

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** October 25, 2013

**RE:** STAFF BRIEFING

### WEEK OF OCTOBER 21, 2013

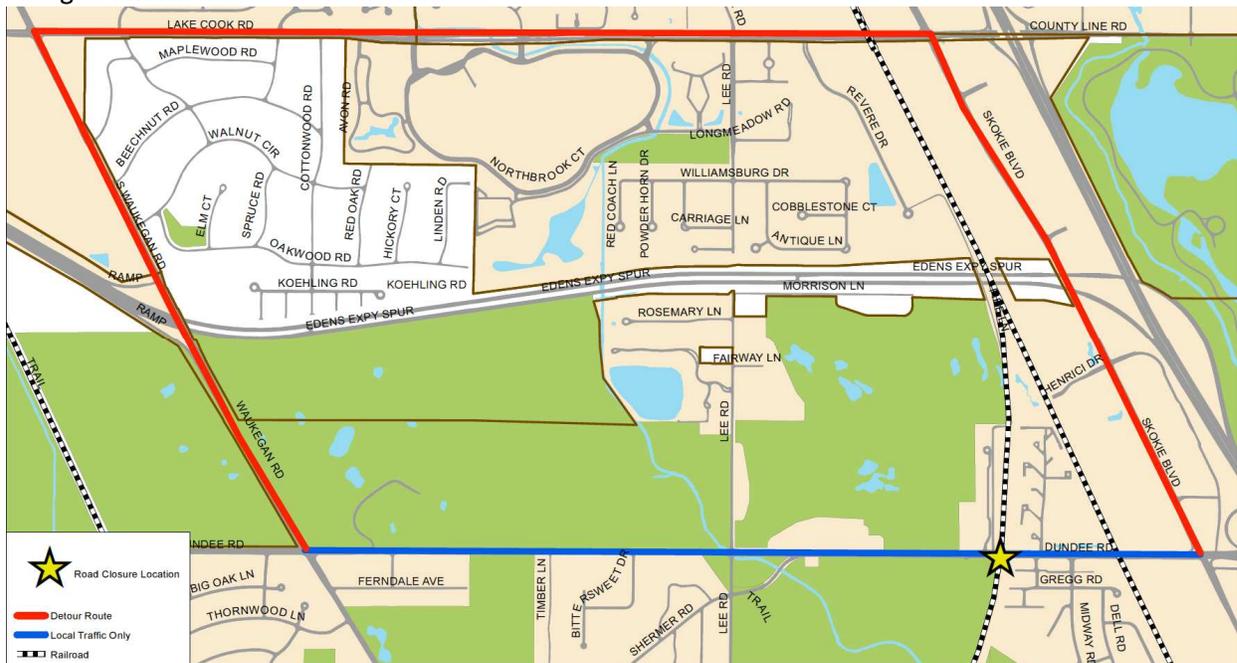
#### DUNDEE ROAD CLOSED AT UPRR CROSSING NOVEMBER 2 - 8

The Village of Northbrook has been notified by the Union Pacific Railroad (UPRR) and the Illinois Department of Transportation (IDOT) that Dundee Road will be closed at the railroad crossing near the Northbrook Fire Department Headquarters (740 Dundee Road) beginning at 5:00am on Saturday, November 2 through Friday, November 8 to accommodate a full replacement of the rubberized track crossing materials and adjustment of the rail elevations to provide a safer ride for motorists. **All traffic will be restricted through the construction zone, requiring a detour route.** Local traffic will be able to access driveways east and west of the construction zone. The detour route, highlighted in the map, is as follows:

- Westbound Dundee Road traffic will be diverted at Skokie Boulevard, and proceed north to Lake Cook Road, west to Waukegan Road and south to Dundee.
- Eastbound Dundee Road will be diverted at Waukegan Road, proceed north to Lake Cook Road, east to Skokie Boulevard and south to Dundee.

Updated information will be available on the Village's website, [www.northbrook.il.us](http://www.northbrook.il.us) and Facebook page, [www.facebook.com/#!/NorthbrookIllinois](http://www.facebook.com/#!/NorthbrookIllinois) leading up to and during construction.

On Wednesday, October 23 the Public Works Department placed its electronic message boards at the rail crossing to inform motorists of the closure.



### SPECIAL PLAN COMMISSION MEETING - WALMART

On October 23, the Plan Commission held its fourth meeting of the public hearing for Docket No. 13-08: Walmart & the Adjoining Parcel to the North located at 1000 Skokie Boulevard. This meeting was held at the Glenbrook North High School Performing Arts Center to accommodate an anticipated large crowd.

The meeting began with Village Attorney Elrod outlining (1) where and how the Plan Commission fits in to the overall process; (2) a response to the question that many residents have asked the Village: "Why do we have to have this public hearing process in the first place?"; and, (3) the steps taken by the Village regarding the Walmart mailer that many received which included the Village's logo on it.

The Applicant then was provided an opportunity to respond to the mailer issue and some of the public comments heard at prior public hearing sessions as well as review plan revisions in response to Architectural Control Commission comments.

After the Applicant's presentation, members of the public were invited to make their comments regarding the proposed project. Out of the approximately 300 members of the public in attendance, 37 members spoke. At 10:30pm, the Plan Commission **closed the public comment portion** of the public hearing and continued the public hearing to **Wednesday, October 30, starting at 7:00 p.m. at the Glenbrook North Performing Arts Center**. At that meeting, the Plan Commission is scheduled to hear the Applicant's final presentation after which Commissioners will close the public hearing, provide their comments, and consider their recommendation on the requested zoning and subdivision relief.

At the October 30 meeting, the public may attend and watch the proceedings, but will **not** be able to provide additional testimony. The Village will, however, continue to accept written comments, whether they are letters or e-mails. For more information on how to comment on this application please go to [www.northbrook.il.us/1000skokie](http://www.northbrook.il.us/1000skokie).

### INDUSTRIAL AND COMMERCIAL DEVELOPMENT COMMISSION

At its regular meeting on October 22, the Industrial and Commercial Development Commission was presented with the framework for proposed food truck regulations which the Village Board's Communications and Legislation Committee has been discussing. The Commission was generally in favor of regulating food trucks, but presented some concerns over the current framework as presented. Some of the concerns were whether food trucks should be allowed to park between Shermer Road and Walters Avenue, if 100 feet is a fair and adequate distance from a food establishment, and if food trucks should be allowed to use sandwich board signs without a permit. In addition, some Commissioners questioned how food trucks would be regulated from a sanitary and health perspective, and felt they should be required to be inspected at least twice per year. After much discussion regarding potential regulations dealing with location, food safety, noise, signage, waste/recycling, etc., the Commission adopted the following recommendation by a vote of 9-0:

- Food trucks should be required to adhere to the same regulations as a brick and mortar restaurant (e.g. food safety, signage, etc.). Regarding regulating where food trucks should be allowed to be located, the Commission could not reach a consensus.

The next meeting of the Commission is scheduled for November 26.

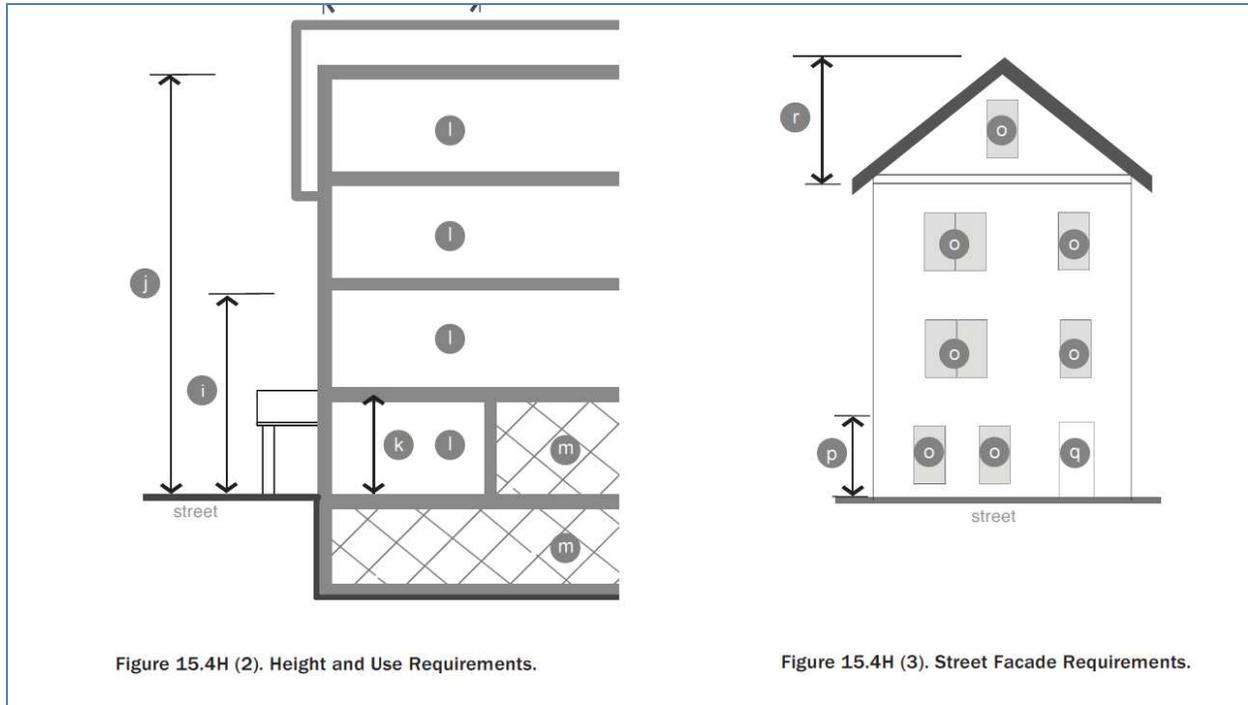
### ELECTRICAL COMMISSION MEETING

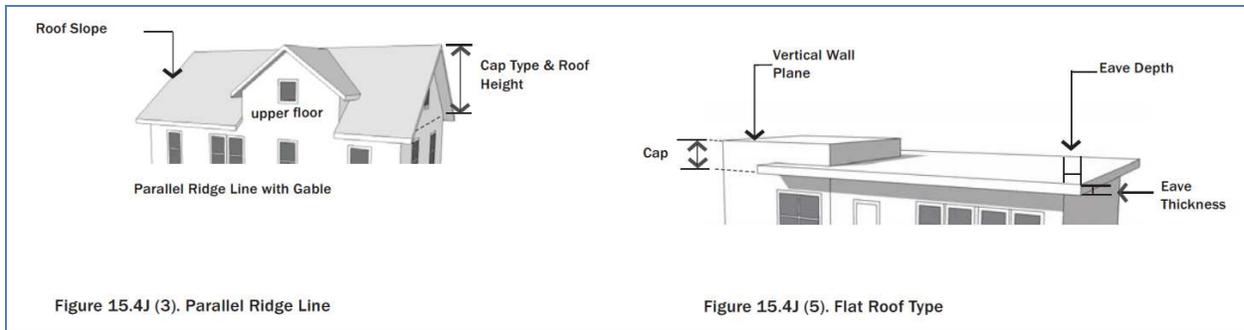
The Electrical Commission held a meeting on Thursday, October 24 to review an interpretation of the 2011 National Electrical Code regarding grounding requirements. The Commission agreed that staff was correctly

interpreting the code. The Commission was also briefed on recurring problems identified in the field relating to poor and unsafe electrical installation techniques.

**DOWNTOWN ZONING STEERING COMMITTEE MEETING**

The Village’s Downtown Zoning Steering Committee met on Thursday, October 24 and reviewed the first draft of a new “form-based” zoning system for use in the downtown area. Six separate sub-districts are proposed for the downtown area based on the design objectives in the Comprehensive Plan and the Downtown Plan. Some components of the form-based code are shown in the graphics below.





The Committee had an in-depth discussion of the code elements and how it would apply to new and modified buildings or occupancy changes. Development & Planning Services staff will begin “testing” the regulations on some targeted properties over the course of the next four to six weeks and will then reconvene the committee. Realistically, this will occur once the Plan Commission has concluded its review of the Walmart and 770 Skokie applications.

#### SHERMER ROAD RAILROAD BRIDGE REPLACEMENT

This week, Village staff received notice from the Union Pacific Railroad (UPRR) that beginning on Saturday, November 2 through Monday, November 4, the new rail bridge and its component parts will be rolled into place onto their permanent foundations. The new bridge has been assembled on temporary foundations on the south side of the rail line. Setting the new bridge in place requires UPRR teams to work 24/7 for these three days, arriving on site the morning of November 2 and departing the evening of November 4. During these times, there will be no freight trains on the line, but there will be work trains delivering project materials.

This work will entail flood lights during the evenings, regular construction noise, and train horns for the respective work trains. The UPRR has indicated that they we will have flaggers on site to direct traffic along the south side access road while the roll-in is in process.

The Dundee Road track repairs and replacement are being done, in large part, because of the reduced rail traffic on the rail lines associated with this bridge replacement.

#### PEDESTRIAN SIGNAGE ENHANCEMENTS

On Wednesday, October 30, the Public Work Department will install new pedestrian signage at the intersection of Cherry and Greenbriar Lanes to enhance the visibility of pedestrians in crosswalks to motorists. The new signs will include two flashing pedestrian signs that are activated by a push button and an in-street sign to remind motorists to stop for pedestrians in the crosswalk (see photos on the following page). The additional signage will be installed along Cherry Lane on the east side of the intersection (crossing Cherry Lane). Signage will not be installed on the other legs of the intersection, as there is either no crosswalk or that leg is controlled by a stop sign. The Department will be exploring the possibility of installing additional enhancements at other uncontrolled intersections in the Central Business District.



### NORTHBROOK FIRE DEPARTMENT DIVE TEAM MEMBERS PARTICIPATE IN YMCA SPOOKTACULAR

On October 20, for the 4<sup>th</sup> consecutive year, Northbrook Dive Team members participated in the 6<sup>th</sup> annual North Suburban YMCA - Northbrook Halloween Spooktacular. Dive Team members dressed up with masks and costumes and jumped into the pool to help provide a horrifying experience for all of the visitors brave enough to take the haunted tour.



The Northbrook Dive Team and North Suburban YMCA are working together to establish joint training opportunities to enhance preparedness for water related emergencies in the community. Dive Team members look forward to diving into next year's Halloween event!

### FIRE DEPARTMENT OPEN HOUSE 2013

The Fire Department celebrated its twenty-eighth Annual Open House on Saturday, October 12. The event was attended by an estimated 500 Northbrook residents and guests. Metropolitan Emergency Support Services (MESS) Canteen Truck was on hand for viewing, and served hot dogs, chips, and hot cocoa to everyone who came. Starbucks donated coffee, tea, and hundreds of pumpkin cookies for the guests to enjoy. The Community Emergency Response Team and the Rainbow Dog Response Unit were also on display. There was fire extinguisher training for adults as well as a station for children to practice their fire hose skills. More than 20 Fire Department members including Sparky the Fire Dog helped to make the Open House another success!



### CENTRAL BUSINESS DISTRICT HOLIDAY LIGHTING WORK TO START NEXT WEEK

The Village's holiday lighting contractor, Kinnucan Tree Experts, will begin work on the trees in the Central Business District next week. The contractor will be replacing strands that are faulty and addressing the wrapping on the trees. At the end of this season, the lights will be removed from the trees.

**WEEK OF OCTOBER 28, 2013**

<b>MON.</b>	<b>10/28</b>	7:30 p.m.	ZBA Meeting – Board Room
<b>TUES.</b>	<b>10/29</b>	5:45 p.m.	Public Safety Committee Meeting – GG Conference Room
		6:30 p.m.	Community and Sustainability Committee Meeting – Terrace Room
<b>WED.</b>	<b>10/30</b>	9:00 a.m.	Arts Commission Sub-committee Meeting – Park District
		7:00 p.m.	Plan Commission Special Meeting - GBN
<b>THURS.</b>	<b>10/31</b>		 <b>Halloween Trick or Treat 3-7pm</b>
<b>FRI.</b>	<b>11/1</b>	10:00 a.m.	No Meetings
<b>SUN.</b>	<b>11/3</b>		<b>DAYLIGHT SAVINGS TIME ENDS</b>