

MEMORANDUM

TO: STAFF

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

FROM: Rich Nahrstadt, Village Manager

DATE: November 12, 2010

RE: STAFF BRIEFING

WEEK OF NOVEMBER 8, 2010

REGULAR BOARD MEETING

The Board of Trustees held their regular meeting on Tuesday. During the President's Report, the Board recognized Alice Miller for her five years of service to the Village as a Commissioner on the Community Relations Commission. On consent, the Board approved an agreement to purchase a new auto dialer reverse 911 system to allow staff to notify residents and businesses during emergency situations, as well as an intergovernmental agreement with Wheeling for snow removal on Forest View Drive and the purchase of a new 5-ton dump truck for the Public Works Department.

During the Planning and Zoning Committee report, Trustees held a preliminary review of a request to amend the Zoning Code to allow a business into the O3 General Office District. The Board approved the purchase of new photocopy machines during the Administration and Finance Committee report, and listened to a verbal report from the meeting the Committee held earlier that evening on front yard gardens. The Board decided that gardens should be allowed in residential front and side yards, that staff should develop regulations and guidelines governing these gardens with the advice of the Environmental Quality Commission. The recommendations would then be brought back to the Village Board for their consideration. The Regular Board meeting scheduled on November 23 has been cancelled due to the Thanksgiving Holiday. A Special Meeting is scheduled for November 30, 2010.

ARCHITECTURAL CONTROL COMMISSION MEETING

The Architectural Control Commission held its regular meeting on Thursday, November 11. The following is a brief summary of the items discussed:

- Replacement Signs – Village Presbyterian Church. The commission reviewed a Level II Design Review application submitted by the Village Presbyterian Church for four new signs to be located on the church property at 1300 Shermer Road. The church is replacing its existing ground sign, institutional bulletin board sign, and two directional signs. The Commission found the replacement signs to be appropriate in size, location, and appearance.
- Replacement Patio & Seat Wall – Village Green Park. The second item reviewed by the Commission was a request by the Northbrook Park District for a Level II Design Review to replace an existing patio located behind the 1810 Walters building in the Village Green Park. The Park District will be replacing a deteriorated concrete patio with a permeable brick paver patio and a limestone bench wall in the same location. The Commission unanimously agreed that the replacement was appropriate as proposed.
- Docket No. 10-18: Verizon Wireless Sign. The third item reviewed by the ACC was a request for a wall sign at 840 Willow Road in the Willow Festival Shopping Center. At the time of preliminary review, the Board directed that the application be sent to the ACC in addition to the Plan Commission. Following a discussion regarding the size of the proposed sign, the Commission ultimately agreed that the location, design, and illumination of the sign was appropriate, but that the size was too large as proposed at 28" high letters. The Applicant stated that they could reduce the letter size to 22" and provided an image depicting what the sign would look like with the reduced letter size. The Commission asked if the Applicant could reduce the letter height to 20" and the Applicant said they would discuss this and see if it were possible and if so they would

submit a revised plan for the ACC to review again prior to the Plan Commission public hearing on November 16. Ultimately the Commission recommended approval of the sign, but not the height as they are awaiting another submittal with the 20" letter height for review. The Commission was split between accepting the 22" letter height and wanting to review the 20" letter height.

- Single Family Elevations. The ACC found the proposed single family home for 2359 Bellevue Place acceptable and authorized staff approval of the design.
- ICC "Existing Building Code". The Commission was very interested in the Village possibly adopting the ICC Existing Building Code and asked staff to conduct more research on its implications. Members of the ACC also agreed to work with staff to perform some reviews on some plans for interior alterations and additions using the current building code and the Existing Building Code to measure the utility of the code. We expect to begin that analysis in December.
- Simplification of Fee Structure for Building Permits. The ACC fully supported the plan by staff to simplify the fee structure for building permits and to require an initial plan review fee at the time of permit application.
- Tree Removal Process Changes. The Commission discussed a variety of ways in which the Village could streamline the coordination between the approval of tree protection measures and issuance of a building permit.
- Scheduling Forums with Builders, Contractors & Architects. The Commission supported staff's plan to hold a series of forums with representatives of various trades, developers and architects in January and February.

The next meeting of the ACC will be held on December 9, 2010.

SENIOR SERVICES COMMISSION

The Senior Services Commission met for their regular meeting on Thursday, November 11. The Commission discussed the recommendation from the Commission's subcommittee that has been discussing the scope of services available to Northbrook seniors. The subcommittee reported that there is a wide and comprehensive range of services available through the Northbrook Park District, the Village and the North Shore Senior Center. The group also reported that they felt these services can be better communicated to residents. They therefore recommended to the Commission that a new senior services web page be created to make a single point source cataloging all services currently available from all three organizations.

The Commission also discussed whether the new parking policy that was implemented by the Commission is working as designed. Historically, visitors and caregivers were using the resident-only parking area, thereby forcing disabled residents to have to park in a satellite lot or on the street. It was determined from the Commission that the policy is fine, and that the residents have to take a more robust role in reporting the parking abuses they observe. Staff will report back to the Commission on this issue next meeting.

Finally, the Commission directed the building management company to prepare a reserve study over the next two months and present it at the next meeting. This will help the Commission determine how much, if any, of a rent increase should be considered for Crestwood Place in the coming fiscal year. The Commission will present the Board of Trustees a draft fund budget after their next meeting, which is scheduled for January 13, 2011.

BICYCLE TASK FORCE

At the November 10 Bicycle Task Force meeting, the task force:

- Discussed the success of the Meadowbrook "Bike to School" event and ways to encourage other schools to have such event to promote bicycling.
- Was updated regarding the status of the Skokie Valley Trail Committee's letter to the Union Pacific Railroad CEO and associated endorsement letters.
- Reviewed and discussed the second draft of the Skokie Valley Trail ComEd Alternative Alignment Study. The Task Force is still very interested in the use of the ComEd property over the Union Pacific property for the trail alignment.
- Indicated that it was interested in the League of Illinois Bicyclists' proposal to secure for CMAQ funding to create "Bike to Metra" maps for suburban communities. The Village's share of the cost of a map for

Northbrook would be 20% of the cost of designing and printing the map, which would be approximately \$800-\$1250.

- Continued to work on ideas for updating the Village's Bicycle Plan, which now includes adding Willow Road, Lee Road, and Grant Road as designated bicycle routes.

NORTHBROOK ASSISTS GLENVIEW AT PARK DISTRICT FIRE

Early Sunday morning, around 12:30 a.m. on November 7, Northbrook Tower 12 responded to an extra alarm fire in Glenview. A Park District storage facility was destroyed by the fire. Five firefighters were hurt battling the fire, one from Northbrook. All were treated and released at the Glenbrook Hospital Emergency Room. Fire investigators are determining the cause of the fire at this time.

NWMC COMMUNICATIONS MEETING

Staff met with 17 members of the NWMC Communicators Group this week. Topics discussed included the pros and cons of Glenview's municipal centralized call center. (Northbrook's recently implemented a Service Request System (SRS) basically emulates a call center but utilizes staff across all departments rather than a centralized location with staff shifted from other departments.) Also discussed at the meeting was the idea of selling advertising in municipal newsletters or e-newsletters. The group identified many concerns about the types of advertising that would be acceptable if implemented and concerns about regulating and managing advertising sales and fees while still providing a service to the residents. Social media for municipalities was also discussed and a quick poll of the attendees showed only about 3 of the 15 municipalities represented at the meeting had a Facebook presence. (Search *Village of Northbrook, Illinois* to find us on Facebook!) The next meeting is set for January 19.

WATER MAIN BREAK AT LANDWEHR AND TECHNY

Public Works was notified of a possible water main break at the northwest corner of Landwehr and Techny Roads on Wednesday morning. Due to the location and the water main being located within a casing pipe, the leak the Village's leak detection contractor was called to assist. The location of the leak was made at approximately 2:30 pm. The decision was made to let the break remain over night and repair the next day. Excavations began in the morning and repairs, including the removal and patching of a casing around the water main, were completed by 2:30 pm.

Repairs to an adjacent caved in storm sewer began after water main repairs were completed. Storm sewer repairs were completed by 4:30 pm. Pavement repairs where excavations occurred were finished on Friday morning.

By repairing the water main break early on Thursday rather than late Wednesday, approximately \$1,250 in overtime was saved. Additionally, performing the repair of the water main break and the storm sewer the following day was safer for crews, allowed the crews to work faster, and was less disruptive to residents who would have otherwise had construction equipment and vehicles operating into the evening near their homes. These decisions are case-specific and, sometimes, repairs must be made immediately due to the impact the break may have on the residents in the area, the water system or on other infrastructure. Staff routinely makes these decisions in order to best suit the needs of those negatively impacted.

WATER TOWER CONSTRUCTION UPDATE

Work on the construction of the new water tower continued this week. The general contractor (Chicago Bridge and Iron), the project engineer (Strand Associates), various subcontractors and staff have met several times to develop and implement procedures that will expedite the project and protect the interests of property owners adjacent to the project site. Tree, perimeter construction fence, and electrical permits have been applied for. Staff and the project engineer are reviewing the initial submittals for piping, concrete and foundation details.

MFT ASPHALT STREET REHABILITATION PROGRAM

The pavement milling, patching, leveling course, area reflective control mat and surface course for Longaker Road, Marshall Road and Whitfield Road were completed this week. Some final carriage walk removal and replacement work, as well as lawn restoration, will occur next week.

MWRD VOLTZ ROAD SEWER LINING PROJECT

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenney Construction, will complete their last set-up just west of Sunset Ridge Road for their lining work for the Harms Road Interceptor along Voltz Road. The lining work will start on Monday and continue for 1-1/2 weeks. The temporary traffic signal will be once again provided for this operation. The contractor will then complete additional lining work along Sunset Ridge Road in Northfield. The contractor will return to Northbrook in early December to complete the lining work at Meadowhill Park, which will cause a lane closure on Waukegan Road.

SANITARY SEWER LINING PROGRAM

The sanitary sewer lining project was completed this week.

TREE TRIMMING

The Village's tree trimming contractor, Nels J. Johnson Tree Experts, started tree trimming work this week and will continue throughout the winter. To date, 94 trees have been trimmed. Residents living in areas where tree trimming work will be performed were mailed letters by Public Works staff. The Village conducts routine trimming of each parkway tree every eight (8) to nine (9) years. Trees are trimmed to prevent unnecessary damage during storms and protect pedestrians and motorists from low hanging branches, promote the health of the tree, and lastly ensure that the tree is aesthetically pleasing. Staff has updated the Public Works Department's webpage with current information on the upcoming tree trimming work. The address of the webpage is:

<http://www.northbrook.il.us/Government/Departments/PW/TreeTrimming/TreeTrimming.php>

RAVINE STABILIZATION PROJECT

Public Works crews continued stabilization of stream bed at the ravine that parallels our lakefront pumping station access road. Thus far they have removed almost all of the undesirable brush and debris from the stream banks. They have rehabilitated almost 350 feet of the stream bed by removing large amounts of debris and mucky soil and installing approximately 400 tons of recycled concrete (most of which was procured at no cost from a local contractor). Work on the stream bed and slopes will continue throughout the winter, weather permitting. The project is necessary to secure the slopes of the ravine and prevent possible damage to our 24" raw water main, as well as the station's power and gas lines, and to stabilize the access roadbed prior to its repaving next year.

DRUG ARREST IN WHEELING

Working in conjunction with the Cook County Sheriff's Police (HIDTA unit - High Intensity Drug Trafficking Area), Northbrook Officers assisted in the investigation and apprehension of subjects in possession of two kilos of suspected heroin and \$155,000 of United States currency. The arrest was made in Wheeling.

BURGLARIES

An attempted residential burglary was discovered when Police responded to a TX alarm in the 4500 block of Lindenwood Lane on Saturday evening, November 6. Pry marks were discovered on several windows, doors and locking mechanisms. Residents returned home and determined nothing appeared to have been disturbed.

A vehicle parked in the 1600 block of Braeside Lane had its passenger side window broken and a wallet removed from the glove box between Sunday and Monday, November 7 and 8.

On Sunday afternoon, November 7, a resident in the 1900 block of Farnsworth Lane returned home to find his house in disarray and numerous items missing including a laptop and some silver. A rear door left unsecured for his dogs was believed to be the point of entry.

A residential burglary was reported on Tuesday, November 9. The homeowner in the 1000 block of Voltz Road returned home at approximately 5:45pm and found the master bedroom had been ransacked. As of this writing, numerous jewelry items were reported missing. The homeowner reported that the front door was left unlocked while she was out of the residence.

A delayed burglary was reported to the Police on Thursday, November 11, where a previous owner of a property in the 1400 block of Orchard Lane returned to the residence and removed several miscellaneous items totaling

approximately \$4,000. The parties involved will work with the department towards return of the items or restitution.

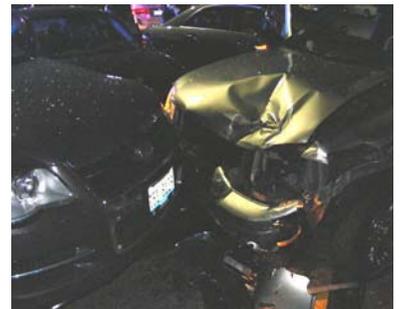
All scenes were processed for evidence and the cases turned over to the Investigations unit.

EXTRA JURISDICTIONAL ASSISTANCE

The 911 Center received a wireless call from a female driver reporting her vehicle was struck several times with paint ball pellets while she was driving north on the Edens Expressway. The caller provided a license plate number of the offending vehicle along with a description of the juvenile occupants. As this location is not in our police jurisdiction, the call was transferred to the Illinois State Police. While the transfer was being made, the caller advised the offending vehicle had exited Dundee Road eastbound. An inquiry on the license plate revealed it was registered to an address in Glencoe. Northbrook's dispatcher broadcasted a message over APERN (Area Points Emergency Radio Network) to Glencoe Police notifying them of the incident and requested they check the local address. A short time later, three 16-year old juveniles were located at the home address, admitted being involved in the incident, and were brought to the Glencoe police station to await the arrival of Illinois State Police. Because the victim decided not to sign a complaint, a station adjustment was made and the juvenile offenders were counseled on their behavior. Parents were notified and responded to take charge of their children. Even though the location of a 911 call may not fall within the corporate limits of our Village, dispatchers expend time and resources assisting as needed. In this case, it is hoped the juveniles learned a valuable lesson.

MULTI VEHICLE CRASH AT NORTHBROOK COURT

On Saturday evening, November 6th, Police and Fire Units responded to Northbrook Court Mall regarding an eleven car crash. The instigating, offending vehicle was reported to have been traveling at a high rate of speed on Ring Road in the wrong lane. The collisions were a result of three initial impacts followed by a domino reaction into parking aisles and parked vehicles. The driver of the offending vehicle suffered minor injuries, however, refused transport by attending Paramedics. Two others were evaluated by paramedics but refused transport to the hospital. Five vehicles were towed from the scene. Five Police Officers and eight Fire personnel were at the scene which occurred at 5:34 p.m.



WEEK OF NOVEMBER 15, 2010

SUN.	11/14	2-4pm (109th)	Happy Birthday Northbrook Open House – Northbrook Historical Society
MON.	11/15		No Meetings
TUES.	11/16	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		6:00 p.m.	Administration & Finance - Terrace Room
		To Follow A&F	Committee of the Whole Meeting –Terrace Room
		7:30 p.m.	Plan Commission – Board Room
WED.	11/17	1:00 p.m.	Fire Pension Board Meeting – Shermer Study
		4:00 p.m.	Police Pension Board Meeting – Shermer Study
		6:00 p.m.	Comp Plan Neighborhood Meeting (Techny Road area) – Board Room

	6:30 p.m.	Villas North Homeowners Association – Terrace Room
	7:00 p.m.	Red Center Budget Sub-Committee – Shermer Study
	7:00 p.m.	Youth Commission – DPS Conference Room
	8:00 p.m.	Comp Plan Neighborhood Meeting (Constance/Lake Cook)– Board Room
THUR.	11/18	6:00 p.m. Comp Plan Neighborhood Meeting (Dundee/Anthony Tr.)– Board Room
	6:30 p.m.	Stormwater management – Public Works Center
	7:00 p.m.	Environmental Quality Commission – Terrace Room
	8:00 p.m.	Comp Plan Neighborhood Meeting (Angle/Kiest) – Board Room
FRI.	11/19	No Meetings