



# MEMORANDUM VILLAGE OF NORTHBROOK

**TO:** Staff

**COPY:** Village President & Board of Trustees – Department Heads

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** July 14, 2017

**SUBJECT:** STAFF BRIEFING

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## WEEK OF July 10, 2017

### BOARD OF TRUSTEES REGULAR MEETING

The Board of Trustees held its regular meeting on Tuesday, July 11. At the meeting, Village Clerk Debbie Ford swore in firefighter/paramedics Teodoro Aquino and Bronson Flannagan. Under the President's Report, the Board approved the appointment of Mark Bernhard to the Industrial & Commercial Development Commission.

Under the Consent Agenda, the Board approved a resolution approving contributions to various community programs and non-profit organizations as well as ordinances for the purchase of five police patrol vehicles and two dump trucks for the Public Works Department.

The next Regular Board of Trustees meeting will be held on Tuesday, July 25.

### ECONOMIC DEVELOPMENT COMMITTEE MEETING

The Northbrook Economic Development Committee (EDC) held their regular meeting on Wednesday, July 12. President Frum attended on behalf of the Village Board. The EDC devoted most of their meeting to a discussion of trends in the Northbrook Industrial market. As part of this, Development & Planning Services Department staff furnished the Committee with vacancy and rent rate data for Northbrook, Lake County and Cook County. The Committee also reviewed the locations of the largest industrial vacancies in the community – with three of the largest being in Sky Harbor and the other three being along the South Shermer Road corridor. Each of these six properties was briefly discussed. There was also some discussion of the growing trend to automate many routine functions. The EDC asked that the discussion of the industrial market continue at their October meeting and that some industrial leasing/market experts attend to help provide their views on the future of industrial space during a time of great change.

The next regular meeting will be held on Wednesday, October 11.

### BIKE TASK FORCE MEETING

The Bicycle Task Force held their bi-monthly meeting on Wednesday, July 12 to review and discuss the request for qualifications (RFQ) document for updating the bicycle/pedestrian plan. Staff provided an overview of the Bike Plan RFQ process and scope of work. The Task Force Chair discussed the review of the National Cooperative Highway Research Program Report 770 which talks about rating systems for bicycle and pedestrian usage. The Task Force also discussed potential name changes to the Bike Task Force to include a pedestrian aspect and discussed a new mission statement for the group.

The next regular meeting will be held on Wednesday, September 13.

#### NORTHBROOK ARCHITECTURAL CONTROL COMMISSION

The Architectural Control Commission (ACC) conducted its regular meeting on Thursday, July 13. During the meeting, the ACC unanimously recommended approval of a wall sign in the Northbrook Shopping Center for a new business, “Bach to Rock”. An ordinance recommending approval of the Level III Design Review Permit for the sign will appear on the Tuesday, July 25 Village Board agenda.

The ACC also conducted a second review on Docket PCD-16-11: Heritage Woods, a proposed 105 unit three-story assisted living facility on the southwest corner of Techny and Shermer. During the previous review of this application, the ACC requested additional foundation and site landscaping, a reduction in height, and additional façade relief on the western façade. While the applicant provided the additional landscaping and façade relief on the western facade, the overall building height was not reduced. Following a presentation by the applicant, the ACC heard testimony from several neighbors voicing concern over the size of the proposed development, the location, and concerns with traffic. The ACC ultimately made three motions regarding the proposed development: (1) the proposed landscape plan is adequate with an increase in the caliper inches of deciduous trees from 3-inch to 4-inch and an increase in height for the proposed evergreen trees from 8 feet to 10-12 feet at planting height (this motion passed 5 to 1 with two members absent); (2) the design of the building colors and materials were appropriate, but the overall design of the structure should be reduced on the western side of the site by reducing the roofline to two-stories (this motion passed 4 to 1); and (3) the proposed use is appropriate at this location but the overall site design is too dense and the proposed facility is too tall for the site (this motion passed 5 to 1). These recommendations from the ACC will be passed along to the Board of Trustees in the future along with the Plan Commission recommendation following the public hearing process at the Plan Commission in August.

The next regular meeting of the ACC will be held on Thursday, August 10.

#### JULY 11 – 12 STORM RECAP

The Village of Northbrook received a total of 3.75 inches of rain between 11:00 p.m. on Tuesday, July 11 and 2:00 p.m. on Wednesday, July 12. The storms that moved through our area brought with them periods of heavy rain, dropping almost 2 of the 3.75 inches we received between 9:00 a.m. and 11:00 a.m. Wednesday. The periods of heavy rain caused street flooding within the Village with Public Works responding to 81 calls for street flooding (including the intersection of Illinois and Walters pictured right). Public Works also responded to two basement flooding calls that resulted in overland water flowing into homes through window wells.



As a result of these storms, the Village worked with Cook County and Northbrook Court to close Lake-Cook Road between the western entrance to Northbrook Court and the center entrance to Northbrook Court due to flooding. The Village also worked with the Illinois Department of Transportation on the closure of lanes of westbound Dundee Road at Lee Road due to flooding.

As of noon on Friday, July 14, Dundee Road has been completely reopened in all directions of travel and crews are working to reopen Lake-Cook Road to all traffic. Regular updates will be available until all lanes are open on the Village's website [www.northbrook.il.us](http://www.northbrook.il.us).

#### CENTRAL BUSINESS DISTRICT INFRASTRUCTURE AND STREETScape PROJECT

This week, the Village's contractor continued with pavement removal on Shermer Road between Walters Avenue and Maple Avenue and completed the installation of new storm sewer inlets as part of the new curb that will be installed. Crews also continued work on the foundations for the new streetlights on Shermer Road between Waukegan Road and Church Street. Next week, the Contractor will begin installing the forms for the concrete that will be poured for the installation of the new sidewalk, curb and gutter. The contractor will also begin pouring the foundations of the streetlights next week.

#### LONE TREE SUBDIVISION IMPROVEMENTS – STREET RECONSTRUCTION

The first phase of construction of the Lone Tree Subdivision street reconstruction project began this week with the complete removal of the north half of the street on Tamarind and Bayberry Drives. The contractor began with saw cutting and pavement removal on Tamarind this week but could not start on Bayberry due to rain delays. The pavement on Bayberry will be removed next week. Staff has distributed updated driveway closure notifications to the impacted residents on Bayberry. Please note that Tamarind will only be accessible in an east/west direction, whereas Sorrel and Bayberry only allow one-way traffic in a west/east direction. Harris Drive will be kept open in both directions during the entire construction period.



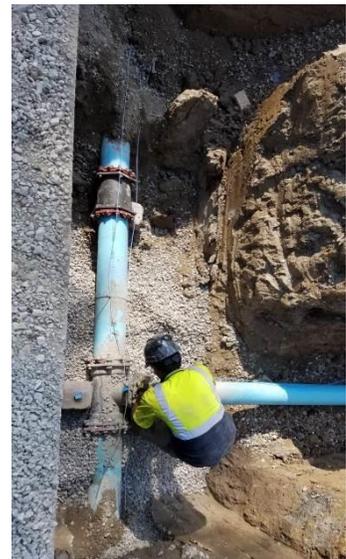
#### DUNDEE ROAD INTERSECTION IMPROVEMENTS

The Illinois Department of Transportation (IDOT) has informed the Village that they will continue landscaping and final closing work at the intersections of Dundee Road and Pfungsten and Landwehr Roads continuing this week and next week. Next week, the permanent traffic signals will be turned on and temporary signals will be removed. With the activation of the new signals and the removal of the temporary signals, the final sidewalks will be poured, and all stormwater structures will be cleaned.

#### OAK AND ILLINOIS WATER MAIN PROJECT

This week, the Village's contractor continued with water service installation on Oak Avenue between Maple Avenue and Wescott Road and on Illinois Road between Royal Drive and Wescott Road. Crews also installed an 8-inch water main with 16-inch PVC casting at the intersection of Western Avenue and Illinois. Pressure testing was also completed and passed on Illinois Road between Wescott and Western.

Next week, crews will continue with water service installation on Oak Avenue between Wescott and Western. A second crew will be working on installing an 8-inch water main on Illinois Road between Western and Cedar Lane.



### SUNSET LANE STORMWATER PROJECT

This week, the contractor installed storm sewer on Commercial Avenue. On Friday, July 14, the contractor adjusted the water main near 3980 Sunset Lane to move the water main out of the way of the proposed storm sewer. Next week, the contractor will install storm sewer southward from Commercial towards Sunset in the 3970 Sunset easement area.

### VILLAGE LAUNCHES NEW WEBSITE

On Wednesday, July 12, the Village launched its new website, which is available at the following link: [www.northbrook.il.us](http://www.northbrook.il.us). This website, which was created with the assistance and input of elected and appointed officials, staff and members of the public, focuses on connecting users with the information or services they need in the most expedient way possible. Specific features of the site include the following:

- **New, Centralized Searching:** The new website’s search bar has been centralized on the home page and prominently displayed at the top of each interior page to encourage searching. The search engine now includes a feature called “predictive searching” which begins populating possible results while the user is typing. This helps users clarify their searches for the best possible results.
- **New Service Request System:** In conjunction with the website, the Village launched GONorthbrook, its new service request system. Through GONorthbrook, users can submit questions, concerns or service requests for almost anything within the community and allows users to get updates and communicate directly with staff in the application.
- **Enhanced role for Know Your Neighborhood:** The “Community Portal” application, which allows users to find property-specific information, has been rebranded as “Know Your Neighborhood” and deployed across the site to help users quickly find answers to common questions like who their elected officials are and what type of zoning their property has. A number of digital maps are also available now in the Map Gallery which illustrate Northbrook in different views.
- **Enhanced Resource Directories:** The Village has optimized the use of the site’s new resource directory feature to create alphabetized, searchable lists for a variety of topics, including dining, senior services and even how to recycle items. Click the “Senior Services” button or visit the “How Do I Recycle This?” guide to see more information.
- **Automatic Notifications:** The new website has a number of areas where users can now subscribe to get instant, e-mailed notification of changes, including job and bid postings.

For any questions or comments regarding the website, please contact the General Government Department at 847-664-4010 or use the GONorthbrook service.

### WEEK OF July 17, 2017

<b>MON.</b>	<b>7/17</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>7/18</b>	7:30 p.m.	Plan Commission – Board Room
		7:30 p.m.	Committee of the Whole - <b>Canceled</b>
<b>WED.</b>	<b>7/19</b>	7:00 p.m.	Youth Commission – <b>Canceled</b>
<b>THURS.</b>	<b>7/20</b>	6:30 p.m.	Stormwater Management Commission – PW Center
		7:00 p.m.	EQC – Shermer Study
<b>FRI.</b>	<b>7/21</b>		<b>No Meetings</b>