

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: November 14, 2014

RE: STAFF BRIEFING

WEEK OF November 10, 2014

BOARD OF TRUSTEES REGULAR MEETING

The Board of Trustees held a regular meeting on Tuesday, November 11. Retiring Fire Chief Mark Nolan was recognized for over thirty-three years of service to the Village. (See below.) President Frum appointed Frank Lamberti to the Arts Commission and Melissa Morreale to the Youth Commission. The Board approved a number of resolutions and ordinances, including authorizing the installation of holiday lighting; authorizing underground fuel tank inspections at the Northbrook Public Works Department; authorizing the purchase of portable radios for the Fire Department; approving a Plat of Consolidation for 2241 Chestnut Street; and granting special permit and final plan approval for a PNC Bank drive-through at 774 Skokie Boulevard. The Board tabled the discussion of whether or not to object to the zoning relief requested for a portion of the Mission Hills Golf Course until the December 9 meeting.

The Board held two public hearings and approved an Ordinance to renew a special permit for International Hobbycraft Inc., 2890 Dundee Road; and approved a series of Resolutions and Ordinances authorizing a new memory care facility at 99 Pointe, behind J. Alexander's. The Board approved an amendment to the zoning code and special permit authorizing a cell tower adjacent to the YMCA at 2705 Techy Road and heard a preliminary review of a request to renew a special permit for Children's Learning Path Montessori at 1133 Pflugsten Road.

The next Regular Board of Trustees meeting will be December 9, 2014.

FIRE CHIEF SAYS FAREWELL AFTER OVER 33 YEARS OF SERVICE

At the November 11, board meeting, the Village Board unanimously adopted a resolution recognizing Fire Chief Mark Nolan on his retirement from the Northbrook Fire Department after serving over 33 years. Mark has held every position in the fire department, and has served as Chief since 2007. Mark has had many significant accomplishments during his dedicated career, and some highlights were read to a full board room Tuesday night. He received a standing ovation for everything he has done for the department and the Northbrook Community. He will be greatly missed!



ARCHITECTURAL CONTROL COMMISSION

On November 13, the Architectural Control Commission held its regular meeting and discussed the following items:

- 1300 Meadow Wall Signs. The Commission recommended approval of the proposed wall signs, subject to the applicant dividing the proposed front wall sign into two signs.
- 772 Skokie Boulevard – Panera. The Commission recommended approval of the design of the building, signage, and landscaping for the proposed Panera restaurant and drive-through subject to the applicant facing the trash enclosure with Souix City Desert blend bricks to match the façade of the proposed building.
- 788/790 Skokie – Sleepy’s Wall Signs. The Commission approved the proposed wall signs on the front and rear of the building.
- Single Family Homes. The Commission approved the design of five single family homes.

The next Architectural Control Commission meeting is scheduled for December 11.

BICYCLE TASK FORCE

The Bicycle Task Force held their bi-monthly meeting on Wednesday, November 12. Tom Poupard, Director of Development & Planning Services, presented sections of the Comprehensive Plan to the committee and discussed future initiatives such as reconfiguring parking and pedestrian/bicycle accessibility for the Village Green Overlay District. The members discussed how the committee should examine and program projects by creating a five year plan or selection process for recommendations to the Board. The second half of the meeting was focused on the creation of a point system for identifying and promoting future bicycle/pedestrian projects, so that proposed projects can be ranked for consideration and future planning. Potential projects include bicycle routes, safety training, intersection improvements, and additional bicycle parking at commuter stations. The committee will reconvene this discussion at the January 14 Bicycle Task Force Meeting with suggested category types, points awarded for each category, and suggested projects to be recommended for the selection process.

POLICE DEPARTMENT

Traffic Unit Officer Chris Lacina conducted a DUI presentation to the A-Adams School of Driving last Sunday at the school’s headquarters on Waukegan Road. Approximately 30 students 16 to 17 years old attended the presentation. Chris addresses the students at each of the school’s sessions, usually 2 to 3 times per year. His presentation includes DUI statistics, how an Officer determines that a driver might be impaired, demonstrating field sobriety testing and how the portable breath testing equipment works, and showing the classes some past DUI videos which.

On Friday evening, November 7, a home in the 1800 block of Heather Court was burglarized. Entry was gained by smashing a rear window. At this time, it appears that only costume jewelry was stolen.

On Saturday, November 8, a semi-trailer, parked overnight in a truck lot in the 2300 block of Shermer Road, was broken into. Unknown persons removed 8 to 9 boxes of frozen chicken breasts. No other pallets in the trailer appeared disturbed.

Both scenes were processed by Evidence Technicians and canvasses of the areas conducted with negative results.

POLICE DEPARTMENT RAMP REPLACEMENT

Over the past few weeks, the Village's contractor, A-1 Contractors, has been working to replace the driveway ramp that leads to the underground garage at the Police Station. The ramp is fitted with heated coils underneath the concrete to reduce icing during the winter months. The contractor installed a new glycol heating system (pictured below) and poured a new concrete ramp. The work is now complete and the ramp has been reopened for use.



HOLIDAY DECORATIONS

Earlier this week, the Village's contractor began installing holiday lights on trees throughout the central business district. Next week, Village crews will be working to install holiday decorations on light poles throughout the downtown. The holiday lights will be lit during the evening between Thanksgiving and New Year's Day. As a cost savings measure, the contractor will leave the light strands in the trees over the next year and will make any necessary adjustments prior to the 2015 holiday season. The light strands will be removed in January 2016.

WATER MAIN BREAKS

Late last week, crews worked to repair two water main breaks on the 3200 block of Prestwick Lane, affecting 26 homes. Repairs were conducted on Friday and Sunday and ultimately culminated in the removal and replacement of a two-foot section of water main (see photo).

On Monday, crews worked to repair a break on a 6-inch cast iron main located on the 800 block of Division Street. Service to eight homes had to be shut off for approximately five hours in order to complete the repair.

Residents who observe a water main break are asked to call the Public Works Department during regular business hours (Monday through Friday, 7:00am to 3:00pm) at 847-272-4711 and the Police Department outside of those hours at 847-564-2060.



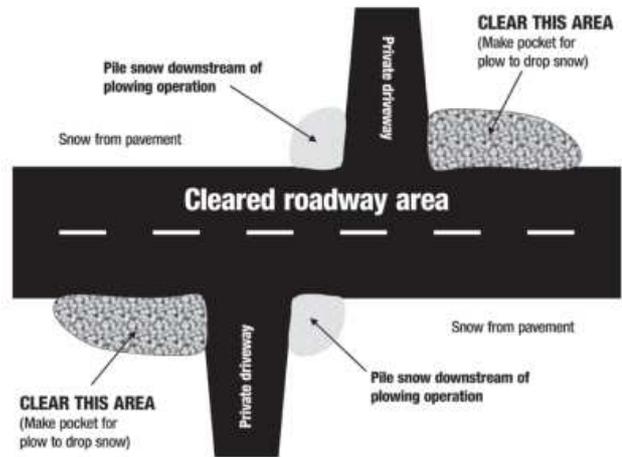
WINTER WEATHER PREPARATIONS

The weather forecast is currently calling for 1-2 inches of snowfall overnight Saturday and into early Sunday morning. Crews have been working to prepare vehicles for the possibility of a snow and ice control event by loading trucks with salt and fuel.

When clearing snow from driveways, residents are reminded to clear snow in the direction of traffic and to create a pocket on the opposite side of the driveway as shown in the diagram. By doing so, more snow

is pushed by the Village’s plows into the pocket, and less on the driveway. After a snow event has concluded, residents are asked to work with their neighbors to help clear fire hydrants to ensure that they are readily available in case of emergency.

Information about the Village’s snow and ice control services, including various rules and regulations, can be found on the Village’s website at www.northbrook.il.us/snow.



WEEK OF November 17, 2014

MON.	11/17	7:00 p.m.	Cook County Board of Review Workshop-Property Taxes- Board Room
TUES.	11/18	7:30 p.m.	Committee of the Whole - Cancelled
		7:30 p.m.	Plan Commission – Board Room
WED.	11/19	7:00 p.m.	Youth Commission – Terrace Room
THURS.	11/20	6:30 p.m.	Stormwater Management Commission – Cancelled
		7:00 p.m.	Environmental Quality Commission – Shermer Study
FRI.	11/21		No Meetings