

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: March 26, 2010

RE: STAFF BRIEFING

WEEK OF MARCH 22, 2010

QUALITY OF LIFE COMMITTEE MEETING

The Quality of Life Committee met on Tuesday to continue their discussion of event signage for the downtown. Staff presented information regarding costs for the signs that have been erected in Winnetka and Northfield, along with details about possible locations in Northbrook where an event sign could be built. Usage policies were also discussed. The committee seemed to come to an agreement that the best location for the sign would be in the Village right-of-way at Cherry and Keystone (near Sunset Foods). The committee asked that staff continue researching usage policies and bring to the committee more information on design and design cost options. A date for the next meeting has not yet been set.

REGULAR BOARD OF TRUSTEES MEETING

The Board of Trustees held their regular meeting on Tuesday, March 23. Under the President's Report, five Proclamations were approved: the hour of 8:30-9:30pm on March 27 was named "Earth Hour"; April 11-17 was named "Telecommunicators Week"; April 11-18 was named "Days of Remembrance Week"; April 2010 was named "Child Abuse Prevention Month," "Sexual Assault Awareness Month," and "Fair Housing Month."

Under Consent, a Resolution approving the purchase and planting of trees from the Suburban Tree Consortium was approved along with a Resolution authorizing renewal of our annual membership to NIPSTA. The Board passed an Ordinance approving a Level III design review permit for a wall sign at 1220 Meadow Road (FirstMerit Bank) as well as an Ordinance amending the Liquor License Class J, for hotels to include BYOB for banquet rooms (moved from the Communications/Legislation Committee report). During the Planning/Zoning Committee report, the Board heard a report on the proposed retail development at 1347 Shermer. The Ordinance was approved on the condition that certain amendments be made including a stipulation that Panera Bread be secured for the development. Staff presented a report on the various criteria that would be necessary should the Village Board approve the road closure and beer/wine tent requested by the Civic Association for Northbrook Days. The Board approved the road closure as well as the beer tent (without wine).

The next Regular Meeting of the Board of Trustees will be on Tuesday, April 13 at 7:30p.m.

INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION

At its March 23 meeting, the Industrial and Commercial Development Commission discussed a draft of its FY10-11 Economic Development Work Program as prepared by staff. After discussing the work program, the Commission made no changes but indicated that priority items listed included implementation of the business development marketing plan, complete data base of potential commercial/industrial redevelopment sites, and continued improvement to the Village permitting and other approval processes. The Commission spent considerable time discussing the last issue. Commission members expressed the concern that the Village may have improved the process, but the human element of the process needs additional work. Staff needs to do a

better job of assisting applicants through the process. The Commission requested that the Village Manager attend the April Commission meeting to discuss this issue.

NORTHBROOK'S STRIVE FOR 35!

I am proud to announce that Northbrook's Census response rate as of today is 40%! This is great news for Northbrook considering the national average is 29%. To track the Census returns by percentage, visit www.northbrook.il.us and click on the Census link

As part of Northbrook's strive for 35 initiative, staff visited Covenant Village during the lunch hour on Thursday and met with 75-100 residents. It was determined that approximately 90 residents did not receive forms in the mail, while others indicated they received two or more. Staff contacted the Census Bureau and was informed that Census representatives will be visiting the facility on April 6 to make sure everyone is counted. Next week, staff will be visiting Crestwood Place.

STOVE FIRE IN A PHEASANT CREEK CONDO

Thursday evening, March 25, the Fire Department responded to a condo unit in Pheasant Creek for fire in a kitchen. First arriving companies found a small fire on the stove top which had self extinguished before they had arrived. Damage, which was limited to the stove top and smoke in the condo unit, was estimated at \$1,000. No one was injured during this fire, and thankfully, the homeowner was alerted to the fire by a battery operated smoke detector in her unit.

ODOR OF SMOKE

Later Thursday evening, firefighters were called to 633 Skokie Boulevard for odor of smoke in the building. The fire alarm was activated and most of the building had been evacuated except for a few restaurant workers at Ron of Japan. Investigation suggested that following the power outage, when the power returned, the odor started. Further investigation identified the probable source as a failure in a roof top heating unit with secondary problems associated with the building elevators. Power was secured to the heating unit and the manager of the restaurant indicated he would take care of getting it serviced first thing in the morning.

ASSAULT

Police responded to the Sheraton Hotel on Willow Road on Sunday evening, March 21, regarding an assault. A verbal altercation between two adults accelerated into a physical situation when one party was attempting to drive away in her vehicle with the other standing on the rear bumper. The rider on the back of the SUV was able to safely get off the vehicle and responding units spoke with both parties and an arrest was made.

ARMED ROBBERY

On Friday evening, March 19, at approximately 8 p.m. a single, masked male entered the LA Tan facility on Dundee Road and at gun point demanded cash from the service counter person. He then fled on foot. Police are investigating the incident.

BURGLARY - DELAYED REPORTING

On March 19, an employee at a business in the 600 block of Dundee Road reported to Police that several laptop computers and other electronic equipment had been removed from the office suite. It did not appear that any forced entry had been made and Investigators are reviewing the security systems in place. The investigation continues.

WEEK OF MARCH 29, 2010

SAT.	3/27	8:30 a.m.	Administration & Finance Committee - Budget Hearing – Board Room
		8:30-9:30pm	Earth Hour – <i>turn off all nonessential uses of electricity.</i>
SUN.	3/28		Palm Sunday
MON.	3/29		SPRING BREAK - thru 4/4/10
			Passover Begins at Sundown
TUES.	3/30		Passover
			No Meetings Scheduled
WED.	3/31	1:00 p.m.	Crestwood Place Census Q&A – CFD, SK
THURS.	4/1	5:00 p.m.	Northbrook Rural Fire Protection District Meeting – FD Headquarters
		7:00 p.m.	Arts Commission – Shermer Study
		7:00 p.m.	Senior Services Commission – Terrace Room
		7:00 p.m.	Community Relations Commission – Northbrook Public Library
FRI.	4/2		Good Friday
			No Meetings Scheduled
SUN.	4/4		EASTER and ORTHODOX EASTER