

**MEMORANDUM**

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: June 17, 2011**

**RE: STAFF BRIEFING**

**WEEK OF JUNE 13, 2011**

**REGULAR BOARD OF TRUSTEES MEETING**

The Board of Trustees held a regular meeting on Tuesday, June 14. Under the President's Report, a Proclamation was read proclaiming June 14 as "Flag Day" in the Village of Northbrook. Also under this report, Ken Cooke was recognized for his 36 years of service to the Village on the Police Pension Fund Board and several Commission and Committee appointments were approved.

Under the Consent Agenda, Resolutions were passed establishing the Community & Sustainability Committee of the Board (formerly the Quality of Life Committee); approving a membership agreement with Chicago's North Shore Convention and Visitors Bureau; approving a one-year extension of an amendment to a Special Permit for Covenant Home; authorizing a contract for the treatment of 69 Elm Trees; approving a change order for emergency repair work needed at the Police Garage; and, authorizing the purchase of four police squad vehicles. Two Ordinances were also approved—one providing for the disposal of a surplus backhoe/loader with the authorization to purchase a new one and the second, providing for the transfer of Canine Rex to Officer Seiler. During the Planning & Zoning Committee Report, a Prelim was held regarding a Special Permit Request to allow a Chiropractic Medical office at 1444 Techny—no issues were brought up by the board and this item was referred to the Plan Commission.

Under Administration & Finance, the Board decided to split the \$4,000 remaining in the contribution fund between the 4<sup>th</sup> of July Association and Northbrook Citizens for Drug and Alcohol Awareness (NCDAA). Of the \$4,000, an additional \$1,980 was approved for NCDAA, bringing them to their actual requested amount and the remaining \$2,020 was approved for the 4<sup>th</sup> of July Association.

The Board will meet in Committee of the Whole on Tuesday, June 21 in the Terrace Room. The next Regular Meeting of the Board will be on Tuesday, June 28.

**JUNE 14 COMMUNITY & SUSTAINABILITY COMMITTEE MEETING**

The Board's Community & Sustainability Committee held their first meeting on Tuesday, June 14, prior to the Regular Board Meeting. Development & Planning Services (DPS) staff, Village Prosecutors and the Village Attorney provided the Committee with an overview of recurring code and property maintenance issues that the Village is now facing. The Committee was briefed on the most common code violations that DPS responds to and how they are or are not currently addressed in the Municipal Code, Property Maintenance Code and Zoning Code. The Committee agreed that the Village is now facing a wider range of issues than seen in the past. The Committee agreed that it needed to meet again to have a policy discussion to decide the types of issues the Village should and should not be involved in resolving. Committee Chairman Israel will be working with other committee members to schedule a follow-up meeting in the near future.

## ARCHITECTURAL CONTROL COMMISSION MEETING – JUNE 9, 2011

The ACC met on June 9, 2011 for a regular meeting whereupon they had three applications for properties within the Village Green Overlay District.

- Northbrook Plaza Shopping Center Sign - The ACC conducted a second review of a request for a Design Review Permit for a multi-tenant ground sign at the Northbrook Plaza (where Sunset Foods is located). The sign would be setback from the road by approximately 15' and would be located near the entrance drive on the south end of the property. This sign would contain the name of the plaza, as well as the name of all of the tenants. The font and colors of the sign would be consistent for all tenants, with the exception of Sunset Foods, which will have a larger more prominent appearance. Following review, the ACC ultimately recommended approval of the sign following the submittal of material samples. The design will have to be approved by the Board of Trustees.
- 1340 Meadow - The ACC also conducted a Level II Design Review Permit application for the Benjamin Moore Paint Store which is changing names (currently Epco) so a new sign is required. The ACC reviewed the sign as approved, and since this was a Level II Design Review, it will not need to appear before the Board of Trustees.
- 1350 Shermer - The ACC conducted a Level III Design Review Permit application for Yogen Frusz, a new business scheduled to open in the former Quizno's location. The request involves three wall signs. The Applicant was proposing two wall signs on the south façade; however they exceeded the permitted sign area for the façade. The Applicant was also proposing one wall sign for the east façade which also exceeded the permitted sign area for the façade. During review, the Applicant withdrew the request for the secondary sign on the south façade, thus bringing the south façade into compliance with the Zoning Code standards. The Applicant stated that he would speak with his client about reducing the size of the sign on the east elevation. The ACC ultimately voted to approve the signage as long as the Applicant reduced the sign size on the east façade to be compliant with the Zoning Code. At this time, staff is awaiting a submittal from the Applicant that will be code compliant prior to sending this on to the Board of Trustees for consideration.

The ACC considered two single-family home elevations and directed staff to approve both: (1) 2163 Brentwood, and (2) 2524 Oak Avenue.

Lastly, the Commission stated that the staff should prepare information to continue the ACC discussion of "bonus rooms" and residential FAR at a meeting as soon as possible.

### DOWNTOWN PLANNING

Downtown planning efforts are underway. Teska Associates and the rest of the project team have begun to gather background data. Over the next couple of weeks, as they gather background information, the consultants will also be holding informational interviews with key stakeholders in the downtown. Beginning in July, via information in the Village newsletter, Northbrook Notify and Facebook, we will start to solicit input and ideas from the community through the website, including an on-line questionnaire.



The Downtown Plan Steering Committee will hold its first meeting on Thursday, June 23 at 7:00am. The purpose of this morning meeting is to discuss the project overview and the role of the Committee as well as to go through some visioning exercises to start to gather ideas for the downtown from Committee members. The Committee's second meeting is already scheduled for Wednesday, August 31 at 7:00pm. At that evening meeting, the Committee will be reviewing a draft vision statement for the downtown as well as more detailed information regarding existing conditions and a market assessment. This information will provide the background for the 4-day planning charrette process, which is scheduled to occur Monday, October 17 through

Thursday, October 20. Though all of the meetings will be open to the public, it is during the planning charrette process that the community will be asked to be an active participant in the development of the plan.

If you have any questions regarding the downtown planning process, please contact David Schoon at 847/272-5050, ext. 4281 or [schoon@northbrook.il.us](mailto:schoon@northbrook.il.us).

#### CLICK IT OR TICKET CAMPAIGN

The mission of this campaign, sponsored by the Illinois Department of Transportation, is to reduce highway fatalities by cracking down on unbuckled motorists and impaired drivers, both day and night. From May 13 through May 30, the Northbrook Police Department issued 179 tickets under the campaign. Those citations included: 2 DUI arrests, 1 drug related arrest, 159 seatbelt violations, 3 failures to secure a child, 1 suspended license arrest, 1 no valid driver's license, 2 uninsured motorists, and 10 moving or equipment violations. Information on the Illinois *Click It or Ticket* and *You Drink and Drive You Lose* campaigns can be found at [www.buckleupillinois.org](http://www.buckleupillinois.org).

#### BURGLARIES

A commercial burglary occurred on Sunday, June 12, at an office suite in the 4000 block of Commercial. An exterior office window was broken and computer equipment removed.

On Tuesday, June 14, at approximately 3:45pm, a resident in the 4000 block of Deer Trail Court returned home to find his front door open and adjoining window broken. Burglars removed several television sets, china, jewelry and bank account papers.

Evidence Technicians processed both crime scenes and canvasses were conducted of the neighboring areas.

#### WAYNE LUECHT REMEMBRANCE

On June 21, at 8:00am, the Fire Department will be holding a short ceremony at Fire Station #11 to honor Assistant Chief Wayne R. Luecht who died in the line of duty. On this 12<sup>th</sup> anniversary, we will be placing a wreath at Luecht Park in Wayne's honor.

#### PROMOTION CEREMONY

Immediately following the aforementioned memorial, Chief Nolan will be promoting Firefighter/Paramedic David Schweihs to the position of Lieutenant. David has been with the Department for over ten years. Please join us in congratulating David Schweihs on his promotion!

#### 2011 FIRE-EMS SAFETY, HEALTH AND SURVIVAL WEEK

June 19 kicks off this year's Fire-EMS Safety, Health and Survival week at the Fire Department. The theme for Safety Week this year is "*Surviving the Fire Ground: Fire Fighter, Fire Officer & Command Preparedness*," which encourages all Fire/EMS personnel to focus on survival training and education. Fire Departments from all over America and Canada take part in this program each year.

#### LEADERSHIP AND PREPAREDNESS IN THE 21ST CENTURY

Deputy Chief Ross attended a forum on Saturday, June 11, at the Grainger Headquarters in Lake Forest on preparedness and public and private sector response to disasters. Global preparedness expert, Retired Lt. General Russel Honoré, was the keynote speaker and led a panel discussion with emergency preparedness experts from the US Army, Navy, emergency management and the medical community. A hazmat decontamination demonstration followed the seminar. Representatives from Saudi and Kuwaiti military were also present.

#### ARMED INTRUDER TABLE TOP EXERCISE

On Monday, June 13, Deputy Police Chief Ross, Police Commander Fitzpatrick, Deputy Fire Chief Jim Richards and Fire Captain Tim Cassidy participated in Glenbrook Hospital's armed intruder response exercise. The hospital implemented a new system-wide armed intruder response plan to protect staff, patients and visitors during situations that might involve an active shooter. The plan outlined response procedures for all levels of staff giving specific direction for safety, notification and sheltering. The exercise focused on key issues such as

communication, unified command and threat assessment. A debriefing session followed the exercise where Police and Fire input was given to the hospital's senior leadership. A tour of the facility concluded the event.

#### 2011 SEWER & WATER MAIN IMPROVEMENTS

The contractor, Lenny Hoffman Excavating, has completed the installation of 3,000 linear feet of 8-inch ductile iron water main in the Lee Woods Subdivision. Staff pressure tested 1,500 linear feet of the installed water main, which will be chlorinated on Friday, June 17 to ensure IEPA compliance before being put into service. Upon satisfactory pressure testing, chlorinating, and sampling, the contractor will then begin transferring the residential water services from the old water main to the new water main.



#### DUNDEE ROAD LANE CLOSURE

The Illinois Department of Transportation notified the Village Monday morning that IDOT would be closing the outside lane of westbound Dundee Road for maintenance of the bridge over the Chicago River on Wednesday, June 15. IDOT and their contractor indicated that this would require a lane closure around the clock for approximately 2-3 weeks.

Understanding that several major regional thoroughfares around the Village are currently under construction, Village staff worked with IDOT and their contractor to consolidate the portion of work requiring lane closures to a three-day timeframe that will minimize impacts to Northbrook residents and area businesses:

- Saturday, June 18        7:00am to 7:00pm
- Sunday, June 19        7:00am to 7:00pm
- Monday, June 20        9:00am to 2:00pm
- All lanes of Dundee Road will be open outside of the construction hours.

The work did require a waiver of the construction noise ordinance, which was granted by the Village Manager. Residents in the area were notified of the work with a hand-delivered letter that was delivered Wednesday, June 15. Updated information has been placed on our website and distributed through Northbrook Notify as well as Facebook.

#### CONSTRUCTION NOTICE - DUNDEE ROAD IN WHEELING

The Illinois Department of Transportation will be reconstructing a bridge and relocating a water main on Dundee Road in Wheeling just west of Wolf Road starting Monday, June 20 through November 2011. Dundee Road will be reduced to one lane in each direction throughout the duration of the project. Motorists should expect delays on Dundee Road.

#### CONSTRUCTION NOTICE – DEERFIELD ROAD IN DEERFIELD

The Village of Deerfield plans to close Deerfield Road at the Deerfield Metra Station railroad underpass effective on/about Monday, June 20 as work continues on the pedestrian tunnel until July 11. The road will be fully closed to both directions of traffic. It is recommended that motorists use alternate routes. The Village will provide updated details of the construction on their website: [www.deerfield.il.us](http://www.deerfield.il.us)

## MOSQUITO SPRAYING

The North Shore Mosquito Abatement District (NSMAD) will be conducting targeted adult mosquito control operations in portions of Glenview, Morton Grove, Northbrook, Northfield, Skokie and Wilmette on Monday, June 20, between the hours of 8pm and 2am, weather permitting. Please see the North Shore Mosquito Abatement District's web site at [www.nsmad.com](http://www.nsmad.com) for detailed information regarding the specific NSMAD areas to be treated. (Please note that the NSMAD website will not reflect this information until Monday, June 20, by 1pm due to their server issues.)

## WEEK OF JUNE 20, 2011

<b>MON.</b>	<b>6/20</b>	11:30 a.m.	Chamber Legislative Lunch – Chicago Northbrook Hilton
<b>TUES.</b>	<b>6/21</b>		<b>First Day of Summer</b>
		8:00 a.m.	Wayne Luecht Remembrance – Fire Station 11
		9:00 a.m.	Department Head Staff Meeting – Terrace Room
		7:00 p.m.	Villas West Homeowners Association – Shermer Study
		7:30 p.m.	Plan Commission Meeting – Board Room
		7:30 p.m.	Committee of the Whole – Terrace Room
<b>WED.</b>	<b>6/22</b>	7am-1pm	Farmers Market – 9:30am Watermelon Cutting Ceremony-Pres. Frum
		7:30 p.m.	4 <sup>th</sup> of July Association Meeting – Station 11 Classroom
<b>THURS.</b>	<b>6/23</b>	7:00 a.m.	Downtown Plan Steering Committee – Terrace Room
		7:00 p.m.	Sanders Prairie Townhome Association – Shermer Study
		7:00 p.m.	Rescheduled EQC Meeting – Terrace Room
<b>SAT.</b>	<b>6/25</b>	dusk	4 <sup>th</sup> of July Fundraiser Movie Night –Yogi Bear – Village Green