

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: March 6, 2015**

**RE: STAFF BRIEFING**

### WEEK OF March 2, 2015

#### MARCH 3 PLAN COMMISSION MEETING

The Northbrook Plan Commission held their regular meeting on Tuesday, March 3, 2015. Since there were no public hearings scheduled for development proposals, the Commission discussed converting agenda packets to an electronic format and the upcoming code and plan amendment initiatives.

The majority of the meeting was devoted to a discussion of the off-street parking standards and how best to amend them. The Commission reviewed the code standards and plan approvals for the two eating places most often cited as having a parking shortage – Greek Feast on Dundee Road and the Starbucks/Potbelly's center on Skokie Boulevard. Neither project required a parking variation, as they both just met the minimum parking requirements of the zoning code. The Commission agreed with staff that each of these eating establishments have significant carry out business, in addition to sit-down customers. The Commission then reviewed how the parking standards in some nearby communities would have been applied. It was found that some communities, most notably Glenview, had an even lower parking requirement than Northbrook. Buffalo Grove, on the other hand, had a significantly higher parking requirement. The Commission discussed whether the parking problems with a few very busy restaurants warranted raising the minimum standards for all eating places. It was also noted that if there were higher parking requirements established, the two facilities would not have been built. The Commission suggested reaching out to the Chamber of Commerce and the ICDC to get the perspective of the business community and to report back at a future meeting.

#### MARCH 12 COMMUNITY RELATIONS COMMISSION MEETING

The Northbrook Community Relations Commission held their regular meeting on Thursday, March 5. The majority of the CRC meeting was devoted to a discussion of a Sister City program. The President of the Highland Park Sister City Foundation was a guest speaker. The Commission heard about the benefits and challenges of running the program, as well as how the high school integrated the program into their curriculum with great success. Highland Park's experience has been very positive, but it is a program that requires a strong commitment by the sister cities in both countries. Highland Park currently has three sister cities: Puerto Vallarta, Mexico; Modena, Italy and Yerucham, Israel. They are currently exploring adding a city in France. The CRC also had a debriefing on the successful Black History month celebration and the upcoming Asian Heritage month event in April.

#### ARTS COMMISSION MEETS TO DISCUSS UPCOMING LIBRARY EXHIBIT AND ART IN THE PARK PROGRESS

The Arts Commission held their regularly scheduled meeting on Thursday, March 5. The Commissioners discussed this year's Art in the Park Festival scheduled for July 18 & 19 at Village Green. The event is hosted by the Commission and the Northbrook Park District. The Northbrook Arts Commission, in collaboration with the Northbrook Public Library, is pleased to announce the 2015 Northbrook Originals Art Exhibition for

Northbrook artists. This show will be on exhibit in the library from April 1 to April 30, 2015. Please note the next meeting will be held on April 9 at 6:00pm at the Northbrook Public Library.

#### NEW ADDRESS FOR WATER BILL PAYMENTS

The Village has a new address for water bill payments and has included this information in the March issue of the Village newsletter and on Facebook. Water billing customers also received/will receive notice in their water bills over the next 3-month billing cycle, which began on March 1, 2015. The return envelope included with the Northbrook water bill reflects the new address which is:

**Village of Northbrook  
PO Box 7760  
Carol Stream, IL 60197-7760**

Mailed payments are processed by Northbrook Bank and Trust. There may be a delay in processing water bill payments sent to the old PO Box address in Chicago. Residents and businesses should update their online banking information so the payment is sent to the proper address.

The current payment options for water bills are still in effect. This includes paying in person at the Village Hall from 8:30am – 4:30pm, weekdays; and dropping off payments in the postage-free green mailboxes behind the Village Hall, at Wood Oaks Jr. High and the Northbrook Police Station. Please call the Northbrook Water Billing Department at 847/664-4171 with any questions.

#### POLICE DEPARTMENT ACTIVITY

Chief Wernick addressed students at Glenbrook North High School on Friday, March 6, sharing his expertise on forensic science. There are two elective Forensic Science classes on the Science Department's curriculum at GBN. The Chief discussed a murder case that the North Regional Major Crimes Task Force investigated and solved. He shared with the students his professional experiences in investigating homicide cases and the importance of forensic science applications used to solve cases. About 50 students attended the presentation, which Chief Wernick presents biannually.

Community Relations personnel presented a fingerprint demonstration to a group of Boy Scouts from Wescott School on Wednesday, March 4. After a short PowerPoint presentation, the Scouts were able to participate in a hands-on session where they lifted prints from pop cans and other items. The Scouts and their adult leaders were quite impressed with the technology.

#### FIRE STARTS IN HOUSE UNDER RENOVATION

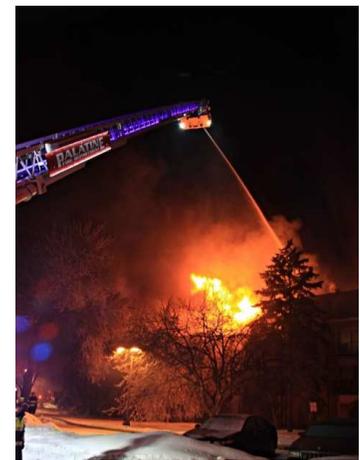
On Thursday, March 5 at approximately 5:00pm, Northbrook Police and Fire units responded to the 700 block of Alice Drive for a reported chimney fire. Upon arrival, crews were met by contractors who were working on the vacant house and called 911 to report the chimney fire. Crews located a fire in the crawl space area below the fireplace and upgraded the alarm to bring in more resources. No injuries were reported on the scene. Northbrook received assistance from Wheeling, Glenview, Deerfield, and Lincolnshire Fire Departments. The cause of the fire is currently under investigation and damages are estimated at approximately \$75,000.00.

(Photo provided by Tim Olk)



NORTHBROOK FIRE RESPONDS TO THIRD ALARM FIRE IN ROLLING MEADOWS

On Wednesday, March 4 at approximately 8:00pm, Northbrook Squad 12 responded to Rolling Meadows for an Apartment Fire. Northbrook Squad 12 was called in on the third alarm which brought in approximately 25 different fire departments to assist. Squad 12 remained in staging, available for assignment should resources become depleted. One fatality was reported and the cause of the fire is under investigation. Northbrook stations were covered by callback personnel during the incident.



SKOKIE BOULEVARD SANITARY SEWER IMPROVEMENTS UNDERWAY

On Monday, March 2, Bolder Contractors began the sanitary sewer improvement project on Skokie Boulevard, just north of Dundee Road, with the installation of traffic control and Protection as well as mobilization of equipment and materials to the work site. Layout of the new sanitary sewer was completed from Dundee Road to Henrici Drive. The Contractor is currently saw-cutting and breaking the pavement along the alignment of the new sanitary sewer, which will be installed under the outside southbound lane of Skokie Boulevard. It is anticipated that the saw cutting and breaking will be completed towards the middle of next week which will allow the excavation and installation of the sanitary sewer to commence.

The Skokie Boulevard sanitary sewer improvements includes construction of a new sewer to ensure there is sufficient capacity in the sanitary sewer system serving this corridor and to eliminate deficiencies in the pipe. More information on the project and the traffic patterns during construction is available on our website at: <http://northbrook.il.us/index.aspx?page=688>.

CEDAR LANE AND WALTERS AVENUE WORK

Excavation of the northeast and southeast parkways at the corner of Walters Avenue and Cedar Lane is scheduled for Monday, March 9 (weather permitting) as part of the Cedar Lane and Walters Avenue intersection improvements. The work is expected to take one day. During the excavation, northbound Cedar Lane will be closed in the 1300 and 1400 blocks and southbound Cedar Lane will remain open.

SNOW AND ICE CONTROL OPERATIONS

This week, Public Works crews conducted their 17<sup>th</sup> winter weather operation of the season. Crews began a salting operation Tuesday, March 3 at 5:00am and transitioned to a full plow at 7:00am. In advance of next week’s warmer weather, crews have been clearing curb lines of snow and checking storm sewer inlets.

DAYLIGHT SAVING TIME RETURNS THIS WEEKEND – SPRING FORWARD!

Daylight Saving Time will begin at 2:00am, Sunday, March 8. Clocks should be set ahead one hour. The Northbrook Fire Department recommends using the time change as a convenient reminder to replace the batteries in all smoke and carbon monoxide detectors in your home and/or business.

WEEK OF March 9, 2015

**SUN: 3/8**

**Daylight Savings Starts**



**MON. 3/9**

**No Meetings**

**TUES. 3/10** 6:30 p.m.

CRC Black History Month Subcommittee – Shermer Study

6:30 p.m.

Administration and Finance Comm. Budget Workshop – Terrace Room

		7:30 p.m.	Regular Board of Trustee Meeting – Board Room
<b>WED.</b>	<b>3/11</b>	7:00 p.m.	Bicycle Task Force – Terrace Room
<b>THURS.</b>	<b>3/12</b>	5:30 p.m.	Architectural Control Commission – Terrace Room
		7:30 p.m.	Senior Services Commission – <b>Cancelled, Rescheduled to 3-19</b>
<b>FRI.</b>	<b>3/13</b>	10:30 a.m.	<b>No Meetings</b>