

## MEMORANDUM

**TO: STAFF**

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

**FROM: Rich Nahrstadt, Village Manager**

**DATE: November 19, 2010**

**RE: STAFF BRIEFING**

### WEEK OF NOVEMBER 15, 2010

#### ADMINISTRATION & FINANCE COMMITTEE

On November 16, the Administration & Finance Committee met to continue the discussion on the Village's Code of Ethics and to provide direction to staff for preparation of the 2010 property tax levy. Chairman Scolaro and President Frum recommended that the 2010 tax levy remain the same as 2009. There was a consensus of the Board in support of this recommendation. Staff will prepare a draft levy ordinance for review and approval by the Village Board at their December 14, 2010 regular meeting.

#### COMMITTEE OF THE WHOLE

The Board of Trustees held their scheduled Committee of the Whole meeting on Tuesday night, immediately following the Administration and Finance Committee Meeting. The Board discussed next year's calendar of meeting dates, and held a conversation about front yard political signs. They decided to send the issue to the Plan Commission with the initial comments that each property frontage can only have two signs per candidate, and be no larger than six square feet in size.

#### PLAN COMMISSION

On November 16, the Plan Commission considered the following applications:

- Held a public hearing on special permit requests to allow the construction of a Chase Bank on a portion of the old Caravelle site (2370 Waukegan Road). A couple of members of the public spoke regarding adequate buffering as well as the appropriateness of the development on the site. A majority of the Commission found the proposed development appropriate as long as the applicant adequately addresses site circulation concerns, particularly near the bank drive through exit, and concerns about clear-cutting the entire site at this time, while only planning to develop the southern portion. The Commission continued the public hearing to December 7, 2010, to allow the applicant to prepare a response to these concerns.
- Held a public hearing on a special permit request to allow Verizon to have a wall sign higher than the maximum height of 20 feet from the ground (Willow Festival). No one from the public spoke. The Commission directed staff to prepare a resolution recommending approval. The Commission also held a straw vote so that the applicant knew where Commission members stood on the request. The vote was 5-4 in favor of the request.
- Held a public hearing on a text amendment to allow custom picture framing in the O-3 General Office District (The Great Frame-Up - 601 Skokie Boulevard). No one from the public spoke. The Commission directed staff to prepare a resolution recommending approval of an amendment to allow custom picture framing as a *permitted use* in the O-3 District.

The next Plan Commission meeting will be on December 7 and will **begin at 7:00pm** to allow for adequate time to review the number of items on the agenda.

#### ENVIRONMENTAL QUALITY COMMISSION

The EQC met for their scheduled meeting on Thursday. The Commission discussed the outcome of the recent Communications and Legislation Committee meeting surrounding the front-yard garden issue. Commissioners, along with seven resident visitors interested in the issue, held a discussion on the Board's direction for staff to

draft parameters for residential front yard gardens and have the EQC opine on those guidelines. Guests were informed that this discussion will be held at the December EQC meeting.

The Commission also discussed the restoration project for the section of the Chicago River behind Willow Festival. Commissioner Masters explained that for next meeting, she will have a PowerPoint completed that the Commission can show the Techny Fathers, who own the property in question. The Commission's next meeting is scheduled for Thursday, December 16.

#### YOUTH COMMISSION

The Youth Commission met on Wednesday, November 17. Commissioners discussed the 2<sup>nd</sup> *Annual Film Festival* that is tentatively scheduled for June 13, 2011. Also discussed were ways in which to cross-promote this event with the Arts Commission's 2<sup>nd</sup> *Annual Rock the Green*, tentatively scheduled for June 10, 2011. This will be discussed further at the next full meeting scheduled for January 19. At this time the Commission will also discuss ways in which to promote the Commission as a whole. The next Youth Commission meeting will be held on December 15 at Lakeview Terrace where Commissioners will help residents make crafts and sing carols.

#### STORMWATER MANAGEMENT COMMISSION MEETING

The Stormwater Management Commission met on Thursday evening, November 18, and briefly discussed and provided comments on the format for the new Master Stormwater Plan presented by Village Engineer Paul Kendzior. It is anticipated that our consultant, HLR, Inc. will have a more complete Plan for the Commission to review and comment upon at their next scheduled meeting on January 20. The meeting concluded with the Commission receiving updates on Local Funding Mechanisms prepared by our Assistant to the Director of Public Works Matt Morrison and the staff's previous report on the overhead sanitary service conversion reimbursement program.

#### BURGLARIES

On Thursday morning, November 18, a resident out walking his dog in the 2100 block of Ash Lane at 12:05am, discovered a subject in his garage looking in to his vehicle with a flashlight. The subject fled on foot after being confronted by the resident. The area was checked by responding Police units with negative results.

An attempted burglary was reported on Wednesday, November 17, at 12pm in the 2500 block of Windsor Lane. A subject attempted to enter the residence claiming there was a problem next door and because of that, the residence needed to be checked. The subject left when the resident protested entry.

On November 17, at 3:00 pm, a resident in the 1200 block of Stratford Lane returned home to find the home in disarray. Entry was made through a ground level front window. Computer and camera equipment and currency were taken.

All scenes were processed by Evidence Technicians and canvases conducted.

#### SHED FIRE IN RURAL FIRE PROTECTION DISTRICT

On Thursday evening, November 18, firefighters responded to a shed fire in the 1600 block of Highland Avenue in the Northbrook Rural Fire Protection District. The storage shed and contents were destroyed. An occupant of the home had tried to extinguish the fire before the firefighters arrived and sustained minor injuries. He was treated and released on the scene. Fire investigators are looking into the cause of the fire.

#### CAR FIRE IN DRIVEWAY

Saturday morning, November 13, firefighters responded to a car fire on Second Street. Upon arrival, they found a 2001 Volvo emitting heavy smoke and fire from the engine compartment. A pre-connected foam hose line was advanced and the fire was extinguished. The fire was confined to the engine compartment area, but not before an estimated \$4,000 damage was done to the vehicle.

### HOLIDAY DECORATION INSTALLATION

Installation of the Village's holiday decorations is underway. Installation of lighted garland on streetlight posts by the Public Works Department is in progress and will be completed by Wednesday November 24. The lighting of the downtown parkway trees was completed this week by the Village's contractor. Lights in the downtown have been turned on; however start-up of holiday lights at the Village Hall will not be until December 1. Staff anticipates that the new two-year parkway tree lighting program will save approximately \$5,000 to \$10,000.

### WATER SYSTEM BUFFER ZONE PROTECTION PLAN (BZPP) GRANT

Staff is currently reviewing proposals for work related to the Buffer Zone Protection Plan grant (CFDA #97.078) received from the Illinois Emergency Management Agency. These proposals include manual securitization devices and electronic lock devices, window blast protection, and camera installation or upgrade. Staff is also preparing RFPs for physical access barrier installations, cover locks & vent protection devices. The Village will be reimbursed for expenses not to exceed \$199,668 for the work listed above. Contracts for cameras and electronic locks will be considered by the Board on November 30.

### WATER TOWER CONSTRUCTION UPDATE

Work continues on the construction of the new water tower at the north end of Huehl Road. The Contractor (CB&I), the 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 and brush and tree clearing has been completed. About 500 feet of 8" PVC water main has been installed on the east side of the property. On Saturday, November 20, this main will be connected to the exiting 8" line that runs from Commercial to the southeast corner of the property. Work will begin on the 16' ductile iron main on November 19. The contractor has received some unexpected requests for modifications from cellular service providers. Staff has informed CB&I that the Village will not consider any change that adversely affects the schedule, future maintenance of the tower, or that results in additional costs to the Village.

### MFT ASPHALT STREET REHABILITATION PROGRAM

All paving work was completed last week. Work completed this week was limited to select carriage walk removal/replacement, driveway restorations and pavement markings within the Northbrook East Subdivision. Preliminary fieldwork has begun on next year's program, which will include the Edgewood subdivision and tentatively Walters Avenue (west of Sanders Road) Asbury Road, Bellevue Place, Butternut Lane, and Eskin Drive.

### RAVINE STABILIZATION PROJECT

Public Works crews continued stabilization of the 450+ feet of streambed at the ravine that parallels our lake front pump station access road. Thus far they have removed almost all of the undesirable brush and debris from the stream banks. They have removed major debris from about 370 feet and rehabilitated about 350 feet of the streambed by removing large amounts of debris and mucky soil. Crews have also installed approximately 500 tons of recycled concrete (most of which was procured at no cost from a local contractor). Work on the streambed 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. Since work has begun, other public and private agencies have contacted staff and requested information on the Village's project to develop their own projects.

### MWRD VOLTZ ROAD SEWER LINING PROJECT

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenney Construction, is completing their last set-up just west of Sunset Ridge Road for their lining work for the Harms Road Interceptor along Voltz Road. The temporary traffic signal will once again be 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 mid- to late December to complete the lining work at Meadowhill Park, which will cause a lane closure on Waukegan Road.

**PARKWAY 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, 326 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 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>

**WEEK OF NOVEMBER 22, 2010**

<b>MON.</b>	<b>11/22</b>	11:45 a.m.	Annual State of the Village Address – Pinstripes,
		7:30 p.m.	Zoning Board of Appeals – Board Room
<b>TUES.</b>	<b>11/23</b>	7:30 a.m.	ICDC – Terrace Room
<b>WED.</b>	<b>11/24</b>	<b>7:00 p.m.</b>	<b>Thanksgiving Interfaith Service – St. Norbert Church, 1809 Walters Ave.</b>
<b>THUR.</b>	<b>11/25</b>		<b>THANKSGIVING DAY –<i>Village Hall Closed</i></b>
<b>FRI.</b>	<b>11/26</b>		<b>Day After THANKSGIVING DAY –<i>Village Hall Closed</i></b>