

MEMORANDUM

TO: STAFF

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

FROM: Rich Nahrstadt, Village Manager

DATE: January 7, 2011

RE: STAFF BRIEFING

WEEK OF JANUARY 3, 2011

PLAN COMMISSION

On January 4, the Plan Commission held their regular meeting and considered the following applications:

- Docket No. 10-15: T.D. Ameritrade (400 Skokie Blvd.) The Commission held a third public hearing on a series of zoning and subdivision relief requests to allow the construction of a freestanding 5,500 square foot building for TD Ameritrade at 400 Skokie Boulevard. After reviewing the revised plan relocating the proposed building outside of the required setback and hearing from three members of the public, the Plan Commission adopted a resolution recommending approval of the application as presented.
- Docket No. 10-18: Verizon Wireless (840 Willow Rd). The Commission failed to adopt, by a 4-4 vote (with one member absent) a resolution recommending approval of a special permit request to allow Verizon to have a wall sign higher than the maximum height of 20 feet from the ground (Willow Festival).
- Docket No. 10-17: Ceisel Masonry (330 Melvin Dr.). The Commission held its second public hearing on an application by Melvin-Arches LLC, as owner of the properties commonly known as 330 Melvin Drive, for the purposes of special permit approval to allow a special trade contractor, Ceisel Masonry, Inc., to have outdoor storage. Given that no one was present to speak regarding the application, the Commission closed the public hearing and discussed the item. After brief discussion and hearing a report from Director of Fire Prevention Frangiamore, the Commission directed staff to prepare a resolution recommending approval of the application based subject to: (a) the standards for the operation and maintenance of the outdoor area outlined in the staff report, (b) the site coming into full compliance with these standards by June 30, 2011, and (c) the term of the special permit be for five-years, but with a provision that allows the Village to review the operation within one year and if it is not in compliance, the special permit could be revoked.

EQC RECOMMENDS GARDEN GUIDELINES

At the Environmental Quality Commission's rescheduled meeting, held on Thursday, January 6, the Commission discussed the draft administrative guidelines for front yard gardens prepared by staff. Following a brief presentation on the topic by Director of Development & Planning Services Tom Poupard, the EQC discussed the standards. The Commission felt the standards covered the essential points raised by neighbors, the Board and the Commission. They asked that the guidelines also include a reference to the Village's fence standards. With that one change, the EQC unanimously supported the guidelines. Several residents were in attendance at the meeting and they too felt the standards were appropriate. The guidelines will now be presented to Communications & Legislation Committee of the Board of Trustees at an upcoming meeting.

COMMUNITY RELATIONS COMMISSION

The Commission is making final preparations for its annual Black History month event on February 19 from 1:30pm to 4:30pm at the Northbrook Public Library. Professor Vaun Monroe of Columbia College will present a program entitled "Film and Race Relations". Professor Monroe will present selected short film clips and engage the audience in an interactive and informative discussion about how films have made a dramatic impact on race relations in America. We'll look at subject matter, technical/creative aspects, and the use of the actors. Please encourage anyone interested in film or the history of race relations in America to attend this free event.

Publicity has begun and applications are available for the CRC Award program. This program commends individual(s) for demonstrating the mission of the CRC within the community. The Commission encourages you to nominate all candidates who may be an appropriate recipient. Nomination forms and guidelines are posted on the Village website. Submissions are due February 15 and the award ceremony will take place at the Village Board meeting on March 22.

The next meeting of the CRC is scheduled for February 3, 2011.

ARTS COMMISSION

The Arts Commission met Thursday at the Library before the opening of the 2011 Northbrook Originals show. Primary topics of discussion at the meeting were: Art in the Park—a summary was provided as to how many artists have signed up as well as marketing and promotion plans for the show; Gig on the Green—the Commission is working with the Park District to select a new location for the show because the Village Green Park will not be available immediately following Northbrook Days; Merchant Gallery/Art Walk—this topic was revisited and it was decided that while the Commission is always looking for ways in which to promote art, this concept would need to be reinvented in order to be considered again; Artist Workshops—March 19 & 20 will be a Pastel Workshop taught by Ken Tiessen, April 9 & 10 will be a Watercolor Workshop taught by Joye Moon and May 7 & 8 will be a Oil Painting Workshop taught by Tracey Frugoli. Applications for the workshop can be found at www.northbrookarts.org.

Please take the time to visit the Northbrook Originals show at the Library, which runs until January 30, 2011. The show is a great example of the depth of artistic talent in Northbrook. The next regular meeting of the Commission will be February 3, 2011.

FABRICATION OF NEW DOWNTOWN SIGNAGE IS UNDERWAY

Fabrication of the new downtown signage by Public Works staff is continuing. Staff anticipates that the installation of the initial portion of signs directing drivers to the available parking lots in the downtown will begin late in the week of January 10 or early in the week of January 17. The Village will be installing signage in front of the West Commuter Parking Lot identifying it as an additional Central Business District parking resource for the general public later this winter.

SIREN ACTIVATION - ACCIDENTAL

On Friday, December 31, the outdoor emergency notification system was accidentally activated by an outside contractor working at the Police Department on the interoperable Northbrook Court Security (Shopping Mall) radio system. While making connections to replacement equipment, he accidentally touched an adjoining wire that activated the outside sirens throughout the Village. An alert Telecommunicator heard the outside sirens and after checking the validity of the activation, immediately terminated the activation. Only a handful of calls were received in the Communications Center inquiring about the activation. Inquiring residents were informed no emergency existed and that the activation was due to maintenance work being conducted on an unrelated system by an outside contractor. A notice on Northbrook's Facebook page was posted. Protective covers with warning labels had been installed on all components connected to this system in 2009, but in this case, it was the qualified service technician himself who mistakenly caused the false activation.

SENATE BILL 2485 – PUBLIC CERTIFICATION OF UTILITIES

The vote on Senate Bill 2485 – Public Certification of Utilities has been postponed due to a lack of support at this time. Village President Frum has sent letters to State Senators from the North Shore urging them to vote against this legislation. The bill is intended to create a fast track process to have a new gas and electric plant approved in Taylorville, Illinois. The coal-fired plant will produce electricity and substitute natural gas (SNG) that can be used by other natural gas power plants to generate electricity. An amendment to this bill also requires that all electricity suppliers in the State of Illinois purchase 5% of their energy from this plant to help pay for its construction and operation.

The result of this legislation will likely mean an increase in electricity rates for all customers, however residential increases are capped at 2%. Business and government customers do not have a cap on price increases, meaning that these customers are expected to pay approximately \$286 million more in electricity costs

each year. The Village of Northbrook believes that it will see an annual increase of at least \$10,000 to \$15,000 in electric costs for its facilities. Staff has reached out to organizations such as the Northwest Municipal Conference and the Metropolitan Mayors Caucus to compile additional information and to work together with them in dealing with this bill.

COMMERCIAL BURGLARY

An employee opening the office at 450 Skokie Boulevard on Tuesday morning, January 4, observed the front door glass had been broken. Police responded and determined that several computers had been removed from the office. The scene was processed for evidence and a canvas of the surround suites conducted with negative results. Investigations is working on the case.

UNDERAGE DRINKING PARTY

On December 31 at approximately 11pm, police units responded to a residence in the 1700 block of Ferndale Avenue upon a complaint about underage drinking. Citations were issued to the homeowners present at the scene for parental responsibility for hosting a party knowing there was underage consumption. All minors in attendance who were consuming alcohol were issued local ordinance citations for consumption of alcohol by a minor. Court dates were set for all 39 defendants.

LAKE-COOK ROAD (WILMOT TO PFINGSTEN) CONSTRUCTION

The Cook County Highway Department (CCHD) plans to complete a concrete pavement patching and diamond grinding of the concrete roadway surface on Lake-Cook Road, from just east of Wilmot Road to Pfingsten Road, which is in the Village of Deerfield. Construction is expected to start this spring and continue through the rest of the year. Traffic will be reduced from two-lanes in each direction to one-lane in each direction during construction. Large trucks will be detoured into Deerfield via Pfingsten Road to Kates Road to Waukegan Road during a portion of the construction. More information will follow as the CCHD releases further updates. Staff will be working with CCHD to minimize impacts in Northbrook.

MWRD SANITARY SEWER LINING PROJECT ON WAUKEGAN ROAD

The Metropolitan Water Reclamation District's contractor, Kenny Construction, will begin preparatory sewer cleaning work next week (the week of January 10). During this time, there will be intermittent closures of the outside lane of southbound Waukegan Road between Maple Avenue and Voltz Road during off-peak times of traffic. Beginning the week of January 17, the outside lane of southbound Waukegan Road between Maple Avenue and Voltz Road will be closed around-the-clock for lining work. Lining work is expected to take approximately three weeks and be completed, weather permitting, by February 11.

MFT ANNUAL ASPHALT STREET RESURFACING PROGRAM

Preliminary fieldwork and estimates continue to determine which streets can be rehabilitated in the approximately \$900,000 budget of Motor Fuel Tax (MFT) funds. A list of pre-final streets has been submitted to IDOT in order to obtain our Section Number.

For the 2011 MFT Annual Asphalt Street Resurfacing Program, the Village of Northbrook will be partnering with the Village of Glenview in order to obtain better bid pricing by increasing both communities economies of scale. To complete this process, the Villages will need to execute an Illinois Department of Transportation (IDOT) required Intergovernmental Agreement (IGA) for cooperation on this project prior to the release of bid documents. Staff anticipates bringing the IGA to the January 25 Village Board Meeting. This project is a direct result of the Village's participation in the municipal partnering meetings that have been ongoing for the past few months with neighboring municipalities. Public Works staff member Rich Daubert is chair of the subcommittee on road resurfacing for Cook County communities and has helped to make this partnership a reality.

REPAIRS AT FIRE STATIONS

The Public Works Department is evaluating faults in the fire sprinkler systems at Fire Stations 10 and 12. The systems are a dry system (meaning water only flows into the system when it has been activated) and have been experiencing small leaks. Staff is working to get quotes on further testing of the system and repairs. Public Works staff is also working to replace a transfer switch at Fire Station 11. The transfer switch toggles between the Station's emergency generator and ComEd power and staff believes the transfer switch was damaged during

a power surge late in 2010. Public Works is working with the vendor to get the switch replaced as soon as possible.

EAB TREE REMOVALS

Removal of parkway Ash trees continues. In total, 239 parkway Ash trees have been removed by the Village's contractor, Glenwood Tree Care and Public Works crews. The Public Works Department has received approximately 3-5 calls a day from residents in the areas of the removals inquiring about the removals or when replacement trees will be replanted. Residents with parkway Ash trees were notified by mail prior to trees being removed and have been notified that the trees will be replaced at no cost to them. Residents are also being given the opportunity to select the type of replacement tree that will be installed.

EDGEWOOD SUBDIVISION WATER MAIN REPLACEMENT PROJECT

Design work continues for the replacement of the existing 6-inch main with a larger 8-inch main. Staff is also evaluating the merits of replacing the sanitary force main along Edgewood Drive as part of this project. The timing of the project will be coordinated with next year's street resurfacing program in order to complete the necessary pavement restoration work. New water main installations are also being proposed between Red Haw Road and Surrey Lane in order to replace the existing smaller mains (4 and 6-inch) with a larger 8-inch main and to eliminate two "dead-end" segments.

WATER MAIN BREAKS

A break on the 53-year-old 18-inch main in the 1500 block of Sunset Ridge was repaired on January 6. A hydrant leak on Terri-Lyn on the 6" auxiliary box connection to the water main (typically due to corroded bolts at the mechanical joint) and a small leak on the 41-year-old 12-inch main on Castilian will be completed this week or early next. There is a slow build up of ice in the 400 block of Applewood due to a yet to be determined problem. Staff is collecting a sample for fluoride analysis along with further investigation. The 31-year-old 12-inch water main is located in the parkway very near the ice buildup, but has no break history. Ice was removed and the road salted while further investigation will continue. Pictures of several of the breaks and leaks are below.



3600 Block of Woodhead



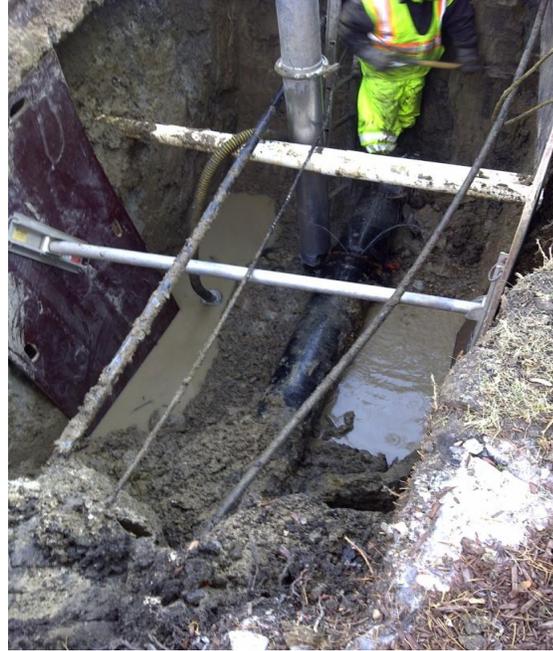
4023 Applwood Lane



1525 Sunset Ridge

SKOKIE BOULEVARD WATER MAIN BREAK REPAIR

Repair of the second of two recent leaks in the 900 block of Skokie Boulevard is scheduled for early January 8. Affected businesses have been notified of the water shutdown, which is scheduled to begin at 6:00am and be restored by 11:00am. Work is being done on the weekend to minimize the impact on the 9 business properties that will be affected by the water shutdown. The Renaissance Hotel and Nestle Pizza Facility will not be affected by this work. Pictures of this water main break are below.



WEEK OF JANUARY 10, 2011

MON.	1/10		No Meetings
TUES.	1/11	7:30 a.m.	ICDC – Terrace Room
		6:30 p.m.	Planning & Zoning Committee – Terrace Room
		7:30 p.m.	Regular Board of Trustees Meeting – Board Room
WED.	1/12	7:30 a.m.	Combined EDC & ICDC Meeting– Terrace Room
		7:00 p.m.	Bicycle Task Force – Terrace Room
THURS.	1/13	7:30 a.m.	Monthly Chamber of Commerce Board Meeting
		5:00 p.m.	Electrical Commission – DPS Conference Room
		5:30 p.m.	Architectural Control – Terrace Room
		7:00 p.m.	Senior Services Commission - GGCR
FRI.	1/14	4:00 p.m.	Susan Garrett & Karen May Roundtable re: pension– Board Room
SAT.	1/15		Winter Carnival – Village Green