

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: September 23, 2011**

**RE: STAFF BRIEFING**

### WEEK OF SEPTEMBER 19, 2011

#### PLAN COMMISSION MEETING

On Tuesday September 20, the Plan Commission conducted its first public hearing for Docket No. 11-06: The Lodge by Essex Corporation. This is a request to amend previously approved documents for an independent senior living facility on Founders Drive, Techny Parcel EC-2A. The Applicant has revised the site plan for the two-phase development and changed the plan for affordable units within the development. The new plan resulted in 10 fewer units, a lesser FAR and lot coverage, and an increase in the percentage of affordable units from 10%, to a now proposed 15%. The definition of the affordable units has also changed. The Commission discussed the affordable units and determined that issue would best addressed by the Board of Trustees. The Commission also found the revised elevations to be generally appropriate and concurred with the recommendation of the Architectural Control Commission to recommend approval. The only concern raised by the Plan Commission was the change in staffing of the facility. With the original plans approved in 2009, the Applicant stated that the facility would be staffed 24 hours a day seven days a week; now the Applicant is no longer interested in providing staffing 24/7. The Commission directed staff to prepare a resolution recommending approval of the application, but with a condition requiring staffing 24 hours a day seven days a week. This resolution will appear before the Plan Commission during its next regular meeting on October 4.

#### DOWNTOWN PLANNING

Development and Planning Services staff and the consultant team headed by Teska Associates are in the process of preparing for the October 17-20 Downtown Planning charrette. The *charrette* will be a unique opportunity to build consensus for the future of downtown Northbrook by bringing a variety of perspectives to the table over the course of four intensive days. During this process, policies, strategies and projects will be identified to promote investment and attract new uses to the downtown area. The end product of the charrette will be a draft plan. Certain sessions of the charrette will be open to the general public, while other sessions are for specific groups and individuals who will be invited to discuss specific topics to guide the development of the plan. Staff and the consultant are in the process of sending out invitations to specific individuals and groups to participate in particular sessions. They are also getting the word out to the general public about attending and participating during the following two public sessions:

- Monday, October 17, at 7:30 p.m. – Participatory public workshops.
- Thursday, October 20, at 7:30 p.m. – Public presentation/open house of draft plan.

Throughout the process, the Downtown Plan Steering Committee members will be assisting staff and the consultant with the development of the draft plan. As a group, they will be meeting on the following dates and times and those meetings will be open to the public:

- Monday, October 17, at 7:00 a.m. – Charrette kick-off meeting
- Wednesday, October 20, at 7:00 p.m. – Adopt policies/goals and review site specific concept designs



In addition to the Committee meetings, individual Committee members will also be participating in other sessions throughout the four days.

If you have any questions regarding the downtown planning process, please contact David Schoon at 847/664-4052 or [david.schoon@northbrook.il.us](mailto:david.schoon@northbrook.il.us).

#### YOUTH COMMISSION MEETING

The Youth Commission held a regular meeting on Wednesday. At the meeting members discussed the September 11 Appreciation BBQ for the Police and Fire departments and ways to improve upon the BBQ for next year. Members especially appreciated the letters Greenbriar Students wrote to each department. Members also discussed a new concept for the Commission, a Youth Forum in which students would discuss the issues that are pertinent to them. At this time, the event is tentatively scheduled for the third week of March 2012. This concept will be developed in greater detail at future meetings. Members also reviewed a draft annual report that had been prepared by Commission Chair, Carla Martens. This report will be presented at the Regular Board of Trustees meeting on September 27, 2011.

The next regular meeting of the Commission is October 19.

#### CONCRETE STREET REHABILITATION AND RECONSTRUCTION PROGRAM

Patching work has been completed in the Williamsburg Square subdivision, with the exception of a few select locations on Lee Road and Williamsburg Drive, which will be finished this Saturday to avoid conflicts with Cove School. The scheduled work in the Charlemagne subdivision has also been completed; however, one additional street may be added if budgeted funds are still available. For next year, it is anticipated the remaining work in the Charlemagne subdivision will be completed and the necessary work in the Sutton Point subdivision will begin and be completed.

#### ASPHALT STREET REHABILITATION AND RECONSTRUCTION PROGRAM

The 2011 Asphalt Street Rehabilitation and Reconstruction Program is nearly complete. The Contractor will be installing the road surface on Walters Avenue, between Sanders Road and Lori-Lyn Lane, and a small stretch on Ridgeland Drive early next week. After this has been completed, the contractor will be completing parkway and shoulder restorations.

#### METRA PLATFORM WORK

Metra will begin work on the crossing linking the east and west platforms this weekend. Metra has also informed the Village that it is anticipating construction on the southern portion of the platform to be completed by October 3, at which time they will begin work on the northern portion of the platform. During work on the northern portion of the platform, Metra will be storing material in three spaces at the north end of the West Commuter Lot.

#### CAR FIRE ON LAKE COOK ROAD

At approximately 5pm on Monday Evening, September 19, Northbrook Engine 10 responded to the intersection of Lake Cook Road and Pine Street for a reported car fire. On arrival, Engine 10 crew found a 2002 Pontiac Grand Prix GT with a fully involved engine compartment fire with fire progressing into the interior of the vehicle. The lone occupant was out of the car, uninjured, talking to Police. Vehicle Fire was extinguished with a pre-connected hand line utilizing tank water. Cause of the fire appeared to be mechanical in nature.

#### MUTUAL AID TO NORTHFIELD

During the dinner hour on Monday, September 19, Northbrook Truck 12 was called to the 2300 block of Burr Oak Road in Northfield for a basement fire. Upon arrival, fire crews had one hand line in operation in the basement and the interior crew was calling for a second line and ventilation in the basement. Command assigned Truck 12 to conduct a primary search of the first floor. Truck 12 checked for extension on the first floor and provided ventilation due to the poor visibility on the first floor. Call back personnel covered

Northbrook Station 12 during this time. The Northfield fire is currently under investigation by the Northfield Fire Department.

**VACANT HOUSE FIRE ON SHERMER ROAD**

Friday morning, September 23, at about 7:30am, firefighters responded to a reported house fire in the 1000 block of Shermer Road. A neighbor witnessed smoke coming from the roof of the vacant structure. Northbrook firefighters, along with automatic mutual aid assistance from Northfield and Glencoe, had the fire under control in about 30 minutes. A thorough search of the fire building and the three other structures on the property did not find any occupants. Firefighters found the origin of the fire in the basement causing extensive fire and smoke damage throughout the home, with an estimated property damage loss of \$50-\$75,000. Electrical and gas services were disconnected by utility company representatives, and a board-up service was called to secure the property. Northbrook Police and Fire Investigators activated the Mutual Aid Box Alarm System (MABAS) requesting additional Fire Investigators to help determine the cause of the fire. The cause of the fire is still under investigation at this time.

**COOK COUNTY CLERK RELEASES FINAL 2010 PROPERTY TAX RATES**

On Thursday September 22, the Cook County Clerk's office released the final rates and assessments for 2010 property taxes. Even though the Village held the levy flat for 2010, the tax rate will increase from \$0.315 to \$0.341. This 8% increase in the rate is attributable to an 8% reduction in the Village's Equalized Assessed Valuation (EAV) as calculated by Cook County.

**WEEK OF SEPTEMBER 26, 2011**

<b>SAT.</b>	<b>9/24</b>	<b>9am-noon</b>	<b>Open House-New Master Stormwater Management Plan – Board Room</b>
		<b>9am to 1pm.</b>	<b>Document Shredding Event - Village Fleet Maintenance Garage</b>
<b>MON.</b>	<b>9/26</b>	10:00 a.m.	ComEd Plan Meeting – Terrace Room
		7:30 p.m.	Zoning Board of Appeals – Board Room
<b>TUES.</b>	<b>9/27</b>	7:30 a.m.	ICDC – Terrace Room
		6:30 p.m.	Ad Hoc Labor Relations Committee – Terrace Room
		7:30 p.m.	Regular Meeting of the Board of Trustees – Board Room
<b>WED.</b>	<b>9/28</b>		<b>Rosh Hashanah begins at Sundown</b>
<b>THURS.</b>	<b>9/29</b>		<b>Rosh Hashanah</b>
<b>FRI.</b>	<b>9/30</b>		<b>Rosh Hashanah</b>