

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Rich Nahrstadt, Village Manager

**DATE:** February 11, 2011

**RE:** STAFF BRIEFING

### WEEK OF FEBRUARY 7, 2011

#### COMMUNICATIONS & LEGISLATION COMMITTEE MEETING

The Communications & Legislation Committee met on Tuesday, February 8 to discuss the proposed standards for Front Yard Gardens. These staff-developed administrative guidelines had been discussed previously at an Environmental Quality Commission meeting with only one suggested modification. The Committee was in accord with the standards, including the suggested change from the EQC. No code changes are required at this point with these guidelines. The Department of Development and Planning Services will work to make sure these Front Yard Garden guidelines are communicated in a variety of methods.

#### REGULAR BOARD OF TRUSTEES MEETING

The Board held a regular meeting on Tuesday, February 8. Under the President's Report, March 5 was proclaimed as the "Official Pancake Festival Day" in Northbrook. Also under the President's Report, members of the Comprehensive Plan Advisory Committee and the Northbrook Plan Commission were recognized for their contribution to the formulation of the Northbrook's New Comprehensive Plan. Under Consent, several Resolutions were passed approving: the purchase of additional fluoride for the Water Plant, a contract to repair the security garage floor at the Police Department and a first amendment to the lease with New Cingular Wireless for 1401 Landwehr Road. Under the Planning & Zoning Committee report, an Ordinance was passed approving a Level III Design Review Permit for the redevelopment of 1347 and 1349 Shermer Road (Northbrook Garage Development) with the caveat that the developers work with staff to determine if more trees can be saved and street parking is prepared in a manner that is safe for pedestrian traffic. Under Administration & Finance, the Board adopted new ethics guidelines, protocols and procedures for meetings and activities of the President and Board of Trustees.

The next meeting scheduled for February 22 has been cancelled. The next regularly scheduled meeting will take place on March 8, 2011.

#### FEBRUARY 10 ELECTRICAL COMMISSION MEETING

The Electrical Commission met on Thursday, February 10 and discussed in detail Chapter 3 of the 2011 National Electrical Code. Chapter 3 deals specifically with wiring methods and materials. Current Northbrook amendments to the 2005 national Electrical Code include a number of prohibitions regarding wiring that are allowed in the model code. The Commission focused its attention on whether any of these current prohibitions should be lifted. On several of the items, it was determined that current technology now includes appropriate safeguards so the prohibitions can be lifted or allowed in certain circumstances. For instance, PVC pipe is currently prohibited as a conduit material, although the NEC allows it. The Commission favored allowing it in underground areas and in other limited circumstances, but not as an exposed exterior material. The Commission will be reviewing Chapter 4, Equipment for General Use when they meet next on March 10.

### ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission (ACC) held their regular meeting on Thursday, February 10. The Commission discussed the upcoming forums that the Department of Development & Planning Services will be conducting over the next several months. For each forum, staff will invite six to eight representatives of the development community (those that we deal with most frequently) to solicit feedback on how processes and standards can be improved. The forums will cover the following specialty areas:

1. New Residential Home Builders
2. Contractors Specializing in Additions & Remodeling
3. Architects Specializing in Single Family Homes & Additions
4. Grading & Tree Removal Contractors
5. Fire Sprinkler Contractors
6. Electrical Contractors
7. Plumbing Contractors
8. HVAC Contractors
9. Industrial/Office Leasing Agents & Property Owners
10. Retail Leasing Agents & Property Owners
11. Civil Engineers

Participants will be invited to each forum and asked to provide feedback on how we can work cooperatively to avoid problems throughout the building process. We envision holding one to two forums each week, with each being no more than 90 minutes.

The ACC also reviewed and approved a new single family home for 1872 Penfold. A depiction of the front building elevation is shown to the right.



### SNOW STORM CLEAN-UP

Staff has compiled the potentially reimbursable costs for the blizzard that occurred last week, in the amount of \$141,690.33. The period for which the Village can seek reimbursements is 48 hours, i.e. noon on Tuesday, February 1 through noon on Thursday, February 3. Reimbursable costs include: equipment usage, overtime, and materials (i.e. salt). To receive aid, Cook County must reach a financial threshold of \$3.27 per person, or approximately \$17 million. This information will be submitted to Cook County and the State of Illinois emergency management agencies who will work with FEMA to seek reimbursement.

The Public Works Department also continues clean-up after the storm. Crews are working to ensure residents have access to mailboxes and will continue clearing sidewalks and widening streets/drive lanes this weekend. Staff will also be assisting Glenbrook North High School with removal of piles of snow from the high school's parking lots.

### PREPARATIONS FOR WARMER TEMPERATURES

Temperatures next week are expected to be above freezing and even into the upper 40's. Aside from a nice break from the arctic temperatures we have been experiencing, the warmer temps will bring with them a gradual melting of the snow from last week's blizzard. The gradual warming will allow snow to melt over several days as opposed to all melting at once. In order to minimize any flooding that may result, Public Works crews will be out checking and clearing storm sewer inlets. Residents can also take steps to protect their homes by shoveling large snow drifts away from the structure and removing obstacles that may block the swales on their property.

### BROKEN SPRINKLER PIPE

Fire crews responded to the scene of a broken sprinkler pipe at 1240 Meadow on Friday afternoon, February 11. Firefighters assisted with water clean-up and salvage work. A salt truck from Public Works also responded due to the abundance of water on the roadway and sidewalk. This is the first frozen pipe the Fire Department

responded to since the recent cold snap. Staff expects more of these broken (frozen) pipe calls as the weather begins warm over the next few days.

**TWO STRUCTURE FIRES ON SUNDAY**

Sunday, February 6, firefighters were called to the National Pride Carwash by a passing police officer who had spotted an unusual amount of smoke coming from a chimney vent. When firefighters arrived, they found heavy black smoke coming from the vent and could see a smoky haze inside of the building. The door to the business was forced open and access was made to the area where they found an “oil fired” heater that had apparently malfunctioned. The fire was doused, the area checked for fire extension, and the space was ventilated. No one was injured and the initial report lists losses at \$5,000.



Sunday afternoon, firefighters were called to a home in the 1800 block of

Ellendale for reports of the house filling with smoke. On arrival firefighters were met by the homeowner and her daughter, who had already evacuated the house. Firefighters found an exterior wall in the rear of the home that was the source of the fire and were able to extinguish it before it got inside the house. The home suffered damage to the exterior wall and surrounding area as well as smoke damage primarily on the first floor. Probable cause of the fire was linked to an electrical outlet on the exterior of the wall. Damage due to the fire was initially listed as \$15,000 for the structure and \$1,000 in contents. No one was injured during this incident.



**MWRD WAUKEGAN ROAD SEWER LINING PROJECT – LINING WILL BEGIN FEBRUARY 14, 2011**

The Metropolitan Water Reclamation District’s contractor, Kenny Construction, will begin lining sanitary sewers in the areas of Waukegan and Voltz Roads. Work will begin Monday, February 14 and is expected to last for three weeks. The outside lane of southbound Waukegan Road will be closed around the clock while Kenny Construction works.

**WEEK OF FEBRUARY 14, 2011**

<b>MON.</b>	<b>2/14</b>		<b>Valentine’s Day</b>
<b>TUES.</b>	<b>2/15</b>	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		7:30 p.m.	Public Works Committee – Board Room
		7:30 p.m.	Committee of the Whole Meeting – <b>Cancelled</b>
		7:30 p.m.	Plan Commission Meeting – Terrace Room
<b>WED.</b>	<b>2/16</b>	1:00 p.m.	Fire Fighter Pension Board Meeting – Shermer Study
		6:00 p.m.	RED Center Budget Subcommittee Meeting – Terrace Room
		7:00 p.m.	Youth Commission Quiz Bowl Rehearsal – Board Room
		7:30 p.m.	4 <sup>th</sup> of July Association – Station 11 Classroom
<b>THURS.</b>	<b>2/17</b>	7:00 p.m.	Environmental Quality Commission – Terrace Room
<b>FRI.</b>	<b>2/18</b>	<b>1-4pm</b>	<b>Heartland Blood Drive – Mobile Coach (behind Village Hall)</b>