

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: October 15, 2010

RE: STAFF BRIEFING

WEEK OF OCTOBER 11, 2010

REGULAR MEETING OF THE BOARD OF TRUSTEES

The Board held its regular meeting on Tuesday this week. Under the Manager's Report, Public Works Director Kelly Hamill gave an update on the progress of the overhead sanitary sewer conversion program. During the President's Report, October 23 was proclaimed to be "Make a Difference Day" in Northbrook. On Consent, the Board authorized the purchase of 39 parkway trees for the parkway tree replacement program, and approved a contribution to the Northbrook Historical Society in the annual amount of \$12,500.

During the Planning and Zoning Committee Report, the Board approved three ordinances and one resolution pertaining to the redevelopment of the property at the northwest corner of Dundee and Sanders. This was based on a recommendation from the Plan Commission. The legislation approves the rezoning of the property, allows for the parcel to be used for a business use, approves a plat of consolidation, and grants the owner an easement on the north end of the property which will allow for a drive-through facility on the site.

The Board held a public hearing on the draft Comprehensive Plan. A number of residents commented on the draft plan, many of whom stated concerns over possible zoning changes to properties throughout town. A few of the residents voiced concerns about not being notified of the new Comprehensive Plan. Trustees explained that while the Plan was noticed multiple times in the Northbrook Star, on the Village website, and in the Village newsletter, they will have staff consider other ways to communicate with residents in the future. The public hearing lasted for over an hour, so the Board decided to continue discussion of the Comprehensive Plan to October 26.

COMMUNICATIONS AND LEGISLATION COMMITTEE MEETING

At the October 12 Communications and Legislation Committee meeting, Board members continued their discussion of amending Municipal Code, Chapter 4: Alcoholic Beverage. Based on this discussion, the Committee will recommend the following at the October 26 meeting:

- the creation of Class "B-1" license, which will authorize the sale of beer and wine in packages for off-premises consumption;
- the creation of Class "K" license specifically for Golf Courses; amending Section 4-46 to allow "invitation only" events as defined by the Illinois liquor Control Commission in the Village without obtaining a "temporary liquor license" as long as it complies with Section 100.280 of the Illinois Liquor Code;
- amending Section 4-4(a)(9) to allow a temporary liquor license for no more than eight (8) hours in a 24 hour period on unlicensed premises when such activity is secondary to a major fundraising event conducted by a nonprofit, charitable organization; and
- requiring liquor license establishments managers and their employees who serve alcohol to be BASSET trained (Beverage Alcohol Sellers And Server Education and Training) every five (5) years.

The Committee also reviewed the present liquor licenses hours of operation, but decided not to recommend any changes at this time.

ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission held their regular meeting on Thursday, October 14. The ACC reviewed Docket No. 10-15, an application filed for 400 Skokie Boulevard to allow the construction of a secondary structure on the property for TD Ameritrade. The architect for the application provided a thorough presentation for the proposed design of the site, building, landscaping, and signage. Following the architect's presentation, the Commission unanimously agreed that the proposed design, as presented, with the selected building materials was appropriate for the site. The Commission asked that once the design appears to be finalized after working with staff and the Plan Commission, the ACC would like to review the final material sample board to make its formal recommendation to the Board of Trustees.

The Architectural Control Commission was also briefed on some of the programs currently underway by the Department of Development & Planning Services. Among the items discussed were the following:

- A review of single family “bulk” standards and how to treat both finished and unfinished attic space when limiting home sizes.
- Establishing new guidelines for the construction of decks to aid homeowners comply with code requirements.
- The department is holding a series of forums with:
 - residential and non-residential builders;
 - architects;
 - contractors from various specialties; and
 - leasing agents and property owners for commercial, office and industrial properties.
- New procedures for streamlining the building permit issuance process by modifying when tree protection measures need to be in place.
- A review of the merits of adopting the ICC’s “Existing Building Code” to aid in the review and approval of building alterations.

The Commission was very supportive of all of these efforts and glad that staff was utilizing them as a resource in improving our codes and procedures.

WILLOW ROAD STUDY TECHNICAL COMMITTEE MEETING

The first Technical Committee meeting for the Willow Road CSS (Context Sensitive Solutions) Study was held on Tuesday, October 12. The Technical Committee has been established to allow the professional staffs from the Villages of Northbrook, Glenview, Winnetka and Northfield and their consultants (Glenview & Northfield) to review and discuss the materials and data being provided by IDOT in greater detail outside of the bi-monthly CAG (Community Advisory Group) meetings. Village Engineer Paul Kendzior represented Northbrook. The initial meeting focused on the Accident Analysis, Traffic Analysis, Travel Pattern Analysis, Physical Inventory Analysis and the Purpose/Need for the ultimate project.

To summarize the meeting discussion, the Accident Analysis has shown that most of the accidents occur at intersections (the highest percentage is at Waukegan Road) and the predominant types are rear ends and side swipes. These types of accidents are usually attributed to roadway congestion, which has been pointed out by the Traffic Analysis. The Level of Service (LOS) for almost all of the signalized intersections is either E or F under existing conditions. A LOS of D is the minimum acceptable value. A LOS of A is the optimum (no congestion) condition. The LOS will only further deteriorate for future conditions. The volume/capacity (V/C) ratio for most of the roadway exceeds 1.0 under existing conditions. V/C ratios of 1.0 and higher represent congested conditions.

The Travel Pattern Analysis indicated that the predominant pattern is from the northwest to the southeast (towards downtown Chicago) in the morning and the reverse for the afternoon/evening rush hour. The Physical Inventory Analysis indicated that the existing traffic signals are outdated (over 30-years old and not interconnected) and need to be replaced, the roadway pavement base is over 60-years old and needs to be reconstructed, the bridge over the Middle Fork North Branch Chicago River has exceeded its design life and needs to be replaced and the existing sidewalk system is not complete (significant gaps are present). Lastly, the Purpose/Need for the ultimate project (recommended alternative) will need to address the existing and future (year 2030) traffic issues and improve/enhance safety, mobility and the condition of the infrastructure.

The information discussed at the Technical meeting will be shared with the Village's four CAG members. The next Willow Road CAG meeting is scheduled for the evening of November 18.

AUTOMATIC DOOR OPENERS AT VILLAGE HALL

Installation of automatic door openers was completed this week. The openers have been installed on the rear doors located under the terrace which enters the hallway between the main lobby and the Board room. The work will help to ensure the Village Hall is accessible to all customers.

MFT ASPHALT STREET REHABILITATION PROGRAM

Curb, gutter and sidewalk removal and replacement work began by the subcontractor, Suburban Concrete, in the Northbrook East Subdivision on streets where the water main project has been finished. The reflective crack control mat is scheduled to be installed on Friday in select locations for the public streets within Ancient Tree, Glenbrook Drive, Lincoln Avenue, Gregg Road, Northbrook Avenue and the Colonnades subdivision. The final asphalt surface course for these streets is tentatively scheduled for next week.

MWRD VOLTZ ROAD SEWER LINING PROJECT

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenney Construction, has one more staging for their initial lining work for the Harms Road Interceptor along Voltz Road (Grant to Sunset Ridge). This last mobilization will be just west of Sunset Ridge Road and should be started the last week of October and continue for 1 1/2 weeks. The contractor will then complete additional lining work along Sunset Ridge Road in Northfield. A temporary traffic signal will be provided for both of these operations. The contractor will return to Northbrook in December with lining work west of Waukegan Road (Meadowhill Park).

REVERE DRIVE RECONSTRUCTION

Pavement removal operations continue, with just the last 500-feet of the existing concrete pavement extending from Lake-Cook Road remaining. Pavement at the southbound entrance at to Revere Drive at Lake-Cook Road was removed and replaced this week. The parkway lawn restoration work is scheduled for Friday and the final surface course for the south half of the project, including the cul-de-sac, is scheduled for Saturday morning at 7:00 A.M. Construction is still on schedule to be completed by mid November.

NORTHBROOK EAST WATER MAIN PROJECT

The Contractor, Trine Construction Corporation, has completed the installation of the new water mains and residential service connections. This week the contractor abandoned the old mains "in-place" by filling with low-strength concrete and completed general site clean-up and restoration work.

RAVINE STABILIZATION PROJECT

Crews continued the removal of trees, brush and debris from the ravine this week. Crews also continued the installation of recycled concrete at the ravine approximately 100 feet up the stream bed. The work is necessary to stabilize the slopes of the ravine and prevent possible damage to our 24" raw water main and further erosion of the access road to the Lake Front Pumping Station.





RESIDENTIAL BURGLARY

On Thursday evening, October 14, at approximately 9:45 p.m. homeowners in the 900 block of Suffield Terrace returned home to find their garage and entire house ransacked. Forced entry was made through a kitchen window. Unknown persons removed large amounts of cash and jewelry, as well as a coin collection. The neighborhood was canvassed and the scene processed by Evidence Technicians. Investigations is working on the case.

ELDER ABUSE SEMINAR

In connection with the support of Domestic Violence Awareness month, the Counseling Services Unit at the Police Department coordinated with the Glenview Police Department a seminar entitled, "Elder Abuse - The Hidden Victims". Panelists from the Illinois Department on Aging, Northshore University Health System, North Shore Senior Center and the Legal Assistance Foundation of Metropolitan Chicago presented programs focusing on understanding the dynamics of elder abuse, how to be helpful to those affected, and means for better preparation to effectively advocate elder abuse clients, their family and friends. The program was held at the Glenview Police Department on Friday, October 15.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH INSPECTIONS

On Monday, October 11, Captain Tim Cassidy and Deputy Chief Jim Richards completed the annual Illinois Department of Public Health's (IDPH) Advanced Life Support (ALS) equipment inspections for fire trucks. This unfunded mandate from IDPH requires yearly inspections to certify all fire department vehicles and paramedic equipment are in compliance with the state standards. The ambulances were inspected in August. More than 60 hours of preparation and actual inspection time goes into these annual tasks.

2010 FIRE PREVENTION WEEK OPEN HOUSE

The Fire Department celebrated its twenty-fifth Annual Open House on Saturday, October 9. The event was attended by an estimated 400 Northbrook residents and guests. Fire Prevention Bureau members, career and paid-on-call firefighters, and administrative staff were on hand. In addition, representatives and volunteers from the Metropolitan



Emergency Support Services (MESS) Canteen Truck, Community Emergency Response Team (CERT), Nicor



Gas, and the Rainbow Therapy Dogs Crisis Response Team helped to provide safety information, entertainment, and refreshments to our visitors. Fire apparatus was displayed and hands-on activities and fire props were available for children and adults. This event is held in conjunction with the National Fire Protection Association's Fire Prevention Week, commemorating the Great Chicago Fire of 1871.

WEEK OF OCTOBER 18, 2010

MON. 10/18 9am-5pm Early Voting - Board Room
8 am-4:30pm Fire Department Training – Terrace Room

TUES. 10/19 9am-5pm Early Voting - Board Room
8 am-4:30pm Fire Department Training – Terrace Room
2:00 p.m. Department Head Staff Meeting – DPS Conference Room
6:30 p.m. Villas West Homeowners – Terrace Room
7:30 p.m. Committee of the Whole– **Cancelled**
7:30 p.m. Plan Commission Board Room

WED. 10/20 9am-5pm Early Voting - Board Room
8 am-4:30pm Fire Department Training – Terrace Room
7:00 p.m. Youth Commission - Terrace Room

THUR. 10/21 9am-5pm Early Voting - Board Room
7:30 a.m. Foreign Fire Board - Fire Headquarters, 740 Dundee Rd.
7:00 p.m. Environmental Quality Commission – Terrace Room

FRI. 10/22 9am-5pm Early Voting - Board Room

SAT: 10/23 9am-5pm Early Voting - Board Room