

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: February 12, 2010

RE: STAFF BRIEFING

WEEK OF FEBRUARY 8, 2010

CANCELLED VILLAGE BOARD MEETING

The Regular Village Board meeting scheduled for Tuesday, February 9, was cancelled due to weather. The agenda items from the February 9 meeting will be incorporated into the agenda for the Regular Board meeting scheduled for Tuesday, February 23 at 7:30 p.m. The Communications and Legislation Committee meeting, which was also cancelled on February 9, is tentatively scheduled to meet at 6:15 p.m., on Tuesday, February 23 in the Terrace Room at the Village Hall.

On February 16, the Planning and Zoning Committee will meet at 7:00 p.m. to discuss the Chase Bank proposal. *Please note that the February 16 Committee of the Whole meeting has been cancelled.* For complete agenda and meeting notices, visit www.northbrook.il.us

PUBLIC/BUSINESS FORUMS HELD ON COMPREHENSIVE PLAN

This week three public forums were held on the draft Comprehensive Plan. The following is a brief summary of each of the forums.

Monday – General Public Forum - Our Lady of the Brook. Seventeen individuals attended this forum. The comments were generally positive about the Plan. Though there were a range of comments, most of them focused on (1) the proposed transitional use areas and if they were compatible with the surrounding residential areas, (2) creating a more vibrant downtown without losing its small town feel, (3) the Plan lacking any specifics regarding how to provide affordable housing in the community.

Wednesday – Morning Business Forum – Village Hall. The business forum was held in conjunction with a special Economic Development Committee meeting. In addition to thirteen members of the EDC being present, six members from the business community were also in attendance. In conclusion, the EDC unanimously adopted a motion finding that the draft Comprehensive Plan provides a good framework to guide future development in the community, but that the Village must also be open to other good ideas that may be presented but not specifically identified in the Plan. A handful of individual comments were also expressed at the meeting.

Wednesday – General Public Forum – Renaissance Hotel. Six individuals attended. Those who expressed thoughts regarding the Plan were generally positive. Other than a few questions, there were only a handful of comments. There was interest in enhancing the vibrancy and attractiveness of the downtown as well as support for redeveloping the land along Techny Road across from Meadowhill Park for multi-family uses.

The last public forum is scheduled for Saturday, February 20, 10:00 a.m., at the Village Hall.

Once all the forums have been held, a list of specific individual comments from all of the forums will be forwarded to the Comprehensive Plan Advisory Committee and Board of Trustees for review and consideration.

FEBRUARY 11 ARCHITECTURAL CONTROL COMMISSION MEETING

On Thursday, February 11, the Architectural Control Commission held their regular meeting and reviewed a number of items.

- Alter the faces of the signs at 1220 Meadow Road (change in business name). The applicant has requested to eliminate the sign on the west façade and replace the sign faces on the east and south façade, as well as replace the sign face for the ground sign. After reviewing the request the ACC recommended approval of the application as proposed. Since the applicant is requesting to only replace existing sign faces, the application only requires a Level II Design Review which only mandates review by the ACC and does not need to go before the Board of Trustees.
- Northbrook Garage & Carquest Sites. TEF Shermer LLC requested an application for 1347 & 1349 Shermer Road (Northbrook Garage and Carquest sites) to renovate the existing buildings to accommodate retail tenants anchored with Panera Bread on Shermer Road. Staff presented a summary of the application as it pertained to Village Codes and VGO Design Guidelines, and then the applicant presented a brief summary on the details of the architectural design of the renovation project as well as the proposed landscaping. The applicant noted that they had addressed the comments provided by staff and had revised the landscape plan to account for recent comments from the Public Works Department. The Commission reviewed the revised landscape plan and proposed building materials for the renovation. Following a brief discussion, the ACC recommended approval of the plan as presented with the following conditions:
 1. Add handicapped accessible parking in the public spaces along Meadow Road.
 2. The common brick being repaired and patched must match the existing brick. If the replacement bricks do not sufficiently match, then staining the brick will be required to achieve a uniformed appearance.
 3. The decorative limestone used in the landscaping design must match the existing limestone used in the Village Green streetscape
 4. The mid-block crosswalk from the Northbrook Garage property to the Village Green Park should incorporate a “yield for pedestrians” or similar traffic calming/warning device.
 5. The landscape plan, with the carriage walk along Meadow, will be amended to incorporate brick into the sidewalk corresponding to the planters proposed along the buildings eastern façade.

The applicant agreed to the conditions requested by the ACC. This is a Level III Design Review application so an ordinance recommending approval from the ACC will be sent to the Board of Trustees.

- Review of the Draft Comprehensive Plan. Tom Poupard provided the ACC with an overview of the Comprehensive Plan, with a special focus on the Community Character Element. The Commission indicated that they found the plan very thorough and had a much better understanding of the community and why each of the different elements were included. One specific comment was raised by the Commission was that they felt language should be included in the Land Use section plan that promotes the assembly of properties in the selected redevelopment areas, perhaps by using zoning tools that provide increased density or FAR if a certain threshold of land is assembled. The ACC decided to continue their review of the document at the next meeting, recognizing that this would be after the next scheduled meeting date for CPAC, but prior to any formal action.

- Review of Proposed Annual Fee Ordinance Changes. The ACC reviewed the Building and Development Department's proposed changes to the Annual Fee Ordinance. The discussion centered around adding a new *Mechanical Device Fee* category for all heating and cooling equipment being installed in existing and new construction, eliminating the current air conditioning fee section, and requiring HVAC contractors be licensed in Northbrook. After discussing these issues, the ACC agreed that the fee ordinance should be revised as suggested by staff without any changes.

FEBRUARY 10 BIKE TASK FORCE MEETING

At its February 10 meeting, the Bike Task Force discussed the draft Comprehensive Plan and recommended that the Board consider the following items while continuing to review the draft document:

- Transportation Planning, when discussed as a whole, should remain context sensitive.
- When the term "pedestrian oriented" is used it should be changed to state "pedestrian and bicycle oriented" since the two are similar entities.
- In the Environment Element, consider addition of a strategy encouraging the interconnection of trails to the surrounding communities.
- In the Community Character, Culture and Design Element, include discussion regarding how "active, healthy, and vibrant" the community is with its residents and appearance. One of the factors that contribute to an active and healthy community is bicycling. Also, a point to be cognizant of, the Velodrome and how it contributes to the community as a "bike friendly" village.
- In the Transportation Element, consider the addition of a point emphasizing the importance of having accessible bicycle parking facilities at destination areas throughout Northbrook.
- The Special Study Areas sections of the Plan should take bicycle trails and parking into consideration, specifically the Skokie Boulevard Special Study Area which is located in close proximity to the potential Skokie Valley Trail system.

The Task Force also discussed its work program for next year as well as how to spend its remaining \$7,500 in this year's budget on biking related items. They continue to explore (1) using the funds to repaint the existing street bike chevrons as well as to add a few of more and (2) using the funds to work with local schools, the YMCA, and Park District on contracting with the Alternative Transportation Alliance to hold bicycling educational sessions throughout the community. The Task Force also decided to explore the idea of providing an incentive to businesses to install bike racks, such as the Village providing a subsidy covering 50% or even 100% of the cost of a bike rack.

SNOW REMOVAL

Public Works staff will be clearing the snow from the carriage sidewalks abutting Shermer Road between the river and Walters Avenue this Saturday, February 13, beginning at 5:30 am. Access to the businesses from the on-street parking spaces is severely limited from this week's 13" snowfall. We anticipate that we will finish the sidewalks on Shermer by 8:00am. In order to safely remove the snow on Shermer, the road will be closed to thru traffic. The Police Department has been notified and will assist with the temporary closure. Emergency vehicles will still have access along with anyone that might need early access to the local businesses.

Once that operation is completed, crews will then proceed to the commuter lots. This work is necessary due to excessive piles of snow blocking multiple parking spaces. Staff will haul the snow to the Park District's Meadow Hill South parking lot on Techny. Commuter lot work should be completed by noon.

EDENS SPUR RESURFACING OPEN HOUSE

President Frum and Village Engineer Paul Kendzior attended an Open House on Wednesday evening to discuss the upcoming resurfacing project on the Edens Spur with Illinois State Toll Highway Authority

(ISTHA) officials and concerned residents. The project will include removing the top 1-1/2 inches of asphalt, completing pavement patches as necessary and overlaying the surface with new asphalt. New pavement markings, roadway signage and bridge repairs will also be completed. No new roadway lighting is proposed. Sound walls (comprised of pre-cast concrete) will be installed as part of the project in select locations, including Williamsburg subdivision and Cove School. ISTHA officials have extended the original sound wall limits since the earlier public meeting that was held last October. *Please refer to the attached project informational exhibit for further information regarding the proposed work.*

Construction is expected to begin in June and continue until November 2010. During construction, traffic will be reduced from two-lanes to one-lane in each direction. No detour route will be designated in order to not further impact the traffic congestion on nearby regional arterials. We were informed that the Cook County Highway Department (CCHD) is scheduled to begin their pavement patching and reconstruction/widening project on Lake-Cook Road between Wilmot Road and Waukegan Road in Deerfield this summer. We are in the process of requesting that the ISTHA and CCHD work together to minimize disruption to area motorists as best as possible during the construction of these two projects.

NORTHBROOK COMMUNITY NETWORK (NCN) MEETING

The Northbrook Community Network met on Thursday, February 11, at the Police Department. Director of Counseling Services Nancy Vaccaro discussed several of the trends and statistics the Northbrook Police Department encountered during 2009.

- **The Community Service Program:** There were 198 Cases in 2009 (Ages 10 – 21 yrs) which included 120 male and 78 female offenders. Examples of offenses include criminal damage to property; curfew; purchase, or possession of alcohol/paraphernalia/drugs; and retail theft. Community Service Hours are assigned along with Alcohol & Substance Abuse Assessment/Treatment in related cases.
- **Holiday Angel Program:** The Village Angel Fund assisted 66 Northbrook Families during the Thanksgiving and December Holidays by distributing Jewel Food Certificates totaling \$4750.00 which helped approximately 82 Adults and 76 Children.
- **2009 Statistics:** Staff managed 844 case referrals and 79 crisis incidents with the Police Department in 2009. Various case referrals may include emergency financial assistance; dirty house' or (hoarding home) situations and other referral questions.
- **Trends in cases during a bad economy:** It was noted that there is an increase in domestics with couple and family situations, financial assistance due to lost jobs; many in the 55 – 70 yrs of age category. There were many case referrals needing hospitalization for depression and severe stress disorders and homeless referred to shelters. In addition to many alcohol and substance abuse referrals with adults, staff has responded to quite a few cases with geriatric problems as vulnerable adults are living alone and some can no longer afford their homes and have no family members to assist them.
- **Glenview/Northbrook Crisis Intervention Team:** Continues to meet monthly in support of a mutual plan and training in preparation for community trauma incidents requiring the assistance of a mental health response for critical incident trauma management.
- **New Police Counselor** Shari Nivasch joined the staff in August. Shari is meeting with many of the local community social service agencies and participating in a variety of community organizational meetings. She is a Licensed Clinical Professional Counselor.
- **Assisted in the coordination of Domestic Violence Symposium October 2009:** This event was sponsored by the Northfield Township & 2nd District Municipal Court Domestic Violence Coordinating Council. Over 90 people attended the program entitled, "*Silent Victims: The Impact of Domestic Violence on Children*".
- **Teaming up with Investigations Unit providing liaison services to all schools in NB:** Detectives and Counseling Services Unit staff keep in regular contact with all Northbrook school administrations/social workers in the public and private school systems to provide consultation on

specific incidents, as well as presenting information on such topics as: personal and Internet safety and child abuse/domestic violence prevention.

NEW STATE ENERGY CODE REQUIREMENTS

This week, the Building & Development Department was recently made aware of new changes to the International Energy Code. As of January 29, 2010, the State of Illinois passed a law requiring compliance with the International Energy Conservation Code, 2009 Edition for all new buildings, additions, alterations and renovation projects in the State of Illinois. This law is effective immediately. Previously, it had only been applicable to commercial projects. The new law amends that Act to now require single family residential projects to comply with the International Energy Conservation Code, 2009 Edition. For further information, please see [this announcement from the State of Illinois Capital Development Board website](#).

This information was shared with various contractors and builders who work with the Village on a regular basis.

FIRE DEPARTMENT WATER ICE RESCUE CLASS

February 9 - 11, the Northbrook Fire Department received instruction in Surface Ice Rescue by Russ LoCoco, a certified dive master from Dynamic Instructional Inc., and Captain Tim Smeltzer. This class provided certification to our firefighters in surface ice rescues (Professional Association of Dive Instructors) using a cold water survival suit. Class sessions on rescue techniques and operation of the survival suit were held at the Village Hall Board Room each morning. The practical session was held in cooperation with the Northbrook Park District at Anetsberger Lake in cold water/ice conditions later in the afternoon. Members of our special operations - Underwater Rescue and Recovery Team assisted in the instruction.



RESIDENTIAL BURGLARIES

On Monday, February 8, at approximately 2:45p.m., two offenders, feigning to be roofing contractors, visited a home in the 300 block of Basswood Drive. While one offender distracted the homeowner, the other entered the bedroom removing currency and jewelry.

Police responded to a burglar alarm call on Friday evening, February 5, in the 2300 block of Greenview Road. Force had been used to enter the home. Items known missing at this time include jewelry, furs, entertainment equipment, and silver collections.

Between the time period of January 24 and February 5, unknown persons forced entry into a home in the 4500 block of Lindenwood Lane. Taken from the vacationing residents' home were jewelry and silverware.

Canvases were conducted of the areas and evidence collected. Investigations will follow up on the cases.

WEEK OF FEBRUARY 15, 2010

MON.	2/15	All Day	President's Day/Clean-up Day <i>Village Hall Closed to Public</i>
TUES.	2/16	9:00 a.m.	Department Head Staff Meeting –Terrace Room
		7:00 p.m.	Planning & Zoning Committee Meeting - Terrace Room
		7:30 p.m.	Plan Commission Meeting – Shermer Study– Roundtable, Comp. Plan
		7:30 p.m.	Committee of the Whole - Cancelled
WED.	2/17		Ash Wednesday
		7:00 p.m.	Northbrook Youth Commission Special Meeting – Terrace Room
		7:30 p.m.	4 th of July Association – Fire Headquarters, 740 Dundee
THURS.	2/18	6:30 p.m.	Stormwater Management – Public Works -2 nd Fl. Conference Rm.
		7:00 p.m.	Environmental Quality Commission – Terrace Room
FRI.	2/19	8:00 a.m.	Leadership Northbrook - Fire Headquarters, 740 Dundee
SAT.	2/20	10:00 a.m.	Comprehensive Plan Public Forum – Board Room

ATTACHMENTS:

- Edens Spur Resurfacing Project Information Exhibit

Edens Spur (I-94) Resurfacing & Bridge Repairs

