

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: May 1, 2015

RE: STAFF BRIEFING

WEEK OF April 27, 2015

BOARD OF TRUSTEES REGULAR MEETING

The Board of Trustees held a regular meeting on Tuesday, April 14. The Board approved a number of resolutions and ordinances, including authorizing the renewal of an agreement for generator maintenance, inspection, and repair services; authorizing renewal of a contract for the purchase of uniforms for the Northbrook Public Works Department; approving an agreement for the Northbrook East Stormwater Management Facility; authorizing the procurement of additional tree and stump removal services; authorizing the purchase of power supplied training tables for the Emergency Operating Center and amending the Northbrook Municipal Code regarding membership in the Senior Services Commission

Under Planning & Zoning, the Board held a Public Hearing and approved an Ordinance granting renewal of a special permit for a transitional service facility at 3830 Walters Avenue. The Board also heard a preliminary review of proposed enhancements to various Village Zoning Procedures and referred them to staff and the Plan Commission for further review.

The next Regular Board of Trustees meeting will be May 12, 2015.

APRIL 27 ZBA MEETING

The Northbrook Zoning Board of Appeals (ZBA) held their regular meeting on Monday, April 27. The following is a summary of the items discussed during the meeting:

- DOCKET NO. 15-Z-2 (3400 DUNDEE ROAD) – The ZBA held a continued public hearing on an application by the owners of 3400 Dundee Road for a variation to reduce the required interior side yard setback requirement for a building in the O-2 District from 10' to 2'. The variation was requested to allow the installation of a detached garage to house maintenance equipment. The ZBA approved the application following the submission of a new design for the garage that was more in keeping with the architecture of the office building.
- DOCKET NO. 15-Z-3 (1620 MILLER ROAD – ADDITIONS) – The ZBA held a public hearing on the petition by Daniel and Dina and Sebastian Capota, as property owners for a variation to reduce the required corner side yard setback requirement for a building in the R-3 District from 35' to 15'-7". The variation was requested to allow for a new first floor porch and second story addition. The petitioner failed to appear, so the ZBA continued the public hearing to the June meeting.

- DOCKET NO. 15-Z-4 (4030 RADCLIFFE DRIVE – ADDITION) – The ZBA held a public hearing on a request by Joseph and Lucia Podbielski, as property owners, for a variation to reduce the required rear yard setback requirement for a building in the R-4 District from 40’ to 31.5’. The variation has been requested to construct a first floor addition. The ZBA found the variation request appropriate and approved the application.
- DOCKET NO. 15-Z-5 (3610 COMMERCIAL AVENUE – ADDITION) – The ZBA reviewed a petition by the property owner, Globea Property Associates of Jackson, WY 83001, for variations to reduce: A) the required west side yard setback from 25’ to 6’-8”; and B) the required rear yard setback from 15’ to 14’-2” for a building in the I-1 District. The purpose of the variation is to construct a one-story building addition that had previously been approved by the ZBA, but never built. The ZBA approved the variation, subject to a project completion timetable.

The ZBA also discussed the pending Zoning Code amendment to allow Floor Area Ratio increase for existing single-family residences by means of an exception, variation or administrative approval. The ZBA was briefed on Docket No. 15-12, which will be heard by the Plan Commission on May 5. The Zoning Board had a thorough discussion of the topic and the different options for allowing FAR increases. Ultimately, the ZBA felt that they had a difficult time justifying a floor area ratio increase on the grounds that a building was not properly constructed or had a design flaw. They did, however, feel that if an individual had a hardship, such as a disability that required an addition (such as an elevator or enclosed ramp), that would be within their purview and felt comfortable reviewing such requests. The suggestions of the ZBA will be noted in the staff report to the Plan Commission for the public hearing on May 5.

INDUSTRIAL & COMMERCIAL DEVELOPMENT COMMISSION MEETING

The Industrial and Commercial Development Commission held its regular meeting on Tuesday, April 28. The Commission was updated on current development projects and received additional information regarding Pace bus shelters. Commission members also provided updates regarding their business outreach visits, which will continue over the next several months. The next regular Commission meeting is scheduled for May 26.

EARTH AND ARBOR DAY CELEBRATION

The Village held its 23rd Annual Earth and Arbor Day event at the Village Green Park on Saturday, April 25. While the weather did not cooperate, residents were not deterred.

Several hundred residents participated in the recycling event, where approximately 35,000 pounds of material were collected. Much of the great turnout was due to the Northfield Township Road District, which donated the paint recycling service as well as the document shredding truck, and provided more free advertising through local magazines and websites than in years past. Other items that were recycled during this year’s event included white goods, CFL and fluorescent bulbs, tires, Styrofoam, printer cartridges, and household batteries. The event also offered, for the first time, used and unwanted textiles (e.g. bedding, towels, clothing, etc.) recycling. The Village is still in the process of working with the vendors to calculate the total amount recycling during the event, and will report that information at a later date.



The vendor expo was also a hit, and attracted more than 750 residents who were able to learn about earth-friendly ideas and concepts, participate in arts and crafts activities, receive give-a-ways and free tree seedlings, and meet two special guests, a Great Horned Owl and a Red Tailed Hawk courtesy of the Northern Illinois Raptor Center. The expo, which featured over 45 vendors, also held a LifeSource blood drive hosted by the Northbrook Fire Department. Additionally, ten groups volunteered to pick up trash at several locations around the Village. In total, these groups picked up 78 bags of garbage.

The Village would like to thank all the vendors and organizations who made this year's event a huge success and the Northbrook Park District for their continued support of this popular community event.

SKOKIE BOULEVARD SANITARY SEWER PROJECT AND TRAFFIC DISRUPTIONS

Bolder Contractors has finished the installation of approximately 1,650 feet of the 12" sanitary sewer, 12 manholes and concrete patching, binder and surface course road restoration, and striping for the work north of Dundee. The 2,900 feet of sewer main installation will be completed this week.

Starting next week, the week of May 4, Monday-Friday, Bolder Contractors will be installing the new Skokie Boulevard sanitary sewer across the Sunset Ridge Road intersection. This crossing will impose severe traffic constraints. Left turns from northbound Skokie Boulevard onto Sunset Ridge Road will be prohibited during working hours (7:00am – 4:00pm) and the traffic signal will be adjusted to an all-way stop ("flashing" red). During these hours, flaggers will also be in place to direct traffic at the intersection. Motorists are advised to find alternate routes and/or expect significant delays.

PARKING LOT CONSTRUCTION AT PUBLIC WORKS CENTER

Beginning on Monday, May 4, Schroeder Asphalt Company will begin the parking lot resurfacing project at the Public Works Center, 655 Huehl Road. The project is expected to take five weeks to complete, and will require portions of the parking lot to be closed periodically. Reserved visitor parking will be available and clearly marked throughout the project.

POLICE DEPARTMENT

The Police Department welcomes new Telecommunicator Rebecca Brink who will be starting with the department on Monday, May 4. Rebecca comes to Northbrook from Des Plaines where she worked for 14 years in their Communications Center. Welcome Rebecca to the Team.

The Community Relations Unit assisted Westmoor Elementary School this past week with a project the third graders were conducting. The project was based on the game of Clue and the third graders were detectives. The Police Department supplied plastic police badges, police tape, paper evidence bags, some magnifying glasses and other incidentals used by our Investigations Unit. The students, teachers and parents were excited with the props, which made the game more authentic.

RESCUE TASK FORCE (RTF) UNIFIED COMMAND TRAINING

On Tuesday, April 28, command staff from the Police and Fire departments participated in the first of a series of combined training exercises designed to bring law enforcement and fire service leadership together to prepare for active threats and/or large-scale emergencies. The RTF model is being used by many fire and police agencies around the country to provide effective, efficient, and safer operations in threat situations, as well as to provide timely life saving measures to those who may be injured in a threat environment. These courses focus on collaboration and interoperability between law enforcement and the fire service and will be invaluable if we are faced with such events in our jurisdictions. Training of this type will continue throughout the summer and build the foundation for an exercise to test the lessons learned. The scope will expand incrementally from the command role to the tactical response role.



FIRE DEPARTMENT INSTRUCTORS CONFERENCE, APRIL 20-24

A group of fire department personnel attended the Fire Department Instructors Conference last week in Indianapolis. The conference was attended by about 35,000 firefighters from several countries and features hands-on fire and rescue training opportunities, as well as a wide array of classroom presentations and an equipment exhibition. This year's attendees included Chief Torres, Division Chief Tim Cassidy, Captain Andy Carlson, Lieutenant Dave Crawford and Firefighter Tom Schaul.

WEEK OF May 4, 2015

SUN.	5/3	12:30-3pm	CRC's Taste of Asia Event – NS YMCA
MON.	5/4		No Meetings
TUES.	5/5	7:30 p.m.	Plan Commission Meeting – Board Room
WED.	5/6		No Meetings
THURS.	5/7	7:00 p.m.	Arts Commission – Cancelled
		7:00 p.m.	Community Relations Commission – Board Room
FRI.	5/8		No Meetings