

**MEMORANDUM**

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: December 13, 2012**

**RE: STAFF BRIEFING**

**WEEK OF DECEMBER 10, 2012**

**REGULAR BOARD OF TRUSTEES MEETING**

The Board held a regular meeting on Tuesday. Under the President's report, a Proclamation was approved proclaiming December as "Drunk and Drugged Driving (3D) Prevention Month." The Board approved a Resolution for newsletter printing services with J.F. Wagner Printing Company. Also approved was an Ordinance granting a special permit to allow the operation of a Medical Office in the River Park Office Condominium and an Ordinance levying taxes for corporate purposes and special funds for the current Fiscal Year. The Board also conducted a preliminary review of the proposed Walmart at 1000 Skokie Boulevard. The proposed development will be discussed next at a future Plan Commission meeting. The Board also conducted preliminary reviews on: the rezoning and development at 2008 Farnsworth, 1656-1700 Shermer Road and 2015 Woodlawn; and, a special permit and zoning code text amendment to allow increased FAR at the existing nursing and personal care facility located at 263 Skokie Boulevard.

The meeting scheduled for December 25 has been cancelled. The next Regular Meeting of the Board of Trustees will be on Tuesday, January 8, 2013.

**EMERGENCY PUBLIC WORKS COMMITTEE MEETING - TREE REMOVAL - 8 HICKORY LANE**

The Public Works Committee of the Board held an emergency meeting on Thursday, December 13. The purpose of the meeting was to hear an appeal filed by four residents living on Heritage Lane concerning a tree removal permit issued for a new home to be built at 8 Hickory Lane. The neighbors filed an appeal on the basis that too many trees were going to be removed. By ordinance, the Public Works Committee is responsible for reviewing appeals of tree removal permit decisions. The Committee makes a recommendation that is ultimately decided on by the full Board.

During the course of the two-hour meeting, the Committee heard testimony from the neighbors, statements from the property owner building the new home, reviewed the tree removal plans and heard details of the staff findings related to the trees on the property. The Committee ultimately came to unanimous conclusion that staff made no errors in issuing the tree removal permit and that the appeal should be denied. Unless the appeals are withdrawn by the four neighbors, the Board will have to make final determination on the appeal. That cannot occur until the January 8 regular meeting. In the meantime, no tree removal activity can occur on the property. The owner can, however, proceed with the demolition of the existing home, as that does not involve any tree removal activity.

### DECEMBER 13 ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission held their regular meeting on December 13. The Commission came to a determination of a reasonable fine to impose for a business that occupied an industrial space prior to receiving the necessary inspections or occupancy permit. They also discussed the 2012 building code requirements for window wells and residential elevators. Finally, the ACC approved the elevations of three new single-family homes.

### CAPITAL IMPROVEMENTS MANAGER RICH DAUBERT ON PASSING HIS PROFESSIONAL ENGINEER EXAM

Please join the Public Works Department in congratulating Rich Daubert on passing his Professional Engineer exam! This exam is the final step in the process of becoming licensed as a Professional Engineer (PE). Congratulations Rich!

### TREE TRIMMING

The Village's contractor, Nels J. Johnson Tree Experts, has begun the Village's parkway tree trimming program in the area north of Techny and east of Pfingsten. Each year approximately 2,000 parkway trees are trimmed to prevent unnecessary damage during storms, protect pedestrians and motorists from low hanging branches, promote the health of parkway trees, and ensure that trees are aesthetically pleasing. Trimming work is done in accordance with professional standards and is scheduled during the dormant season to avoid unnecessary damage or trauma to the tree. The Village's current contract has the Village on a 7-8 year trimming cycle.

Not every tree in the project area will be trimmed. Parkway trees that will be trimmed have been identified with a green dot on the trunk. The Village is also removing trees throughout the project area that have been deemed to be a hazard. Since trimming began earlier this fall, a total of 67 parkway ash trees have been removed due to Emerald Ash Borer infestation. A notification explaining the purpose and the process of parkway tree trimming has been delivered to residents in the project area. The map shows the area where the contractor will be conducting the 2012/13 program.



### TWO CAR ACCIDENT WITH MULTIPLE PATIENTS

On Wednesday morning, just before 8:00am, two vehicles collided at Waukegan Road and the exit ramp of the Tri-State Tollway Spur causing three persons to be transported to the hospital with non life-threatening injuries. According to witnesses, one car was traveling south on Waukegan Road as another was attempting to turn north of Waukegan from the exit ramp when the collision occurred. Two Northbrook ambulances and one ambulance from Deerfield transported the three patients to Highland Park Hospital. Northbrook Paid-on-Call Firefighters were called on to staff an additional ambulance during the incident.

### NORTHBROOK FIREFIGHTERS GRADUATE FIRE ACADEMY

Friday afternoon, the Northeastern Illinois Public Safety Training Academy held their Fire Academy graduation for class 1204. Completing the academy for Northbrook were Donald Carpenter, Louis Popp, Ben Johnson, and Brent Pfiffner. Ben Johnson and Donald Carpenter both received Academic honors and Donald Carpenter was the class Valedictorian with the highest-grade average. Don and Lou will be starting shift work the week of December 17, and Ben and Brent will be joining our paid on call program. Please join us in welcoming these four members to the Northbrook Family.



### NORTHBROOK TOWER 12 AND BATTALION 11 ASSIST GLENVIEW WITH A FIRE IN THE GLEN

On Thursday evening, Northbrook's Tower Ladder and Battalion Chief were called to assist the Glenview Fire Department with extinguishing a house fire in the Glen. The large single-family house suffered heavy smoke and fire damage due to the fire, which started in a basement storage room. The occupants of the house were home on the first floor at the time of the fire. Properly working smoke detectors alerted the occupants and no one was injured. The cause of the fire is currently under investigation. Call-back personnel covered Northbrook stations for approximately two hours.

### YOUTH COMMISSION VISITS LAKE COOK TERRACE

In lieu of their regular meeting, the Youth Commission visited Lake Cook Terrace, a residential rehabilitation and nursing center, on Wednesday evening to spread some holiday cheer. Youth Commission members shared treats, made arts and crafts and sang some favorite holiday carols with the residents. The Lake Cook Terrace visit is a much-anticipated annual outing for the Youth Commission and is open to any who would like to join. Residents always ask for a return visit and some even request that we don't wait another year.

The next regular meeting of the Youth Commission is scheduled for January 16, 2013.

### POLICE ACTIVITY

On Saturday evening December 8, Northbrook Police responded to three residential burglaries. The locations of the burglaries were the 2900 block of Lake Placid, 3300 block of Old Mill Road and 1100 block of Donegal.

Jewelry and pillowcases were taken from the burglaries on Lake Placid and Donegal. Entry was made by prying open windows. There was nothing taken in the burglary at Old Mill as the burglar alarm sounded and apparently alerted the offender(s) who fled the residence. The alarm company called the homeowner's business phone and left a message. The alarm company failed to notify the police department of the alarm. The burglary was discovered when the homeowner arrived at home.

Muddy footwear impressions were found at all of the incidents indicating that the same offender committed these burglaries. Scenes were processed by evidence technicians. Investigation unit personnel are working on these cases.

Extra surveillance in residential areas has been increased for the weekend. Glenview has also experienced the same pattern recently.

**WEEK OF DECEMBER 17, 2012**

**MON. 12/17**

**No Meetings**

**TUES. 12/18** 7:00 p.m.

Public Works Committee Meeting - Terrace Room

7:30 p.m.

Committee of the Whole - **Cancelled**

7:30 p.m.

Plan Commission - **Cancelled**

**WED. 12/19** 7:00 p.m.

Youth Commission - **Cancelled**

**THURS. 12/20** 7:00 p.m.

EQC - **Cancelled**

**FRI. 12/21**

**First day of Winter**