

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: May 9, 2014

RE: STAFF BRIEFING

WEEK OF May 5, 2014

NORTHBROOK PLAN COMMISSION

On Tuesday May 6, the Plan Commission conducted their regular meeting during which they held the second public hearing for Docket No. 13-17: Timber's Edge, an application for a residential planned development. The Applicant had revised the plans to address the comments and concerns raised during the first public hearing. The changes to the plan included a reduction in the overall number of units from 24 to 21, a request to rezone to the R-4 District instead of the previously requested R-5 District, a snow storage plan, and additional information regarding traffic accessing the site. Following a presentation by the Applicant, there were a few public comments indicating concerns with traffic and stormwater run-off.

The Plan Commission discussed the application and found the proposed plan with fewer units to be more appropriate. The Plan Commission still had some concerns about where guests would park, as well as how the snow storage during large events would be managed. The Plan Commission continued the public hearing to June 17 to give the Applicant time to revise the plans and submit the plans for staff review comments prior to reappearing before the Plan Commission.

ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission (ACC) held their regular meeting on Thursday, May 8. The Commission reviewed and approved two new wall signs and three new doors for Advanced Auto Parts, which will occupy the vacant Walgreens space in the Meadow Shopping Plaza. Advanced Auto Parts is subleasing the space from Walgreens. The Commission also reviewed and approved the elevations for 10 new single-family homes:

- 2188 Crabtree
- 1370 Lee Road
- 1105 Greenbriar
- 1104 Butternut Lane
- 1160 Heritage Oaks
- 1746 Chapel Court
- 2520 Illinois Road
- 2514 Illinois Road
- 544 Helen Drive
- 1509 Cedar Lane

VILLAGE SQUARE SHOPPING CENTER – TJ MAXX

Development & Planning Services Assistant Director/Economic Development Coordinator David Schoon has confirmed with the leasing agent for Village Square Shopping Center that the TJ Maxx store will be relocating from Deerbrook Mall in Deerfield to Village Square Shopping Center in Northbrook. Village Square is the center located at the southeast corner of Lake Cook Road and Skokie Boulevard.

TJ Maxx will occupy approximately 26,400 square feet of the south side of the former Sports Authority space, which is approximately 42,700 square feet. Until recently, Plass Appliance had occupied approximately 10,000 square feet of the space.

They have already submitted their sign permit application, which has been approved. We have also heard from the architect working on the interior plans that the permit drawings will soon be submitted. We will keep you informed as we learn more about the timing of its opening.

ASPHALT STREET RESURFACING PROGRAM

The Village's annual asphalt street resurfacing program continued this week with the Village's contractor, Peter Baker and Sons, beginning to remove the pavement on Happ Road (see photo). Next week, the contractor will begin removing the existing pavement and installing new asphalt on the streets surrounding Happ Road and in the Wildebrook neighborhood. A notification regarding this work has been sent to properties affected by the work.



Information regarding the Asphalt Street Resurfacing Project, and all Village construction projects, including weekly updates and location maps, is available on the Village website at www.northbrook.il.us/constructionprojects.

TECHNY ROAD RESURFACING

Earlier this week, the Village was notified by the Cook County Department of Highways and Transportation that Techny Road, between Pfungsten and Sanders Roads, will be resurfaced as part of their Pavement Resurfacing Enhancement Program. The exact timing of the work is still unknown, but it will occur after the contract is awarded in June.

CONCRETE STREET REHABILITATION PROGRAM

On Thursday, the Public Works Department held a pre-construction meeting with the contractor for the 2014 Concrete Street Rehabilitation Program, ALamp Road Builders, and representatives from the Police and Fire Departments. Concrete street rehabilitation includes large scale panel replacement. During this process, the Village's contractor removes roadway panels and replaces them in kind. Construction is tentatively scheduled to begin during the second week of June and will take place in the Mideast and Midwest areas. A map of the project area, along with regular project updates is available at www.northbrook.il.us/concretestreets.

PROTECTING A NEIGHBORHOOD BY CLEANING UP AN ABANDONED FORECLOSED HOME

The Development & Planning Services Code Enforcement Division recently completed the cleanup of a dangerous public nuisance in the Village after six months of trying to work with the property owner.

Jennifer Maisch, the Village’s Code Enforcement Officer and Zoning Administrator, initially responded to complaints from neighbors about the property located at 839 Laurel Lane in September of 2013. However, upon inspection, found that several violations existed beyond the scope of the original complaint. In addition to the tall grass and weeds on site, there was storage of furniture, equipment and tools, refuse, and other scrap materials. The owner was issued a notice of complaint and warnings to clean up the property. However, in late September the Village was notified that the property had been abandoned by the owners and was in the beginning stages of the foreclosure process.



This past April, after nine inspections, and five court appearances, the Village was able to obtain a Court Order allowing access to the property to clean up the site. Over 1,200 pounds of garbage were successfully removed from the site during the clean-up. The Village would like to thank the neighbors for their patience throughout the process.

POLICE ACTIVITY

On Sunday, May 4, Canine Officer Jonathan Salmi and Canine Jack attended Wilmette Police Department’s Open House and conducted a canine demonstration for the participants. This is a good training exercise for our canine team and promotes goodwill with our neighbors. Also, Community

Relations Supervisor Dan Petka drove NORTAF's Major Crash Assistance Team (MCAT) truck to Wilmette's event to explain to the community how MCAT assists in investigating major crashes. Wilmette is one of the 13 member communities involved in NORTAF. In past years, Wilmette has reciprocated at Northbrook events.



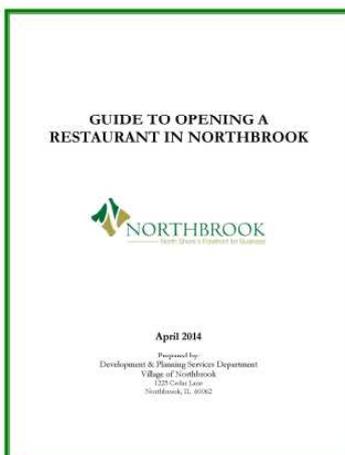
STUDENT GOVERNMENT DAY

The 57th Annual Student Government Day took place on Wednesday, May 7. Thirty three eighth grade students from junior high schools in Northbrook spent their mornings with staff and elected officials from the Village, the Park District and the Library to learn about local government. On Wednesday evening, the students took over the Village Hall Board Room in a mock Board meeting to discuss and resolve a problem prepared for them. Each student participant was given the opportunity to present their opinion about how the problem should be resolved. Their thorough presentations and deliberation demonstrated their preparation and analytical skills. The future is certainly bright for Northbrook!

Thanks to Police Internal Services Administrator Jason Batalden for coordinating the Student Government Day problem and for his annual portrayal of the Village curmudgeon at the Board Meeting. Thanks also to General Government staff Judy Butch, Liz Myers and Janet Palmer for all their administrative work and preparations and for coordinating the events of the day. Special thanks also to Village Trustees Buehler, Karagianis, and Israel, Village Clerk Debbie Ford and Library Director Chad Raymond and Park District Director Rick Hanetho for helping to educate the students during the morning program.

GUIDE TO ASSIST NEW RESTAURATEURS NOW AVAILABLE

The Development & Planning Services Department strives to create an inviting atmosphere for new and existing businesses to grow. In an effort to realize this goal, the Village previously developed a **Guide To Operating a Business in Northbrook** to aid business owners in understanding the basic information needed to establish a business in Northbrook. However, since this guide was developed, the Department has been seeking to develop additional resources and materials for more specific business ventures.



In April, the Department released a **Guide to Opening a Restaurant in Northbrook** which provides information on zoning, business licensing, permits, site design, and other elements specific to food service establishments. The Department also sought feedback from the Industrial and Commercial Development Committee on the elements within the guide and its applicability within the current business community. We are delighted to share this new resource, and look forward to developing and implementing additional resources to engage the business community and to promote economic development within the Village of Northbrook.

To download the guide, visit www.northbrook.il.us and search "Opening a Restaurant Guide"; or click on "Licenses and Permits" under the "Doing Business" tab.

RESIDENTS INVITED TO VILLAGE HALL TO KICK-OFF SUMMER

The Community Relations Commission will host a combined *Welcome to Northbrook* and *Flamingo Friday* event on Friday, May 16 from 5:30 to 7:00pm at the Village Hall.

Representatives from the Village, the Northbrook Library, the Northbrook Park District, the Northbrook Police and Fire Departments, and the North Suburban YMCA will be in attendance to help new and seasoned residents learn about services in the Village of Northbrook. Refreshments, including Dilly Bars, will be served.

Residents will also be encouraged to participate in the Community Relations Commission’s popular Flamingo Friday “meet your neighbors” program. Flamingo Friday participants will be able to pick up their neighborhood’s plastic pink flamingo. For more information on Flamingo Friday call 847/664-4417 or visit www.northbrook.il.us/Flamingo

EXPERIENCE “A TASTE OF ASIA” IN NORTHBROOK ON SUNDAY, MAY 18

The Northbrook Community Relations Commission invites all to enjoy the 10th Annual Celebration of Diverse Asian Cultures and Cuisines in Northbrook – A Taste of Asia at the North Suburban YMCA, 2705 Techny Road, on Sunday, May 18 from 12:30 to 4pm. The event includes art exhibitions and demonstrations, music and dance performances, and a wide selection of delicious dishes to purchase and sample. Entertainment will include a variety of music and dance offerings including Chinese Tai Chi dances, Tahitian/Polynesian dances, Indian Bollywood remix, a Filipino band and a Taiwanese choir. Artisans will offer Asian arts, henna hand painting, colorful jewelry and artifacts.

Come and enjoy the demonstrations of Japanese Ikebana, Chinese brush painting, Martial Arts and hands-on activities for children including Chinese lantern making and Japanese Origami folding, and a tour of various Asian countries via video. Visit www.northbrook.il.us/TasteofAsia

WEEK OF May 12, 2014

MON.	5/12		NO MEETINGS
TUES.	5/13	6:30 p.m.	Administration and Finance Committee Meeting – Terrace Room
		7:30 p.m.	Regular Meeting of the Board of Trustees – Board Room
WED.	5/14	9:00 a.m.	Fire Pension Board Meeting – Cancelled, Rescheduled to 6/2
		7:00 p.m.	Bicycle Task Force – Terrace Room
THURS.	5/15		Police Memorial Day
		6:30 p.m.	Stormwater Management Comm. – Cancelled, Rescheduled to 5/29
		7:00 p.m.	Environmental Quality Commission – Shermer Study
FRI.	5/16	5:30-7pm	Welcome to Northbrook/Flamingo Friday Kick-Off –VH Front Lawn
SAT.	5/17		Armed Forces Day
SUN.	5/18	12:30-4pm	Asian Pacific American Heritage Event - Taste of Asia - YMCA