

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: March 2, 2012

RE: STAFF BRIEFING

WEEK OF FEBRUARY 27, 2012

REGULAR BOARD OF TRUSTEES MEETING

The Board held a regular meeting on Tuesday night. The first of two Public Hearings for the consideration of a proposed "Plan of Operation and Governance" for a Village electricity aggregation program was held. The second Public Hearing will be held at the March 13, 2012 Board meeting. Under the President's report, a Proclamation was read declaring March 10, 2012 as Dr. John Leavitt day in the Village. During the Planning and Zoning Committee report, an Ordinance was approved for the annexation zoning of 3770 Maple Avenue. Also under this report, there was Public Hearing regarding the annexation of 1623 Techny. The subsequent Resolution and Ordinance for this item were approved. Two preliminary reviews were conducted. The first review was in regards to a request by School District 27 to allow an electronic board display sign at Wood Oaks Jr. High Located at 1250 Sanders Road. There was little concern from the Board on this item and it was passed on to the Plan Commission. The second review was in regards to a request by the Northbrook Public Library to allow for a 2,000 square foot building addition at their current location (1201 Cedar Lane). Several trustees expressed the need to maintain the green space located on the campus between the Library and Village Hall, but overall this proposal was viewed favorably and it was directed to the Plan Commission.

The next Regular meeting of the Board will be on Tuesday, March 13.

COMMUNICATIONS & LEGISLATION COMMITTEE

The Communications & Legislation Committee of the Board of Trustees met at 6:00pm on February 28. Trustees Scolaro and Karagianis were also present for the meeting. The purpose of the meeting was to discuss whether or not the Village should amend its current regulations concerning the raising of chickens on residential properties. Residents that were opposed to and in favor of revising the current Village regulations that effectively prohibit "backyard chickens" were in attendance at the meeting and provided statements to the Committee. The Committee then heard a brief staff presentation regarding the types of regulations that have been used by communities across the US that have decided to allow backyards hens (but not roosters). It was also noted that several nearby communities have recently decide not to allow backyard hens.

The Committee discussed the merits of allowing hens as well as some of the concerns. Ultimately, all three members of the Committee, recognizing that this was a controversial topic, asked Staff to assemble information on the topic, and specifically Evanston's recent ordinance change, and present it to the full Board at a future meeting so that a decision could be made regarding whether or not a formal text amendment should be drafted.

INDUSTRIAL & COMMERCIAL DEVELOPMENT COMMISSION

At its February 28 meeting, the Industrial and Commercial Development Commission received updates regarding the Downtown Plan and the work of the Ad Hoc Economic Development Committee. The Commission also held a brainstorming session regarding its work program for the coming year and they are scheduled to complete the discussion of the work program at their March meeting. During the Community Planning report, the Commission was informed that the Village Board would be reviewing the draft FY12/13 budget on Saturday. The Commission asked to be kept informed of any planned tax increases, so that they may study how any potential tax increases may impact the business community.

COMMUNITY RELATIONS COMMISSION MEETING

The Community Relation Commission held a meeting on Thursday. Preparations continue for the commission's annual Asian Heritage Celebration. This year's event will take place on Sunday, May 6 at the North Suburban YMCA. The annual event, which is open to the public with free admission, will feature art exhibitions and demonstrations, music and dance performances, and a wide selection of delicious dishes to sample. The event will showcase the diversity of Asian culture, with participants representing Bangladesh, China, India, Japan, Korea, the Philippines, and Russia. Music offerings will include a Chinese drum ensemble, a Japanese KOTO ensemble, and Indian music ranging from classical to Bollywood. Artisans will offer henna hand painting, colorful jewelry and artifacts, and Chinese painting demonstrations. Storytelling, dance performances, and other activities will take place throughout the afternoon.

Please keep the following dates marked on your calendar: Asian Heritage Celebration Panel Discussion – April 30, 2012; Asian Heritage Celebration - May 6, 2012; Welcome to Northbrook/Flamingo Friday Kickoff – May 18, 2012.

The next regular meeting of the CRC is scheduled for April 5.

ARTS COMMISSION MEETING

The Arts Commission held a regular meeting on Thursday. A summary of the progress on Art in the Park was provided. Seventy-two artists were sent an invitation letter for the show and the Commission is awaiting their response. The Art in the Park Subcommittee met on Tuesday do work on the marketing plan and other show details. The Tribune will again work with the Commission on a special section for their paper.

A replacement for the Gig on the Green event was presented. The Music Subcommittee proposes a concert series to be hosted at the YMCA on the last 3 Tuesdays of August. The event would be similar to Gig with just a difference in location.

The Commission also voted to approve a \$350 grant request to the Historical Society to help them offset the costs of musical entertainment at their annual Shermerfest event. In years past the Commission has sponsored a scarecrow making booth at the event but has opted out of doing so for 2012.

The next regular meeting of the Arts Commission is scheduled for April 5.

VILLAGE DEPARTMENTS RESPOND TO CAR IN BUILDING

On Tuesday, the Fire and Police Departments, as well as the Development and Planning Services Department, responded to an emergency call for a vehicle that crashed into a business (Josh's Hot Dogs), located at 875 Sanders Road. There were no injuries to the driver of the vehicle or to any occupants at the establishment. Damage to the building was cosmetic only, and there was no structural damage. Tom Poupard and the Village Sanitarian were both on location to inspect the property. Northbrook Police and Fire stayed on the scene until the vehicle was safely removed from the building. Josh's, hopes to re-open next week once the replacement storefront materials are obtained and installed.



SUSTAINABILITY PLAN INTERVIEWS

Earlier this year, the Northbrook Park District and Village staff met to discuss ways to share services and costs. One partnership concept that was discussed was the Park District's goal of adopting a Sustainability Plan, a topic that has been discussed by the Village over the past few years as well. It was determined that sharing the cost and creating a joint plan would be mutually beneficial to both organizations, and could result in cost savings over each organization developing a plan on their own. The Plan's purpose is to identify the essential elements of community sustainability, and provide comprehensive analysis and guidelines for the operation of Village and Park District activities.



A joint team of various Park District and Village representatives, including Trustee Bob Israel, conducted interviews of the four finalists on Monday. The group reached unanimous consensus on the firm they feel will create the best product for the Village and the Park District. While this Plan is an unbudgeted item, staff has identified available funds in the current budget that can be used for this project. Staff will present this item to the Board of Trustees for their review under the Community and Sustainability Committee Report at an upcoming meeting before the end of the fiscal year.

RED'S GARDEN CENTER

A Plan Commission public hearing had been scheduled for March 6 for the purpose of considering a Zoning Code amendment and special permit, which if approved, would allow Red's Garden Center at 3460 Dundee Road to operate a landscape waste transfer station. As staff reviewed information submitted by the Applicant, we identified that an error had been made with the required public notice. The Applicant inadvertently did not include one of the property owners within 250 feet of the property, excluding rights-of-way, in the mailed notice as required by the Zoning Code for a public hearing. **As a result, the March 6 public hearing on this item was not properly noticed and has been cancelled.** To proceed, the Applicant will have to properly re-notice the public hearing. The absolute soonest that a new public hearing could be scheduled would be April 3, 2012; however, that date has not been officially set. A letter has been sent to the property owners that had received the formal written notice informing them that the public hearing has been cancelled.

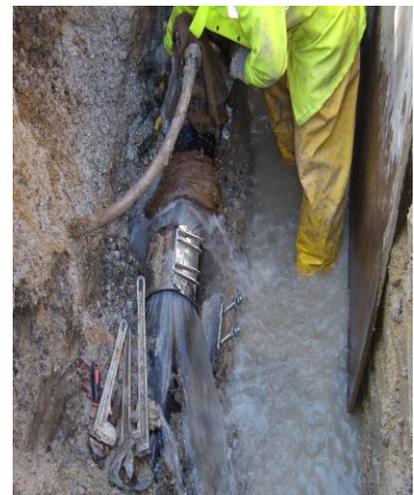
WEST FORK BANK STABILIZATION PROJECT

Public Works will be meeting with V3 for a pre-construction meeting on Tuesday, March 6. Work is expected to begin in early March and will take approximately one week and is necessary to prevent further degradation of the river bank.

WATER MAIN BREAKS

Public Works crews repaired a number of water main breaks this week. Repairs were paid to water main breaks in the 2600 block of Walters Avenue, the 3000 block of White Pine, the 3200 block of Prestwick Lane, the 300 block of Southgate, on Waukegan Road at Jeffrey Lane, and on the Court of Cobblestone in Ancient Tree.

Staff also is working with the property owner of 899 Skokie Boulevard on a leak on their water service. Public Works and our leak locator identified the location of the break on their service line. The leak is located in the center lane of the Skokie Boulevard and will be repaired by the property owner's contractor today.



SHERMER/MEADOW TRAFFIC SIGNAL MODIFICATIONS

This week Public Works staff received two proposals for improvements to the traffic signals at Shermer and Meadow Roads. The scope of work for this project includes the installation of a left turn arrow and left turn lane on east bound Shermer Road for vehicles making a traffic movement to go north on Meadow Road. Staff will be evaluating these proposals and bringing a recommendation to the Village Board on March 13.

BURGLARY TO MOTOR VEHICLE

An employee at 3100 Dundee Road returned to her vehicle on Thursday afternoon, March 1, at approximately 5pm and found her purse, that had been left inside the unlocked vehicle, was laying on the pavement with credit cards and her driver's license removed. Upon checking with her bank, her credit cards had been used to purchase gas at two gas stations.

NORTAF MAJOR CRASH ASSISTANCE TEAM CALL-OUTS

The team was called out twice on Monday, February 27. At 6:30am a single car fatality accident occurred in Glenview at 1400 Milwaukee Avenue. The driver of the vehicle crashed into a tree and was pronounced dead at Lutheran General Hospital.

A second call-out was activated to investigate a vehicle vs. pedestrian accident occurring at Central Street and Green Bay Road in Evanston.

WEEK OF MARCH 5, 2012

SAT.	3/3		9am-5pm Early Voting - Board Room
		9:00 a.m.	Administration & Finance Committee Budget Workshop - Terrace Room
MON.	3/5	7:30 a.m.	Board of Fire & Police Commissioners Special Mtg. - Police Headquarters
TUES.	3/6	9:00 a.m.	Department Head Staff Meeting - Terrace Room
		9:30 a.m.	Firefighters Pension Fund Mtg. - Fire Station 11
		7:30 p.m.	Plan Commission - Board Room
WED.	3/7		Purim (begins at sundown, through 3/9)
		6:30-8:30pm	Community Forum, 2012 Park District Survey - Leisure Center, 3332 Walters
THURS.	3/8	5:30 p.m.	Architectural Control Commission - Terrace Room
		6:30-8:30pm	Community Forum, 2012 Park District Survey - Leisure Center, 3332 Walters
		7:00 p.m.	Sr. Services Commission - Cancelled & Rescheduled to 3/22
FRI.	3/9		No Meetings
SAT.	3/10		9am-5pm Early Voting - Board Room
SUN.	3/11		Daylight Savings Time begins