

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: November 21, 2012

RE: STAFF BRIEFING

WEEK OF NOVEMBER 19, 2012

PLAN COMMISSION

On November 20, the Plan Commission:

- Held a public hearing and directed staff to prepare a resolution recommending approval with conditions of an application for a special permit for a pediatric office and a parking variation for the property at 105 Revere Drive.
- Held a public hearing and directed staff to prepare a resolution recommending approval with conditions of an application for special permit for a plastic surgeon office for the property at 1404 Techny Drive.

The next Plan Commission meeting is scheduled for December 4.

NEW AUTOMATED PARKING MACHINES FOR METRA PARKING

On Monday, November 19, the new automated parking machines at the commuter lots were activated. Machines are located around the train station, in the shelter on the east side of the tracks and at the northwest corner of the intersection of Shermer Road and the railroad tracks. Staff members from the Village and the parking machine vendor, Total Parking Solutions, were on hand to answer questions and provide assistance to commuters. Total Parking Solutions also provided Village staff with training on collections, maintenance of the new machines, and enforcement with the machine's software. More information about the parking meters, including an instructional video, is available on the Village website (<http://northbrook.il.us/index.aspx?page=576>).

HOLIDAY DECORATIONS

The Central Business District is now ready for the holiday shopping season. Public Works crews worked over the last week to hang decorations and banners on the light poles. The Village's landscape contractor, Brickman Landscaping Group, has removed planters and installed holiday landscaping. In addition, the Village's holiday lighting contractor, Kinnucan Tree Experts, installed holiday lights on the downtown parkway trees. The parkway trees will be lit until after New Year's Day. In an effort to reduce labor and material costs incurred by the Village, the contractor will leave the light strands in the trees over the next year and will make any necessary adjustments prior to the 2013 holiday season. The light strands will be removed in January 2014.

FIRE DEPARTMENT PARTICIPATES IN ANNUAL FALL NIGHT DRILLS

Fire Department members conducted the first of two annual night drills last week. The Northbrook Park District donated space at one of their facilities, which provided the site for a simulated fire and rescue incident at a light industrial occupancy building. Training objectives included the ability to locate and rescue two victims using a large area rope assisted search procedure with various patterns in low visibility conditions. Company officers were tasked with leading a coordinated and thorough search operation. Crew accountability and the ability to quickly evacuate all members were fundamental themes.



Other crews participated in a scenario involving a car atop a victim in a public area. Emphasis was on firefighter safety and on preventing movement of the vehicle while lifting it off the victim using various extrication tools. Lastly, other crews practiced deploying various master stream operations based on varying scenarios.

A huge thank you to the Northbrook Park District and to Northshore Towing for their help with the night drills.

WEEK OF NOVEMBER 26, 2012

MON.	11/26	7:00 p.m.	Planning & Zoning Committee - Terrace Room
		7:30 p.m.	ZBA - Board Room
TUES.	11/27	7:30 a.m.	ICDC- Terrace Room
		7:30 p.m.	Regular Meeting of the Board of Trustees - Cancelled
WED.	11/28		No Meetings
THURS.	11/29		No Meetings
FRI.	11/30		No Meetings