

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** August 23, 2013

**RE:** STAFF BRIEFING

### WEEK OF AUGUST 19, 2013

#### PLAN COMMISSION

The Northbrook Plan Commission held their regular meeting on Tuesday, August 20. Because the Commission was going to commence their review of the Walmart application, the meeting started at 7:00 PM, rather than 7:30 PM. The following is a summary of the topics discussed at that meeting:

- A. DOCKET NO. 13-13: 1910-1986 RAYMOND DRIVE - REZONING: The Commission unanimously approved a Resolution recommending approval of an application by Shermer Raymond Associates C/O BNB Realty Partners to rezone the property commonly known as 1910-1986 Raymond Drive from the I-1, Restricted Industrial, District to the ICS, Industrial and Commercial Services District. This is the first use of the newly established ICS District in the Village. The Board will consider the matter on August 27.
- B. DOCKET NO. 13-14: 1938 RAYMOND DRIVE - AIC TRAINING: The Plan Commission unanimously approved a resolution recommending approval of a special permit request by AIC Training Inc. to use 1938 Raymond Drive as a Sports Training Facility in the ICS District (the same property as recommended for rezoning above), subject to a series of operational restrictions. The Board will also consider this matter on August 27.
- C. DOCKET NO. 13-08: WALMART AND ADJOINING PARCEL TO THE NORTH - 1000 SKOKIE BOULEVARD: (First Public Hearing). To accommodate a large crowd expected for this mater, the Village Hall was set-up with overflow viewing areas in the Shermer Study, Lobby, Terrace Room and DPS Conference Room. All of the rooms except for the DPS Conference Room had individuals sitting in them watching the public hearing. The Plan Commission spent approximately six hours hearing a staff presentation and testimony from the Applicant regarding the Walmart proposal. The presentation by the Applicant lasted over four hours. The Commission wanted to allow the Applicant to complete their full presentation so that: (1) the slides and testimony were properly recorded and transmitted live on cable television and the internet, and (2) the public comment period could commence on at 7:00 PM, September 9 at Glenbrook North High School, as previously planned.

Due to a sudden illness, the Village's traffic consultant was unable to attend the hearing and present their findings on traffic impacts on the Skokie/Dundee intersection, Sunset Ridge Road and Midway Drive. That presentation will be made on September 9. The Village's traffic consultants will make a similar presentation to the commission and public on September 3 at 7:00 PM, when the first public hearing will be held on the proposed Mariano's grocery store and 416-unit apartment complex, proposed at the northwest corner of Skokie Boulevard and Dundee Road.

The Applicant's presentation included testimony on:

- The history of marketing efforts on the property.
- The Walmart market area.
- The land use and zoning pattern.
- The anticipated revenues to be generated by Walmart and the remaining five acres.
- Engineering, landscaping and architecture.
- The traffic impact.
- The truck delivery schedule and monitoring system.
- The expected noise impacts.
- The impact on property values.

The Walmart representatives stated that few of their witnesses were not available on August 20, but will be present at the continued public hearing, to be held on September 9. Those witnesses will provide testimony on how independent vendor trucks are scheduled and managed with regard to travel routes. The Applicants will complete their initial testimony during the second public hearing on September 9. As a reminder, the continued public hearing will take place on Monday, September 9 at 7:00 PM at Glenbrook North High School.

The entire first meeting of the public hearing and the Applicant's PowerPoint slides may be viewed at the Village's website [www.northbrook.il.us/1000skokie](http://www.northbrook.il.us/1000skokie)

#### YOUTH COMMISSION

On Wednesday evening, the Youth Commission reconvened after a summer break and jumped right back into a new school year. The commission debriefed the successful Film Fest event that took place in June and is excited to get the word out for next year's event. Congratulations to all of our participants for their artistic efforts.

Members also welcomed David Whitlock to the commission. David previously served as a student commissioner. David looks forward to helping out as a liaison to the Community Relations Commission and growing the film fest.

In order to celebrate the service of our public safety staff, the commission's annual Police/Fire Appreciation BBQ will take place on Wednesday, September 11 from 5-7PM at the Police Station.

The next regular Youth Commission meeting is scheduled for October 16th.

#### STORMWATER MANAGEMENT COMMISSION

At their meeting on August 15, the Stormwater Commission heard a request from a resident who lives on Wendy Drive for an improvement project to alleviate chronic street and parkway flooding along the roadway and at the intersection with Ridge Road. The resident provided pictures from the rainstorm on June 26 and indicated that although there is no reported structure flooding, the street can become impassable for passenger cars during a flooding event.

As a follow up to the July meeting, the Commission heard further comments from two residents of the Willow Creek subdivision in regard to the street intersection and parkway flooding that occurs in their neighborhood. Once again, there is no reported structure flooding, but the street flooding can be impassable for passenger cars. A thorough discussion followed concerning the Proposal from HLR, Inc. (consultant who has previously prepared the Master Stormwater Plan and Addendum #1) to prepare a conceptual plan/design for an improvement project for the Willow Creek subdivision's substandard local

storm sewer system. The Commission passed a motion to recommend to the Board of Trustees to undertake the conceptual plan/design, but wait until March, 2014 when additional projects could also be included in the study.

The meeting concluded with staff providing follow-up flooding information on the other two neighborhoods discussed at the July meeting (Illinois/Cedar and the 2400 Block of Oak Avenue). The next scheduled meeting of the Stormwater Management Commission is on September 19.

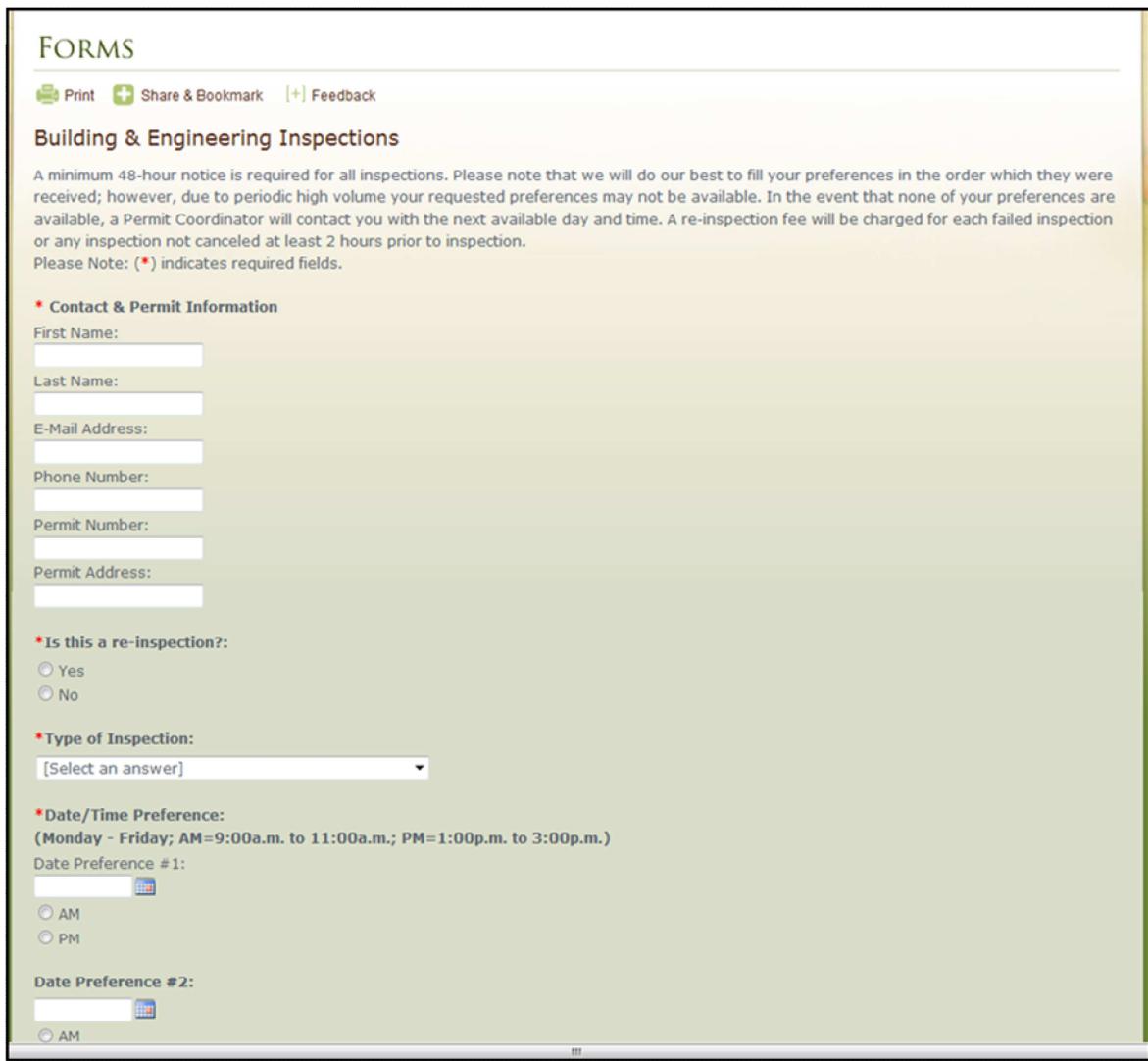
### DPS ROLLS OUT ONLINE BUILDING INSPECTION OPTION

This week the Development and Planning Services Department launched a new web application that will allow customers to schedule inspections for construction activity online. We are very excited about this new service and it has been very well received by the building community. All new building permits issued have a preprinted post-it note applied that draws attention to the service (at right). A screen shot from the online inspection scheduling page is shown below. This is another enhancement to the Village's "Permit Center" web page that was launched a few months ago. We will continue to make improvements to this page, as it is the primary portal for communicating with the public on building permit and construction activity.

**TO SCHEDULE AN INSPECTION  
PLEASE CALL 847/664-4050**

**OR SUBMIT AN ONLINE REQUEST  
BY VISITING:**

[www.northbrook.il.us/inspections](http://www.northbrook.il.us/inspections)



**FORMS**

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### Building & Engineering Inspections

A minimum 48-hour notice is required for all inspections. Please note that we will do our best to fill your preferences in the order which they were received; however, due to periodic high volume your requested preferences may not be available. In the event that none of your preferences are available, a Permit Coordinator will contact you with the next available day and time. A re-inspection fee will be charged for each failed inspection or any inspection not canceled at least 2 hours prior to inspection.  
Please Note: (\*) indicates required fields.

**\* Contact & Permit Information**

First Name:

Last Name:

E-Mail Address:

Phone Number:

Permit Number:

Permit Address:

**\* Is this a re-inspection?:**

Yes  
 No

**\* Type of Inspection:**

[Select an answer] ▼

**\* Date/Time Preference:**  
(Monday - Friday; AM=9:00a.m. to 11:00a.m.; PM=1:00p.m. to 3:00p.m.)

Date Preference #1:  

AM  
 PM

Date Preference #2:  

AM

### SIMPLIFIED DEMOLITION PERMIT PROCESS ESTABLISHED

Development and Planning Services staff has been working with the Public Works department for the past several months to work on a streamlined process for accepting, reviewing and processing requests for demolition permits. The Village's demolition permit process had become extremely complex as new safeguards were added over time. The demolition permit process had evolved to the point that three (3) separate applications and multiple inspections were required. As a result, construction fences surrounding demolition sites occasionally were erected months before the actual demolition work commenced. The demolition sites became unsightly and contractors were forced to make multiple trips to the Village to obtain permits for each of the three steps in the process.

Under the new process, there will only be one application required and one permit issued; however, the contractor cannot apply for the demolition permit unless and until they have received the following three critical non-Village approvals: (1) a Cook County demolition permit (and if necessary asbestos abatement approval), (2) ComEd power disconnection verification, and (3) Nicor service disconnection verification. These three steps represent the "critical path in commencing demolition. The Village's review of demolition permits will then focus almost entirely on tree and neighboring property protection.

Staff held a meeting with several local builders and contractors last week to unveil the process and solicit feedback before implementing the new procedures. Based on their input, we made some slight adjustments to our forms. The builders were very supportive of the new process and felt it would make life significantly easier for all involved in the process. It has the added benefit of not having construction fencing up for months longer than necessary. This new process will also be added to our "Permit Center" web page.

### STAFF MEET WITH UNION PACIFIC RAILROAD REGARDING SHERMER ROAD BRIDGE

On Friday, Assistant Village Manager Kiraly, Public Works Director Hamill and Village Engineer Kendzior met with staff from the Village of Glenview and representatives from the Union Pacific Railroad (UPRR) to discuss progress on the reconstruction of the Shermer Road rail bridge. The schedule of construction, impacts to neighbors and progress to date were all agenda items that were discussed. Staff was assured that the UPRR plans to complete the bridge on time (by December 31) and that to date, construction was on schedule. Several nights have been planned over the next two weeks for overnight work; however, these are the only overnight work times planned until much later this fall when the bridge is nearing completion. Staff from both communities urged the UPRR to restrict overnight work as much as possible to minimize the impact on neighbors. The UPRR noted that reducing impacts to neighbors is a high priority for them as well, and noted that they would take extra steps to do so.

It was determined that meetings among Village staff and UPRR representatives will be set for later in September to begin to plan for the process of restoring Shermer Road as quickly as possible so that it can be opened to vehicular traffic. The condition of the roadway is unknown since it has been covered since the derailment and bridge collapse in July 2012, so staff hopes to be able to begin assessments of the roadway as soon as possible once the bridge is in place.

### ADVANCED DISPOSAL: NEW CART DELIVERY

The new carts will begin to be delivered the week of August 26. Residents are reminded that all questions regarding cart selection should be directed to Advanced Disposal at 847/272-4145. Residents are also reminded that if you would like to have Advanced Disposal collect *your* old containers (not those rented from Advanced), please mark them clearly with "Please Dispose of Can" and place at the curb. Those residents who have selected a new size of cart for either effuse or recycling will be contacted directly by Advanced Disposal regarding collection of the old cart.

### “THE LODGE” WELCOMES FIRST RESIDENTS.

This week, staff issued Temporary Occupancy Permits for approximately 75% of the living units in “The Lodge” senior living facility on Founders Road. Essex reports that now that the units are open, rental activity has increased dramatically. Development and Planning Services staff is working with Essex to process their request to modify Phase 2 of the development (lowering the height). We expect to present approval documents for the Board of Trustees’ consideration on September 10.

### POLICE ACTIVITY

- Police are investigating a burglary that occurred on August 21 to a resident’s vehicle parked in their garage in the 1100 block of Kensington Drive. The resident’s purse, containing cash, was in her locked vehicle in her open garage. The vehicle’s keys were left in the open garage. Upon checking her purse, the resident noticed that her wallet and cash were removed from the locked vehicle. Persons of interest are being interviewed by Police Detectives.
- A burglary to a residence was reported to Police on Thursday afternoon, August 22. The homeowner returned home to find a garage door unsecured and called Police. A premise exam revealed a large safe containing multiple firearms was removed as well as various pieces of jewelry.
- Police are investigating numerous burglaries to motor vehicles occurring last weekend and over the early morning hours of Thursday, August 22. The two weekend burglaries occurred at the Sports Complex on Pfingsten Road during day light hours. Unknown persons smashed vehicle windows of vehicles parked in the Sports Complex to gain entry and removed purses and bags.

The Thursday early morning burglaries to motor vehicles occurred to vehicles on Lilac Lane, Woodhill Drive, Cedar Lane, and Sorrel Drive. All vehicles were parked on the street with doors locked and had their windows smashed to gain entry. Various items including cash, identification cards, gift cards, sunglasses, etc. were removed from the vehicles’ glove boxes and consoles.

All scenes were processed for evidence and canvasses conducted of the areas. Investigations is following up on the cases. Owners are reminded that car alarms may not activate when windows are smashed unless the vehicles doors are opened. Several of the affected vehicles had alarms.

### FUNERAL PROCESSION CRASH SENDS FIVE TO HOSPITAL

On Tuesday, August 20, the driver of a service van collided with a funeral procession in the intersection of Dundee and Sanders Roads. The crash resulted in five ambulance transports to local hospitals, all with non-life-threatening injuries. A multi-patient EMS plan was used to coordinate treatment and transport.



### MUTUAL AID TO PROSPECT HEIGHTS - PERSON IN THE WATER

Northbrook Fire Department was requested for mutual aid to Prospect Heights for a person in the water. Fire personnel were requested to report with exposure suits and assist in searching shallow water. Using a semi-circular search pattern from shore, the pond was searched with no persons found in the water. After a completed search of the pond, search was terminated and Northbrook personnel were released.

#### NORTHBROOK ASSISTS LONG GROVE DURING STRUCTURE FIRE

At approximately 6:30 am on Monday, August 19, Northbrook Engine 11 responded to Long Grove to provide coverage while Long Grove Fire units were committed to a structure fire. Northbrook E11 and Elk Grove Ambulance 8 responded to Fire and EMS calls in Long Grove's district for approximately 2 hours while Northbrook call back personnel staffed an additional engine company in Northbrook.

#### DIRECTOR FRANGIAMORE GIVES SAFETY PRESENTATION TO MEN'S GROUP

On Wednesday, August 21, Director of Fire Prevention Kevin Frangiamore gave a fire safety presentation to the men's group at the Jewish Community Center on Revere Drive. Approximately 60 senior men gathered to listen to and discuss questions on fire safety. The hour long presentation was well received and many safety questions were answered.

#### MULTIPLE WATER MAIN BREAKS

Public Works crews worked to repair six 6-inch, cast iron water mains that broke over the course of this week, with three breaks occurring on Tuesday alone. This week's water main breaks were at the following locations:

- 1200 block of Candlewood Hill Lane (Aug. 18)
- 2200 block of Center Avenue (Aug. 19)
- 1100 block of Meadow Road (Aug. 20)
- 3900 block of Brittany Court (Aug. 20)
- 2400 block of Farnsworth Lane (Aug. 20)
- 2000 block of Woodlawn Road (Aug.21)

Residents who notice a water main break are asked to call the Public Works Department during regular business hours (Monday through Friday, 7:00 AM to 3:00 PM) at 847/272-4711 or the Police Department outside of those hours at 847/564-2060.

#### LAKE COOK ROAD PROGRESS

Staff was informed by the Village of Deerfield and Cook County Highway Department this week that the Lake Cook and Waukegan Road Project is approximately 87% Complete. By the end of this week, it is expected that major components of the repaving efforts on Waukegan Road and Lake Cook Road would be complete leaving the completion of remaining sidewalk installations, retaining wall installations, landscaping and traffic Signal Installations as the final items necessary. Overall, the project is ahead of schedule and will be completed well before the contract completion date of October 26, 2013.

#### PARKWAY AMERICAN ELM TREATMENTS

Prior to the recent Emerald Ash Borer's infestation and destruction of Ash trees across the country, a fungus commonly known as Dutch Elm Disease (DED) that only attacks American Elm trees caused similar devastation. DED attacks a tree's vascular system, preventing water from being transported up the trunk and eventually causing the tree to die. In an effort to protect specimen parkway American Elm Trees, the Public Works Department treats those with trunk diameters of 20 inches or greater. Starting next week, the Village's contractor, Emerald Tree Care, will be injecting a fungicide in 94 American Elm trees to protect them against DED. Resident's whose parkway tree will be treated have received a notification informing them of the upcoming work.

**CEDAR LANE STORMWATER MANAGEMENT PROJECT**

The Village’s contractor, Lenny Hoffman Excavating, mobilized equipment and materials and began excavation for the Cedar Lane Stormwater Management Project (see photo). This project will consist of the installation of approximately 165 linear feet of 24 and 18-inch storm sewer along Cedar Lane and through an existing side yard easement toward the river. When complete, this project will mitigate roadway, parkway and yard flooding along Cedar Lane. It is anticipated that construction will be completed by the end of September.



**CONCRETE STREET REHABILITATION PROJECT**

The Village’s contractor, Triggs Construction, worked to restore disturbed parkways, removed construction equipment and materials, and swept the streets in the project area over the last week. Triggs’s subcontractor, Hard Rock Concrete Cutters, completed the sealing of all new pavement joints within the project area. Staff is currently in the process of developing a list of minor issues that the contractor will need to be resolved before the project can be closed out.

**WEEK OF AUGUST 26, 2013**

<b>MON.</b>	<b>8/26</b>	7:30 p.m.	ZBA – Board Room
<b>TUES.</b>	<b>8/27</b>	7:30 a.m.	ICDC – Terrace Room
		6:50 p.m.	Communications & Legislation Committee Meeting – Tower Room
		7:30 p.m.	Regular Meeting of the Board of Trustees – Board Room
<b>WED.</b>	<b>8/28</b>	11:30 a.m.	Chamber Needs packing event
<b>THURS.</b>	<b>8/29</b>		No Meetings
<b>FRI.</b>	<b>8/30</b>		No Meetings