, crews immediately transitioned to flood control efforts as we prepared for the warmer temperatures and for the predicted rains on Thursday. The combination of melting snow and falling rain on frozen grounds increases the possibility of flooding.

Crews cleared nearly 600 inlets of snow Tuesday and Wednesday with an additional 330 cleared on Thursday during the storms that dropped .85 inches of rain. This work paid off as the Village experienced only minor ponding of water on roadways.

#### TECHNY ROAD PROJECT – FINAL REIMBURSEMENT

Earlier this week, the Village received a final reimbursement payment from the Cook County Department of Transportation and Highways (CCDoTH) for \$633,064.03. This constitutes the final payment from CCDoTH for the Techny Road project that was completed in December 2012. A component of the project included a jurisdictional transfer of Techny Road between Shermer Road and Pfingsten Road from Cook County to the Village of Northbrook. As such, Cook County agreed to reimburse the Village for the pavement reconstruction, lawn restoration, traffic signal and a portion of the new storm sewer.

The Techny Road project included the installation of over one mile of storm relief sewer along Techny and Pfingsten Roads, complete reconstruction of the roadway, and installation of a new modernized traffic signal at the intersection of Techny and Pfingsten Roads. The project was completed a year ahead of schedule and \$188,000 under budget. The American Public Works Association Chicago Suburban Branch named the Techny Road Project as one of their Projects of the Year at a ceremony last month.

#### SANITARY SEWER LINING PROJECT

The Village's contractor, Michels, lined sewers on Milton Avenue, Fair Lane, and Kiest Avenue this week. They also cleaned the sewers on Shermer Road from the downtown bridge to just east of Waukegan Road in preparation for lining in the coming week. Sewers on Cedar Lane, Chapel Court, Church Street, Lawrence Lane, and Meadow Road will be lined next week unless the weather forces this work to be pushed back.

Sewer lining is a process where the contractor installs a liner into the Village's 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 excessive amounts of waste water such as operating dish and clothes washers for approximately 12 hours on the day of the lining. Residents and businesses affected by the project are sent a notification letter and a door hanger is distributed prior to the lining taking place. Additional information on the Village's sanitary sewer lining program is available on our website at: <http://www.northbrook.il.us/index.aspx?page=482>.

#### COMED WORK IN NORTH COMMUTER LOT

ComEd's contractor, Intren, will be installing automated distribution equipment at their downtown substation next week. To complete this work nine parking spaces (629-639) will be blocked off in the North Commuter lot. The installation of automated distribution equipment is capable of helping to isolate outages which helps to minimize the number of customers that are impacted by an outage. Work should be completed on Wednesday and spaces reopened for use on Thursday, February 27.

**WEEK OF February 24, 2014**

<b>MON.</b>	<b>2/24</b>	7:30 p.m.	ZBA – <b>Cancelled</b>
<b>TUES.</b>	<b>2/25</b>	7:30 a.m.	ICDC – Terrace Room
		7:00 p.m.	Sanders Prairie HO Association – Shermer Study
		7:30 p.m.	Regular Board of Trustee Meeting - Board Room
<b>WED.</b>	<b>2/26</b>	5-6:30pm	Youth Commission Quiz Bowl Rehearsal – Board Room
		6-8:30 p.m.	Black History Event - YMCA
<b>THURS.</b>	<b>2/27</b>	7:30 a.m.	Joint Review Board Meeting - Terrace Room
		5:00 p.m.	Youth Commission Quiz Bowl – Board Room
<b>FRI.</b>	<b>2/28</b>		<b>No Meetings</b>