

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: August 20, 2010

RE: STAFF BRIEFING

WEEK OF AUGUST 16, 2010

COMMITTEE OF THE WHOLE

The Board of Trustees held a Committee of the Whole meeting on Tuesday, August 17 to discuss the draft Comprehensive Plan. Development & Planning Services Director Tom Poupard presented two areas that the Plan Commission paid considerable attention to: the Neighborhood Edge concept and affordable housing. After this presentation, the Board discussed four areas of concern: Dundee Road & Sanders Road, Angle Avenue & Kiest Avenue, Dundee Road & Anthony Trail and Shermer Road:

- Dundee Road & Sanders Road: The Draft Comprehensive Plan designates this area as Neighborhood Edge 2 (NE-2). The primary function of the NE-2 classification is to provide areas to accommodate medium intensity land uses that create a buffer between lower density residential areas and higher intensity non-residential areas. Examples of land use in these areas are multi-family residential uses, office uses, and low intensity retail and restaurant uses. After discussion, it was decided that this area should be designated as Community Retail, which reflects how the surrounding commercial properties are classified.
- Angle Avenue & Kiest Avenue: The Draft Comprehensive Plan designates this area, the property adjacent to Walgreens, as appropriate for NE-2 development. It was felt that this would create too much traffic in the surrounding neighborhood. 5 to 1, the Board felt it NE-1 was a more appropriate designation with Trustee Spaniak voting to keep the property as residential. The primary function of the NE-1 classification is to provide areas along major roadways that had originally been planned and platted to accommodate residential uses homes, but are no longer deemed appropriate for single family homes in the long term. These areas are not intended to redevelop on a lot-by-lot basis. If land assembly can take place, these areas can accommodate multi-family and lower intensity non-residential land uses that create a buffer between lower density residential areas and higher intensity non-residential areas.
- Shermer Road (Between Church Street and Waukegan Road): The Board felt an NE-1 designation was appropriate for this area. Trustees Buehler did not that we would need to be careful as to what developed there so residents that back up to the property on Chapel would not be negatively affected.
- Anthony Trail & Dundee Road: The consensus of the Board was that the property on Anthony Trail should remain residential while the properties that open to Dundee Road were appropriately designated as NE-1.

Beyond these four issues, Trustee Spaniak also discussed the need to have further conversations regarding affordable housing within the community.

The Public Hearing for the Draft Comprehensive plan has been scheduled for the first Board of Trustees meeting in October (October 12) with tentative adoption to follow on October 26. The next Regular Board of Trustees meeting is scheduled for September 14. A special abbreviated meeting of the Board of Trustees will

be held on Tuesday, August 31 at 6:30 p.m., immediately preceding the Administration and Finance Committee meeting that evening.

ENVIRONMENTAL QUALITY COMMISSION

The EQC met for their regular meeting on Thursday night. Rob Sulski gave a presentation on the 319 grant work that he and volunteers completed at the prairie land behind Glenbrook North. Commissioner Fred Paul then presented data that he has compiled on the necessity of reducing the carbon footprint of both the Village and the business community. He suggested that Northbrook develop a Climate Action Plan, which he and staff will begin work on next week. The Commission then discussed the recent article in the newspaper about a house on the 2700 block of Shannon Road that had planted a vegetable garden in the front yard. The Commission noted that they are opposed to disallowing gardens on private property, and at the end of the meeting, the Commission voted to recommend to the Board of Trustees to vote to allow front yard gardens on residential property in Northbrook. Their next regular meeting is scheduled for September 16, 2010.

GRANT NOTICE

On Thursday, staff received a notice of pre-approval from the Department of Commerce and Economic Opportunity regarding a grant the Village applied for in April. If the award is granted, the money will be used to replace most or all of the lighting at the Public Safety Building on Landwehr Road. This is part of Northbrook's ongoing initiative to reduce energy and maintenance costs for all Village-owned buildings.

PLAN COMMISSION

The Plan Commission held its regular meeting on Tuesday, August 17 and discussed the following:

- Docket No. 10-10: Mark Vend Sign. The Commission conducted the third public hearing for a request to amend the Zoning Code to allow electronic message signs in the I-1 Restricted Industrial District as a special permit use along the Edens Spur. At this meeting, the Commission was presented with the draft language for the proposed text amendment, whereupon the Commission discussed the language to determine what limitations should be placed upon the form of the message that should be allowed to appear on an electronic message display board. Ultimately, the Commission agreed upon language for the text amendment and directed staff to amend the language to reflect the discussion. At its September 7 meeting, the Commission will consider a draft resolution formally recommending approval of a text amendment to allow electronic message display board signs.
- Docket No. 10-12: 3141 Dundee Road – Tae Kwon Do Training Facility. The Commission conducted the first public hearing for a request by KH Kim seeking approval of a special permit for a tae kwon do training facility that had previously expired. After hearing no testimony from the public, the Commission closed the public hearing and discussed the application. The Commission found it appropriate to allow the continued operation of a tae kwon do training facility on the Subject Property since there had been no complaints from the business during its duration at this location. The Commission directed staff to prepare a resolution recommending approval of the application which will be presented to the Commission during its regular meeting on September 7.
- Limiting New Zoning Applications on Properties with Tentative Plat Approval. After discussing the issue at the suggestion of Commission Members Elisco and Manso, the Commission directed staff to forward a recommendation to the Village Board that the Village-initiate an amendment to the Village's development regulations. The amendment would prohibit a property owner, between tentative and final plat approvals, from requesting approval of a development project requiring any zoning other than that of the owner's petition for tentative plat approval. This recommendation will be placed on a Board's future agenda as a preliminary application.

YOUTH COMMISSION

The Youth Commission held a regular meeting on Wednesday, August 18. The Commission welcomed two new youth members, an incoming freshman and junior at GBN. Topics of discussion included:

- Northbrook Youth Film Festival: The Commission discussed the June 7 event and what needed to be done in order to strengthen the festival for next year. It was agreed that more coordination needs to

occur between the schools and Commission. Dates for the event will be discussed at the next meeting. The festival will be presented in an edition of "Spotlight on Northbrook Arts" on NCTV during the month of September.

- 9/11 Police & Fire Barbecue: This annual event sponsored by the Commission in order to thank the men and women who protect the Village of Northbrook will be held on Sunday, September 12 from 4-7pm at the Police Station. Commissioners discussed the various logistics of the event as well as a variety of games and activities for the BBQ. Several of the Commissioners suggested that the event be opened up to the families of the officers and firefighters as well as to Village leadership.

The next regular meeting of the Commission is Wednesday, September 15.

SIDEWALK, CURB, AND GUTTER REPAIRS UNDERWAY

Suburban Concrete, the Village's concrete contractor, began work on Thursday, August 19. Sidewalk, curb, and gutter work began east of the central business district in the area bounded by Lorenz Drive to the west, Waukegan Road to the east, Walters Avenue to the north, and Illinois Road to the south. Residents affected by the work have been notified by direct mail and an article on the project was included in the July/August newsletter. Work is expected to be completed in the next 2-3 weeks.

WEST COMMUTER PARKING LOT RESURFACING COMMUNICATIONS

Resurfacing of the West Commuter Parking Lot will begin on September 15 and will be completed in two phases. Phase 1 work on sections C and D of the lot will tentatively be completed on September 19. Phase 2 work on sections E, F, and G of the lot will begin on September 29 and tentatively be completed on October 3.

Information on the project has been placed on the Village's website. Signs will be put up on Monday, August 23 at the coin boxes, the interior and exterior of the train station, and at the warming shelter. Larger signs will also be put out on August 23 at two locations on the Shermer Road parkway and in the planter adjacent to the train station. Electronic message boards will tentatively be put on Walters Avenue and Shermer Road on September 8, informing drivers of the upcoming work.

MWRD SEWER LINING ON VOLTZ ROAD

The contractor employed by the Metropolitan Water Reclamation District (MWRD), Kinney Construction, began the liner insertion into the first segment of the interceptor along Voltz Road on Thursday. The work is occurring on Voltz Road between Grant and Sunset Ridge Roads and will continue until the end of September. Work will occur "around the clock" to ensure proper curing of the liner.

Traffic on Voltz Road will be reduced to one lane during the liner installation. Traffic is being controlled by a temporary traffic signal that is motion activated and allows approximately four (4) cars to pass at a time. The temporary traffic signal will be in place for the duration of the project.

NORTHBROOK EAST WATER MAIN PROJECT

The contractor, Trine Construction Corporation, has completed the installation of the new water main and fire hydrants on Longaker Road. Prior to putting the water main into service, the main will be pressure tested, chlorinated, and water samples will be collected and tested. It is anticipated that the contractor will begin connecting homes to the new water main during the week of August 30. The contractor commenced construction of the new water main on Whitfield Road on Friday, August 20.

As part of the work on August 20, residents in the area of the Northbrook East Watermain Project were notified on Thursday of the scheduled water shutdown. At approximately 12:30 pm today, residents outside of the shutdown area notified the Public Works Department that they had no water. Areas affected include Midway Road, Marshall Road, Whitfield Road, and Dolton Place. Water was restored at approximately 1:20 pm. It is believed air entering the water main was the cause of the outage. Crews flushed the hydrants in the area to ensure all the air was out of the lines and water was flowing properly. Crews completed this process at

approximately 2:15 pm. As stated before, all homes had their water restored at approximately 1:20 pm. To ensure the water was safe, several chlorine residuals were taken and came back normal.

PFINGSTEN ROAD RESURFACING PROJECT COMPLETED

The contractor, Plote Construction, has completed the project. The project included the milling and resurfacing of an approximate 0.70 mile-long five-lane Village owned roadway. Final contract price will be \$525,000, all of which is federally funded by the American Recovery and Reinvestment Act.

GATEWAY SIGNS REPLACED AT THREE INTERSECTIONS

The Public Works Department replaced three gateway signs at the intersections of Skokie Boulevard and Lake Cook Road, Skokie Boulevard near the General Binding property and Shermer Road and Willow Road. The new signs are made of a composite material. It is anticipated that these signs will require lower maintenance and have a longer life.

RTA GRANT FOR TRANSIT-ORIENTED DEVELOPMENT PLAN

At the end of last week, staff was informed by the Regional Transportation Board staff that the Village's grant application for the RTA 2011 Community Planning program has been included in the Preliminary Program of Projects. Eighteen applications were submitted for the Community Planning program, and 11 applications, including ours, were selected.

On August 19, the RTA was presented with the Preliminary Program of Projects. The Preliminary Program of Projects has been released for a public comment period that runs through September 24. Following the public comment period, the RTA Board will consider approval of the 2011 Program of Projects at its October 21 Board Meeting. All applicants will be notified via mail whether their Application was approved at that time. The RTA Board will then consider approval of funding as part of the RTA's normal budget process at the December Board Meeting.

David Schoon attended the August 19 RTA Board meeting. He reported that after the RTA staff presented the Program of Projects, only one comment was made by an RTA Board member. He stated that given the state of the RTA budget and the need to fund particular federal mandates, such as paratransit service, the Board may have to cut funding, all or a portion, for the Community Planning program and other RTA grant programs. So even if our application is selected in October, we will not know until December if the grant will actually be funded.

OFFICER RECEIVES AWARD

Officer Chris Lacina has been awarded a certificate from the Illinois Department of Transportation in recognition of his efforts in contributing to highway traffic safety for having made 100 DUI arrests. Motor vehicle crashes continue to represent one of the single greatest threats to the safety and well-being of Americans. Of these crashes, alcohol impaired drivers are annually responsible for significant personal injury and loss of life. Officer Lacina's efforts in this critical area of concern to public safety serve as an example and inspiration to others in the law enforcement community. I'd like to congratulate Chris on helping to keep Northbrook a safer community!

MULTIPLE CLEANING AGENTS CAUSE PROBLEMS

On Friday, August 13, firefighters were called to a home in the 3500 block of Tamarind, where an occupant of the home had mistakenly mixed toilet bowl cleaner (chlorine) and bathroom cleaner (ammonia) which created nauseous fumes. The house was evacuated, the occupants were evaluated by paramedics and the home was ventilated. Fortunately, the occupants had not inhaled the fumes and were not affected. They refused transport to the hospital but agreed to go to their own physician. Firefighters did not allow anyone back into the home until they verified the area was clear. The homeowner was informed of the hazard of mixing cleaning agents.

LARGEST NATIONAL DEPLOYMENT EXERCISE ON RECORD – THURSDAY, AUGUST 26

On Thursday, August 26, MABAS-ILLINOIS will be conducting a large-scale deployment exercise simulating a weather disaster that includes tornadoes in northern Illinois. 42 MABAS Divisions from Illinois,

Wisconsin, Michigan, and Indiana will respond to three sites: NIPSTA in Glenview (North), Sears Center in Hoffman Estates (West) and the Midwest Bank Center in Tinley Park (South). Each MABAS Division will include three fire pumpers, one aerial truck, one squad, three ambulances, and one Chief's vehicle. There will be approximately 13 MABAS Divisions responding to each of the reception sites – over 300 vehicles. This will be simulcast at the Fire Rescue International Conference (FRI) at McCormick Place and will be the largest deployment exercise nationally on record – all planned to take place within 90 minutes.

Northbrook Fire Department will be participating in the exercise with Chief Nolan serving as the Liaison Officer between the International Association of Fire Chiefs and RED Center. Ambulance 12 will respond as part of the MABAS Division 3 Task Force. Deputy Chiefs Schinleber and Richards are members of the North Branch Incident Management Team. Trustee Buehler is working with the MABAS-ILLINOIS planning and technology section. RED Center will be the key focal point of the exercise, coordinating the mutual aid response from across the State and Wisconsin, Indiana, and Michigan through the State Emergency Operations Center in Springfield.

FIRE DEPARTMENT ASSISTS COOK COUNTY SHERIFF'S DEPUTIES

On Thursday morning, August 19, Northbrook firefighters and paramedics were called to the 1800 block of Highland in the Rural Fire Protection District, to assist Cook County Sheriff's Deputies with a possible battery victim. When approaching the scene they were advised to hold stage (hold short) of the scene until Deputies secured the area. When cleared, they entered the home where the alleged offender had been handcuffed. Paramedics evaluated the alleged offender and his victim for injuries. One patient was bandaged, but refused transport to the hospital. The incident scene was turned over to the Sheriff's Deputies.

WEEK OF AUGUST 23, 2010

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| SUN. | 8/22 | 5-7pm | California Pizza Kitchen Grand Opening |
| MON. | 8/23 | | SCHOOL'S OPEN WEEK <i>St. N. – starts 8/23, Dist. 28 – starts 8/25, Dist 31 – starts 8/26, Dist. 30 – starts 8/30, Dist 27 – starts 8/31</i> |
| | | 1:00 p.m. | Fire Pension Meeting – Shermer Study |
| | | 7:30 p.m. | Zoning Board of Appeals – Board Room |
| TUES. | 8/24 | 7:30 a.m. | ICDC – Terrace Room |
| | | 9:00 a.m. | Department Head Staff Meeting – Terrace Room |
| | | 6:00 p.m. | Gig on the Green – Village Green |
| | | 6:30 p.m. | Public Safety Committee - - Cancelled |
| | | 7:30 p.m. | Regular Board of Trustee Meeting– Cancelled |
| WED. | 8/25 | | No Meetings |
| THUR. | 8/26 | | No Meetings |
| FRI. | 8/27 | | No Meetings |