

# MEMORANDUM VILLAGE OF NORTHBROOK

**TO:** Staff

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** December 14, 2018

**SUBJECT:** STAFF BRIEFING

---

## WEEK OF December 10, 2018

### REGULAR VILLAGE BOARD MEETING

On Tuesday, December 11, the Board of Trustees held a regular meeting. Under President's Report, the Northbrook Chamber of Commerce presented the Shop Local marketing campaign and the Board received an update on the Northbrook Court Redevelopment proposal.

Under Consent Agenda, the Board approved a number of resolutions and ordinances including agreements for a four-year Collective Bargaining Agreement with the Northbrook Professional Firefighters Association, Local 1894; the purchase of new servers; the purchase and installation of door lock/handles for Crestwood Place; a special permit for Soorya Dance School (1948 Raymond Drive); vacating portions of Henrici Drive Right-of Way (adjacent to 430 Dundee Road); and annexing territory contiguous to the Village (3787 Walters Avenue).

Under Planning and Zoning, the Board held a Public Hearing and approved a special permit for the Fred Astaire Dance Studio (4187-4189 Dundee Road). The Board also heard two preliminary reviews: a request for a daycare facility (2005 and 2141 Techny Road) and a request for a dog grooming business (Banjo's Self Dog Wash- 527 Dundee Road). Both requests were referred to the Plan Commission for further review.

Under Administration/Finance, the Board approved the 2018 property tax levy.

The next Regular Board of Trustees meeting is Tuesday, January 8.

### COMMUNITY AND SUSTAINABILITY COMMITTEE

On Tuesday, December 11, the Community and Sustainability Committee met and reviewed the actions the Village has taken towards the goals and strategies identified in the Village's Sustainability Plan. The Committee also discussed the Village's effort to meet the Greenest Region Compact 2 Framework (GRC). The Committee reviewed five suggestions for goals and priorities for the next two fiscal years: 1) including a regular sustainability column in the Village's newsletter; 2) reviewing and enhancing the sustainability portion of the Village's website; 3) converting the remaining T-12 fluorescent lighting at Village facilities to LED lighting; 4) developing and implementing an LED streetlight conversion program; 5) participating in the Metropolitan Mayors Caucus GRCorps Program. These items will be considered by the Village Board during the FY 2019/20 budget process.

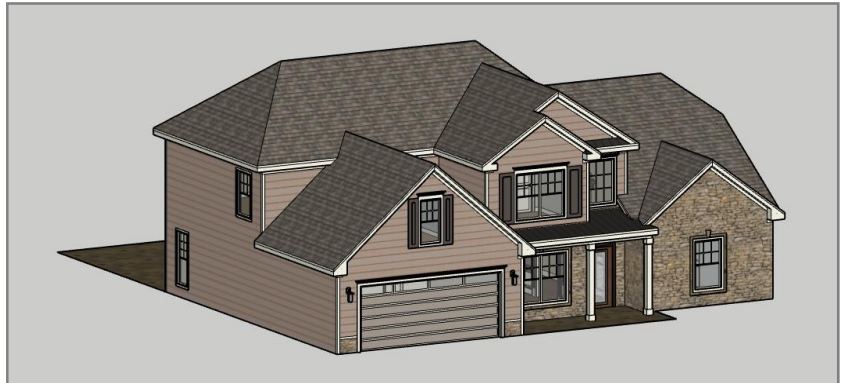
### ACC MEETING

The Northbrook Architectural Control Commission (ACC) held a regular meeting on Thursday, December 13. The Commission reviewed and recommended approval of a downtown Design Review Permit application involving 1016 Waukegan Road – a long vacant storefront that had been a carryout restaurant. The Commission unanimously recommended approval of the facade and sign package for the space. An artist’s rendering of the improved space is shown to the right.



The Commission also continued its discussion of how to update the Village’s “Green Building Ordinance” in relation to the upcoming review of the 2018 Building Codes. An ACC subcommittee formed to look at alternatives for the current LEED system. The Commission was updated on the 2018 International Residential Code changes and local amendments. In January, the ACC will review the Electrical Commission’s recommendations for the 2017 National Electric Code.

The Commission continued its review of how to address the zoning code definition of unfinished attic spaces and “bonus rooms” in single-family homes. After discussing alternatives, the Commission favored a code amendment that would stipulate that space under a pitched roof above a garage would not count towards the floor area in a home. An example of a home with space above a garage is depicted in the image above.



The ACC also discussed the advantages and disadvantages of utilizing the “side daylight plane” standard to control bulk and approved two new single-family homes: 2236 Brentwood Road and 1520 Grant Road. Finally, the Commission discussed the possibility of holding special meetings in January or February to allow ample time to the review the proposed building designs for the Northbrook Court redevelopment.

### POLICE DEPARTMENT ACTIVITY

On Tuesday, December 11, at approximately 3:15 a.m., Riverwoods Police Department requested Northbrook’s canine Pongo to assist with a search of two subjects who fled from a stolen vehicle during a traffic stop in the area of Milwaukee Avenue and Lake Cook Road.

### 1000 SKOKIE BOULEVARD ROADWAY IMPROVEMENTS

This week, all work necessary to make the intersection of Skokie Boulevard and Sunset Ridge Road and the surrounding area safe for vehicular and pedestrian traffic was completed. At this time, work is suspended and crews will complete any final work in the spring.

### UNINTERRUPTABLE POWER SUPPLY UNITS INSTALLED IN VILLAGE STREETLIGHTS

This week, the Village’s contractor completed the installation of uninterruptable power supply (UPS) units for traffic signals at six Village-owned intersections. These units allow each signal to continue

operating during power outages. The intersections receiving UPS units are Shermer Road and Sherman Drive, Shermer and Techny Road, Shermer and Walters Road, Techny and Western Avenue, Pflingsten Road and Koepke Road, and Skokie Boulevard and Henrici Drive. A seventh unit will be installed at –the intersection of Shermer and Meadow Road.)

**WATER MAIN BREAK**

On Thursday, December 13, Village crews completed the repair of a section of water main located in the 2000 block of Dundee Road. The break occurred on a section of 16-inch cast iron main within the parkway and required the closure of the curb lane of westbound traffic while the work was occurring.

**HOLIDAY REMINDERS**

- Village Administrative offices will be closed on Monday, December 24 and Tuesday, December 25, and Monday, December 31 and Tuesday, January 1.
- Advanced Disposal Pickup: Garbage pickup will be delayed during the weeks of Tuesday, December 25 and Tuesday, January 1. There is pickup on Monday; however, Tuesday-Friday pick-up will be delayed one day, with Friday customer’s pickup day on Saturday.
  - Advanced Disposal Unlimited Pickup: All residents, regardless of refuse container size, may dispose of unlimited refuse during the two-week period of December 24-January 5 for no additional cost.
- Advanced Disposal Christmas Tree Collection: Advanced Disposal will collect Christmas Trees from individual customers throughout the Village beginning the week of Wednesday, January 2. Collections will occur on each customer’s pickup day. In order for a tree to be collected, customers must remove all plastic bags, ornaments and other non-organic materials prior to placing it curbside.
- Christmas Lights Recycling: The Village holds drop-off Christmas light recycling weekdays between the hours of 7:00 a.m. and 3:00 p.m. at the Maintenance Garage (1227 Cedar Lane) and 8:30 a.m. to 4:30 p.m. in the Village Hall lobby (1225 Cedar Lane). Bins will also be out during any electronics recycling collection days.
- Electronics Recycling: Are you expecting to get new appliances or electronics for the holidays? Recycle your old electronics! Electronics Recycling will be held on the second Tuesday in January (January 8) from 7:00 a.m. to 3:00 p.m. and the first Saturday of the month (January 5) from 9:00 a.m. to Noon at the Fleet Maintenance Garage (1227 Cedar Lane). Staff will be available to assist, just drive around behind the Village Hall.

**WEEK OF December 17, 2018**

<b>MON.</b>	<b>12/17</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>12/18</b>	7:30 p.m.	Committee of the Whole - <b>Canceled</b>
		7:30 p.m.	Plan Commission - <b>Canceled</b>
<b>WED.</b>	<b>12/19</b>	7:00 p.m.	Youth Commission – Terrace Room
<b>THURS.</b>	<b>12/20</b>	9am	Administrative Hearing – Board Room

7:00 p.m. EQC – Terrace Room - **Canceled**

**FRI. 12/21**  **Winter Begins**

**No Meetings**

**MON. 12/24** **Christmas Eve – Village Hall Closed**

**TUES. 12/25** **Christmas Day – Village Hall Closed**

