

**MEMORANDUM**

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** December 4, 2015

**RE:** STAFF BRIEFING

**WEEK OF November 30, 2015**

**PLAN COMMISSION MEETING**

The Northbrook Plan Commission held its regular meeting on Tuesday, December 1, and reviewed the following application:

- **DOCKET NO. 15-19: 1179-1275 SHERMER ROAD - JACOBS TOWNHOMES:** The Commission held its third public hearing on an amended application for zoning and subdivision relief for approval of a 72-unit townhome planned development. The Applicant presented a revised plan that reduced the number of units by one, reoriented the interior traffic circulation system, created a 40-foot rear yard and increased the amount of open space. The Commission heard from eight members of the public objecting to the proposal. When discussing the proposal, a majority of the Commission members continued to state that a townhome development is appropriate for the Subject Property and that the Applicant had taken steps to start to address the Commission members concerns. However, Commission members found that the Applicant needed to address further concerns such as density, location of the open space, the driveway in the rear yard, and spacing between some of the structures. A couple of Commission members continued to express their position that this site should include some commercial space in addition to residential. The Commission members also asked the Applicant to continue to work with the neighbors. The Commission continued the public hearing to Tuesday, January 19, to give the Applicant time to work with the neighbors and respond to the Commission's concerns.

The next Plan Commission meeting is scheduled for January 5.

**COMMUNITY RELATIONS COMMISSION SUBCOMMITTEE MEETING**

The Community Relations Commission's *Celebration of Culture* Subcommittee met on Wednesday, December 2, to continue planning for an event in April 2016. At this time, the Subcommittee envisions that the event will be set up as a *faire* and focus on sharing the rich diversity and cultural heritages of Village residents. Any groups who are interested in participating should contact Erik Jensen, Community Relations Commission staff liaison, at 847 664-4017 or [erik.jensen@northbrook.il.us](mailto:erik.jensen@northbrook.il.us). The next planning session will be held on Wednesday, January 20.

**COMMUNITY RELATIONS COMMISSION MEETING**

The Community Relations Commission held its regular meeting on Thursday, December 3. Commission members discussed upcoming events for 2016, including the *Celebration of Cultural Faire* and the Flamingo Friday kick-off event. The next meeting will be held on January 7.

### ARTS COMMISSION MEETING

The Arts Commission met on Thursday, December 3. Northbrook Library Executive Director Kate Hall attended the meeting to discuss how the Art Commission and the Library can work together to bring more art and other cultural programs to the Village. Ideas about art displays as well as musical events were discussed, and both parties agreed the partnership would be an excellent idea moving forward. A subcommittee was formed to have more direct communications with the library, and assist in planning future events.

### GROUND BREAKING

On Tuesday, December 1, President Frum and Trustee Karagianis joined Selwyn Marcus and the rest of the Village Green Business Center development team at the groundbreaking ceremony for the new building at 1312-18 Shermer Road in downtown Northbrook. The three-story building will include approximately 2,500 square feet of commercial space on the first floor and 10 apartment units on the upper two levels. The building will be located across from Village Green Park and will be joining the other buildings along Shermer Road.



### SHERMER ROAD OVERFLOW STORM SEWER PROJECT

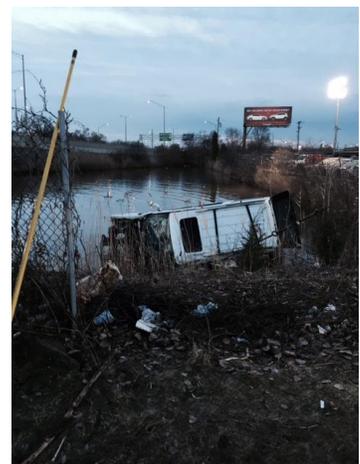
This week, Berger Excavating continued with the installation of the 72-inch storm sewer through the parking lot of W.W. Grainger. Operations included the preparation for and installation of the junction chamber. Once this stage is finished, all storm sewer installation east of the Metra Railroad will be complete.

### WESCOTT PARK STORMWATER MANAGEMENT PROJECT

On Tuesday, December 2, the Public Works Department held a pre-bid meeting for the Wescott Park Stormwater Project with 20 contractors. Sealed bids for the Wescott Park Stormwater Management Project are due December 15. At this time, staff anticipates that an award will be submitted for Village Board review in January with construction beginning in March 2016. Prior to construction, a project informational meeting will be held with all stakeholders, including residents, to explain the project, the impacts of construction, restoration and other related project issues.

### NORTHBROOK DIVERS RESPOND TO SCHILLER PARK FOR CAR IN THE WATER

At 3:00am on Sunday, November 29, Northbrook on-duty divers responded to the intersection of Irving Park Road and Interstate 294 for a report of a vehicle in the water. On-site responders assigned Northbrook team members to sonar operations, and the team located a single vehicle and victim in the water. Dive team members from multiple jurisdictions worked together to recover the victim and vehicle. The cause of the accident is currently under investigation.



#### CO DETECTOR ALERTS RESIDENTS TO DANGEROUS LEVELS INSIDE OCCUPANCY

At 8:00pm on Thursday, November 26, Northbrook Fire responded to the 300 block of Basswood Drive for the report of a carbon monoxide detector(CO) activation with occupants presenting signs of CO poisoning. Upon arrival, crews found elevated levels of CO within the residence, and both occupants were transported to a local hospital in stable condition. The Northbrook Fire Department would like to remind residents to ensure that they have a working Smoke and CO Detector in their residence. The cause of the CO emissions is under investigation.

#### NEWS FROM THE POLICE DEPARTMENT

On Tuesday morning, December 1, Community Relations Supervisor Petka, CSO Ryan McEnerney and Animal Control Officer Manski presented information on routine Police Officer duties to children at the JCC. Approximately fifty pre-school children and JCC staff attended the session. They were especially interested in Northbrook's animal control procedures and programs available to Northbrook.

Also on Tuesday, December 1, Animal Control Officer Gina Manski made a presentation to Northbrook's Rotary Club members at Allgauer's Restaurant. Gina explained her position with the Village and the types of incidents/reports that she encounters in her daily duties. Approximately 100 members of the Rotary Club attended.

The following day, December 2, Community Relations and Police Officer Martinez presented a hands-on demonstration on fingerprinting and casting footprint impressions to a Girl Scout troop from St. Norbert's School and Northbrook Jr High School at the Police Department. The Girl Scout troop is working on earning a forensic badge.

#### FLAG INFORMATION

On an as-needed basis, the Village flies its flags at half-staff to commemorate significant events (such as Pearl Harbor Remembrance Day, which is December 7.) or the passing of members of the armed forces and police, fire fighters, and EMS crews. The State of Illinois notifies municipalities, school districts and others covered by the Flag Display Act in Illinois. Residents with questions about why flags are being flown at half-staff can visit the Village's website at [www.northbrook.il.us](http://www.northbrook.il.us) and underneath the Village Government tab, click on Flag Status or use the website address: [www.northbrook.il.us/Flags](http://www.northbrook.il.us/Flags).

#### SONS OF AMERICAN LEGION TO RECOGNIZE VILLAGE EMPLOYEES

On Sunday, December 6, the Sons of the American Legion will recognize several Village Employees of the Year. In addition to Fire Apparatus Engineer Jeffrey Wagoner, mentioned in last week's Weekly Briefing, Police Detective Marc Fainman and Public Works Maintenance Worker Andy Roiniotis will be recognized for their exceptional contributions to the Village of Northbrook. Congratulations to Jeffrey, Marc and Andy!

#### PUBLIC WORKS STAFF MEMBERS ATTAIN PROFESSIONAL MILESTONES

Recently, Civil and Special Projects Engineer Jim Baxa attained his Certified Floodplain Manager credential and Project Manager Samantha Juarez passed her Fundamentals of Engineering exam. The Certified Floodplain Manager credential is the professional benchmark for local, state, federal and private sector floodplain managers. The Fundamentals of Engineering exam is the first of two exams that must be passed in order to become a certified Professional Engineer in the State of Illinois. Congratulations to Jim and Samantha!

**SHOP NORTHBROOK**

This week, a new 30-second TV commercial promoting the full range of shopping and dining options in Northbrook began airing to local Comcast and U-verse subscribers. The commercial will run for four weeks until just before December 25 in zones from Evanston to Lake Forest on 15 channels: USA, TNT, Family, HGTV, Hallmark, Lifetime, Bravo, Food Network, AMC, FX, TLC, TV Land, Nickelodeon, Oxygen, and CNN. The commercial, which is a joint promotion by the Northbrook Chamber of Commerce and the Village of Northbrook, can also be viewed on [YouTube](#).

In addition to the TV commercial, the Chamber and Village continue the Shop Northbrook campaign on Facebook. To receive daily information regarding special holiday offers, cool and trendy gift ideas from local merchants, and great dining spots around Northbrook, go to the [Northbrook Shopping Elf Facebook page](#).



**WEEK OF December 7, 2015**

<b>SUN.</b>	<b>12/6</b>		<b>Hanukkah begins at Sundown through December 14</b>
<b>MON.</b>	<b>12/7</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>12/8</b>	6:00 p.m.	Planning & Zoning Committee – Board Room
		7:30 p.m.	Regular Meeting of the Board of Trustees – Board Room
<b>WED.</b>	<b>12/9</b>		<b>No Meetings</b>
<b>THURS.</b>	<b>12/10</b>	5:00 p.m.	Rural Fire Protection District – Fire Station 11
		5:30 p.m.	Architectural Control Commission – Terrace Room
<b>FRI.</b>	<b>12/11</b>		<b>No Meetings</b>