

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: August 24, 2012

RE: STAFF BRIEFING

WEEK OF AUGUST 20, 2012

AUGUST 21, 2012 COMMITTEE OF THE WHOLE

At the August 21 Committee of the Whole meeting, the Board of Trustees reviewed a proposed work program to implement initial elements of the Downtown Plan and directed staff to proceed with the following items:

- Zoning & Development Code Amendments - With the assistance of an RTA grant, the Village will proceed with studying code amendments so as to have the appropriate zoning and development regulations in place to encourage the redevelopment of targeted sites. The study is to commence this fall and findings to be presented in the spring of 2013.
- Retail & Restaurant Uses – Continue to assist downtown property owners and brokers with finding desirable retail and restaurant tenants for available downtown commercial space. In particular, gather additional information regarding the restaurant industry and opportunities for additional restaurants in the downtown.
- Shermerville Commons – In October, present the Village Board with a contract for professional services to further study the creation of a regional stormwater facility that would facilitate the development of identified redevelopment sites in the downtown. Should the study determine that such a facility would be beneficial; the Village will further study the relocation of the fleet maintenance facility and the incorporation of recreational facilities in the project.
- Streetscape Improvement - During the FY13-14 budget process, staff will present a more comprehensive streetscape maintenance program for the downtown. With upcoming planned capital improvement projects in the downtown, staff will study the opportunities to incorporate streetscape improvements, including entryway signs, and present that information to the Board for its consideration for inclusion of streetscape elements with each improvement project.
- Property Maintenance – At a future meeting, the Board will further discuss what should be the appropriate property maintenance enforcement policy in the downtown. Additional information will be presented regarding specific potential property maintenance items in the downtown and how our existing property maintenance regulations may or may not apply to certain circumstance.
- Community Education – Continue efforts to educate the community through a variety of means (the Village website & newsletter, presentations, etc.) regarding the opportunities and challenges of encouraging redevelopment in the downtown.

As staff proceeds to implement the downtown work program, staff will keep the Board apprised of the Village's efforts.

Also at the August Committee of the Whole meeting, staff presented the Village Board with an update regarding the newly created stormwater utility fund.

AUGUST 21 PLAN COMMISSION MEETING

The Plan Commission held their regular meeting on Tuesday, August 21. The Commission took action on resolutions recommending approval of two applications:

- PCD-12-15: 1201 Cedar Lane - Northbrook Public Library. The Plan Commission voted 6-1 adopting a resolution to recommend approval of the request to expand the public library and receive a parking variation.
- PCD. 12-18: Expiration & Renewal of Zoning Variations. The Commission voted 7-0 to recommend a Zoning Code text amendment that would extend from six months to one year the time limit for an applicant to obtain a permit and begin construction once a variation is approved.

The next Plan Commission meeting will be held on September 4, when the Commission is scheduled to conduct their first public hearing on the proposed expansion of the Countryside Montessori School campus on Pfingsten Road.

WAUKEGAN ROAD WATER MAIN REPLACEMENT SURVEY

The Village has contracted with Norman J. Toberman and Associates to complete an engineering survey for a proposed water main replacement project on Waukegan Road. The contractor is in the process of surveying Waukegan Road between Shermer Road and Walters Avenue. The survey will provide necessary information for staff to design a water main to replace the existing main which has experienced a number of significant breaks this year.

CONCRETE STREET PATCHING/JOINT SEALING IMPROVEMENTS

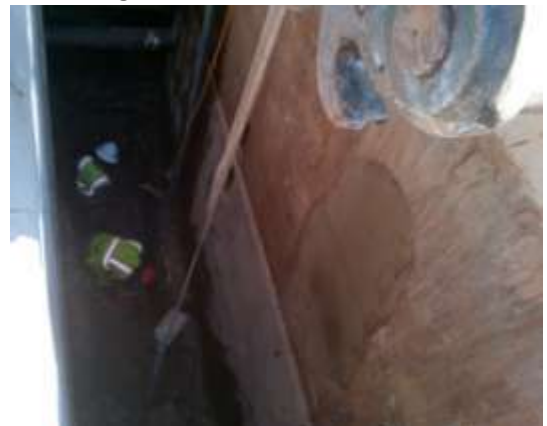
Work relating to the concrete street patching and joint sealing program continued this week with the Village's contractor, Schroeder & Schroeder beginning the final phase of patching on Friday, August 24. The contractor will begin joint sealing work immediately after the patching work is complete. It is anticipated that this project will be complete by mid-September.

ANNUAL ASPHALT STREET RESURFACING PROGRAM

All substantial work has been completed for this program for this year. The contractor is currently finishing up some minor patching work on Skokie Boulevard and School Street along with lawn and concrete driveway restorations in the project area. It is expected that all work will be complete by Labor Day.

TECHNY ROAD PROJECT

Construction along Techny Road continued this week with the continuation of the main line storm sewer just past Birch Road. Work next week includes the continuation of the main line storm sewer to Pfingsten Road. At this point, the project is approximately 37.5% complete. The photo to the right depicts the installation of a new sanitary sewer service for the YMCA building.



NEIGHBOR'S ACTIONS PREVENT POSSIBLE STRUCTURE FIRE

At approximately 1:30pm on Monday, August 20 the Northbrook Fire Department was dispatched to the 1900 block of Big Oak lane for the report of smoke coming from the house. Upon investigation firefighters found smoke coming from the rear of the house and forced entry into the home to find food burning on the stove. It was confirmed nobody was home and the home was ventilated prior to making contact with the homeowners. No injuries were reported and damage estimates are in the \$500-\$1000 range.

VEHICLE CRASHES THROUGH FENCE AT SPORTSMAN'S COUNTRY CLUB

A van driven by an elderly man on Landwehr Rd. crashed through the fence and onto the golf course property Tuesday afternoon, August 21. The vehicle was traveling northbound and crossed over oncoming traffic lanes before hitting a tree and crashing through the fence. The car then traveled another 60' through weeds before striking the fence a second time and coming to a stop. The driver may have had a medical condition which contributed to the accident. Paramedics treated and transported the driver with non-life threatening injuries to Glenbrook Hospital.



SEMI TRAILER STRIKES POWER LINES ON WALTERS AVE

A Semi trailer struck low hanging wires at the corner of Walters Avenue and Coral Parkway on Tuesday afternoon, August 21, subsequently closing the road to traffic for about four hours. The truck, driven by a 46-year-old driver from Alsip, Illinois, was uninjured and exited the truck just after the accident. Wires were pulled down onto the trailer, causing wires to arc along with wires on a power pole. Nearby power lines leaned over the roadway at an approximately 45 degree angle. Firefighters isolated the danger area and remained on the scene until ComEd de-energized the power lines. ComEd workers then called in a ComEd construction crew to replace the damaged pole and wires. ComEd completed their work on Wednesday and Comcast was cleared to restore cable/phone/Internet service to dozens of subscribers by mid-Wednesday.



EMERGENCY NEAR WESTMOOR SCHOOL

At approximately 8:00am on August 23, emergency crews responded to an incident on Cherry Lane near Westmoor School. Initial reports were of a pedestrian being hit by a car, however, that was ruled out when crews arrived and assessed the scene. Apparently, a domestic dispute between two 40-something year-old individuals traveling in a car on Cherry Lane caused a male passenger to exit from the moving car, hitting his head on the roadway. He was taken to Glenbrook Hospital with non-life threatening injuries.

NORTHBROOK FIRE RESPONDS TO EVANSTON

On Thursday afternoon, August 23, Northbrook Fire Chief Nolan and Squad 12, along with the Mutual Aid Box Alarm System (MABAS) Division 3 Hazardous Materials Response Team (HMRT), responded to Evanston's downtown Post Office to investigate a suspicious powder leaking from a package. The HMRT was able to determine the material was cooking spices and there was no danger. Chief Nolan is the Liaison Officer for the Division 3 HMRT and Northbrook has six firefighters trained as Hazardous Materials Technicians for this regional response team.

WEEK OF AUGUST 27, 2012

<i>SAT.</i>	<i>8/25</i>	<i>9am-1pm</i>	<i>Paper Shredding and Recycling Special Program - NB Village Hall</i>
MON.	8/27	7:30 p.m.	ZBA - Board Room
TUES.	8/28	7:30 a.m.	ICDC - Terrace Room
		7:30 p.m.	Special Joint Board Meeting w/Village of Glenview - Glenview VH
		7:30 p.m.	Regular Meeting of the Board of Trustees - Cancelled
WED.	8/29		No Meetings
THURS.	8/30		No Meetings
FRI.	8/31	4:30 p.m.	Whole Foods 5-yr. Anniversary Celebration-Willow Festival, SF