

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** July 20, 2012

**RE:** STAFF BRIEFING

### WEEK OF JULY 16 2012

#### PLAN COMMISSION

On July 17, the Plan Commission conducted a public hearing on Docket No. 12-15, an application filed by the Northbrook Public Library requesting approval of an amendment to a previously approved ordinance and a parking variation to allow for an approximately 2,000 square foot building addition. Following a brief presentation by staff summarizing the application, the Applicant spoke about the need for the building addition and the requested parking variation. One resident spoke during the public hearing voicing a concern about the lack of parking and stating that the increase in the community meeting room sizes would add additional people to the library without providing additional parking. The Chairman of the PC closed the public hearing and the commissioners discussed the application.

The Commissioners found the requested expansion and parking variation to be appropriate with several conditions. They asked that the original conditions included with the previously granted parking variation be included with this approval (e.g. limited the scheduling of large events at certain times so as not to conflict with Village Hall events) and that a few new conditions also be included. The additional conditions include: 1) no snow can be stored in parking spaces, 2) consider a few parking spaces for elderly and families with small children, 3) work with staff to determine if it possible work to install a mid block crossing on Cedar to access the library from the parking on the western side of Cedar Lane, 4) install a "no access" sign or some sort of barrier on the north and south end of the fire lane between the library and Village Hall to prevent cars from driving on this path, 5) no more than a total of 300 seats can be occupied at one time between the auditorium and the first floor public meeting spaces, 6) coordinate the scheduling of larger events with the published public calendars from the School District and Park District, and 7) maintain the four landbanked parking spaces for potential future construction if needed. The Applicant agreed to these conditions. A resolution recommending approval of the application with the above noted conditions will be placed on the Plan Commission agenda for August 21.

#### ECONOMIC DEVELOPMENT COMMITTEE

On July 18, the Economic Development Committee held its semi-annual meeting. The Committee received updates regarding: development sites in the community, the downtown plan, and the ad hoc economic development committee's work regarding the Class 6b program. In addition, each taxing district provided an update regarding activity within its respective district responsibilities.

## POLICE ACTIVITY

- Northbrook Police received a total of eight Police Reports since December, 2011, and as recent as July 3<sup>rd</sup>, 2012, involving thefts and damage to vending machines at a total of four different locations in Northbrook.

The Northbrook Tactical Mission Team deployed covert cameras and footage of suspects and license plates was obtained during several incidents consistent with evidence obtained from similar incidents in other suburbs. Two suspects were developed, located, and surveillance was conducted. Ultimately, the Niles Police Department responded to a call and subsequently apprehended the two suspects in the act of breaking into a vending machine at a Marathon Gas Station in Niles around 2:30am on Wednesday, July 11.

The Northbrook Tactical Mission Team responded to Niles and interviewed the suspects. One of the suspects provided a full written admission to several of the eight incidents in Northbrook. The Tactical Mission Team contacted Cook County Felony State's Attorneys, Felony Review, and received approval based on evidence and reports for ten felony charges against one subject and four felony charges against the other. The Tactical Mission Team was able to successfully resolve all eight incidents in Northbrook based on this investigation.

- On Monday morning, July 16, a subject was apprehended exiting an open garage on Bordeaux from which he removed several items from the garage refrigerator. The subject also admitted to stealing the bicycle he was riding from another open garage on Dauphine. Both homeowners signed complaints and the subject was charged.
- A home under construction in the 3000 block of Lakeside Avenue was broken into over the evening of Tuesday, July 17. Items removed from the home included 2 air conditioners and furnaces, a kitchen sink, a sump pump and table saw. The home was secured when construction workers left Monday evening. The realtor lock box was removed from the door handle.
- The Police investigated two burglaries to motor vehicles; one vehicle parked at Techny Prairie Park and the other parked in a residential driveway in the 3000 block of Bayberry Drive. Taken in the burglaries was a cell phone and GPS equipment.

All scenes were processed by Evidence Technicians and canvasses conducted of the areas.

## COMMUNITY VOLUNTEERS HELP POLICE

Northbrook's Police Community Relations team held their annual Volunteer Meeting on Wednesday evening. Approximately forty volunteers attended and were briefed on upcoming requests and assignments which include Northbrook Days, August 1-5, and National Night Out on August 7. The community again stepped up and graciously gave of their time. These events could not continue in their successful tradition without the help of our volunteers. On behalf of the community, we thank our volunteers and appreciate their continued support.

## NORTHBROOK FIRE DIVE SQUAD 10 ASSISTS LAKE FOREST FIRE DEPARTMENT

A Northbrook diver assisted the Lake Forest fire department early Sunday morning, July 15, 2012, after a woman went missing and personal items were found on the beach along Lake Michigan. Divers from many North Shore fire departments, along with the Coast Guard helicopter, participated in the search. A Northbrook dive unit was specifically requested due to their MABAS Division 3 sonar capabilities. While three dive teams were getting ready to deploy, the Coast Guard helicopter found the deceased woman

about two miles off shore. Rescue boats were dispatched to the area where she was brought back to shore. This incident is currently under investigation by Lake Forest Police Department.

#### WAUKEGAN ROAD WATER MAIN REPLACEMENT SURVEY

Public Works staff requested proposals from ten engineering firms for surveying services required to begin the design of a replacement water main on Waukegan Road. Of the seven proposals received, Norman J. Toberman & Associates submitted the lowest responsible proposal. Staff will now execute a contract with the Consultant and it is anticipated that the field survey work will be completed by September 21<sup>st</sup>.

#### CBD BRICK PAVER SIDEWALK REPAIRS

This week, Midwest Brick Paving Inc. began work to replace deteriorated brick pavers in sidewalks throughout the Central Business District. It is anticipated that this work will be completed early next week.

#### CONCRETE STREET PATCHING/JOINT SEALING IMPROVEMENTS

This year's concrete street patching and joint sealing program will include work in the Sutton Point subdivision and the remaining portions of the Charlemagne subdivision. On Monday, Schroeder & Schroeder, Inc. began saw-cutting and next week pavement removal/replacement will begin in the Charlemagne subdivision. It is anticipated that all work will be complete by the end of August.

#### ANNUAL ASPHALT STREET RESURFACING PROGRAM

Work relating to the annual asphalt street resurfacing program continued this week. Arrow Road Construction has all of the curb and gutter removal/replacement and pavement milling work complete. This week, the contractor installed the surface course on Highland, White Pine, Woodmere and Floral. The annual asphalt street resurfacing program is expected to be complete by Labor Day.

#### TECHNY ROAD PROJECT

Construction of a storm relief sewer along Techny Road has now progressed beyond Western Avenue. The traffic signal at the corner of Western and Techny was disabled last week and will remain a two-way stop for approximately two weeks due to storm and sanitary sewer work in that area. The photo below shows the installation of a sanitary drop manhole at Western Avenue.



## CARING FOR YOUR TREE DURING A DROUGHT

Village Forester Terry Cichocki wanted to remind residents that this summer we have had record breaking temperatures and very little rain. As of July 1st, we were in an 11-inch rainfall deficit for the year. We need 5.5 inches of rain to make up for our deficit.

Trees are your most valuable landscape asset. Lawns are easily replaced, but trees are not. Even large trees need help to survive a drought. Stress from drought can impact a mature tree and cause it to die over the next several years.



It is recommended that you put a hose out by your tree and allow it to trickle at a slow rate for one to two hours minimum at least once a week in the early morning or late evening. You may also put a soaker hose around the base of the tree, or use a “gator” green slow release watering bag. For larger trees, multiple bags can be placed around the tree. You can find “gator” bags at your local Northbrook garden center or hardware store.

### ***Filling a tree gator bag***

Small trees that are less than 5 years old need more frequent watering than mature trees. Water your small trees at least 2 or 3 times per week. Larger trees can be watered once every 10 days. The key is to water slowly and evenly for long periods of time to promote soaking as most of our soils are very dry. Keeping grass around the base of the tree will deprive your tree of much needed water. As far as water and nutrients are concerned, the grass will out-compete the tree for water every time.

To allow for ample soil moisture along with moderate soil temperature, mulch is the best thing for your tree. A mulch ring to the drip-line of the tree (outer reach of branches) is ideal. However, if you don't want such a large mulch ring, a minimum of 3 foot circumference around will suffice. Use a processed hardwood mulch as it decomposes slowly and has a rich, brown color that blends well with most landscapes.

You may also pickup some free woodchips at Northbrook Public Works, 655 Huehl Road, anytime. The mulch is on the left side as you pull in the main driveway. Bring your own container and shovel.



***Photo of properly mulched tree  
(courtesy of International Society of  
Arboriculture)***

Do not fertilize your tree during a drought period. Fertilizers are salt-based and will create a situation where more water is leached out of the tree and “burn” the tree. Wait until the tree is near dormancy, after September 15th and monitor rainfall totals. If we have a dry fall, it is best to wait until Spring 2013 to think about fertilization. Any fertilizer you use should be low in Nitrogen and Phosphorous and preferably time-released. A certified arborist may assist you with a fertilization program.

If normal rainfalls return, you do not need to continue an intense watering schedule. Also, as the days get shorter and the night time temperatures cooler, you may cut back on watering to once a week. It's important to keep your tree watered until fall. If you have any questions, contact Terry Cichocki, Village Forester, at 847/664-4125.

**WEEK OF JULY 23, 2012**

<b>MON.</b>	<b>7/23</b>	7:30 p.m.	ZBA - <b>Cancelled</b>
<b>TUES.</b>	<b>7/24</b>	7:30 a.m.	ICDC - <b>Cancelled</b>
		7:00 p.m.	Commission Interview - Shermer Study
		7:30 p.m.	Regular Meeting of the Board of Trustees - Board Room
<b>WED.</b>	<b>7/25</b>	7:30 a.m.	Foreign Fire Insurance Board -Station 11
<b>THURS.</b>	<b>7/26</b>		<b>No Meetings</b>
<b>FRI.</b>	<b>7/27</b>		<b>No Meetings</b>