

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: January 8, 2010

RE: STAFF BRIEFING

WEEK OF JANUARY 4, 2010

CPAC UNANIMOUSLY RECOMMENDS DRAFT COMPREHENSIVE PLAN

The Village's Comprehensive Plan Advisory Committee (CPAC) met on Wednesday, January 6, to review the latest version of the draft Comprehensive Plan. This meeting was the first time the Committee had the opportunity to see the plan assembled into one document. The draft document was sent out in mid-December to allow the Committee ample time to review.

The CPAC was also briefed on the planned procedure for involving the public, Board of Trustees and Village Commissions in the review of this important document. The process would generally involve the following steps:

- Board review of the draft Comprehensive Plan during the January 19 Committee of the Whole meeting;
- Publication of a special Village Newsletter describing the Comprehensive Plan, how to view the document, the planned public outreach and public hearing dates, and how to provide comments (via email, fax and letter);
- Public outreach meetings in several areas of the community in early February;
- Review of the Plan by many Village Commissions during January and February;
- CPAC review of comments received from the public, Commissions and Board followed by a formal recommendation – February 22;
- Board review of the updated plan as recommended by CPAC – March 9;
- Plan Commission Public Hearings – March 16 through April 6 (including special meetings if necessary); and,
- Board review of plan recommended by Plan Commission – April 13.

Recognizing that the plan would be refined as it goes through more detailed review by others, the CPAC felt that the document reflected all of their major issues and initiatives and unanimously recommended approval of the public review draft.

PLAN COMMISSION MEETING

At the January 5 Plan Commission meeting, the Commission considered the following items:

- DOCKET NO. 09-16: 605 ACADEMY DRIVE SPECIAL PERMIT RENEWAL. The Plan Commission unanimously adopted a resolution recommending approval of a Special Permit for Northbrook Occupational Medicine Center to allow the continued operation of a medical office and a Variation to reduce the required number of parking spaces.
- DOCKET NO. 09-17: 4140 SUNSET LANE – CONSOLIDATION & REZONING. The Commission unanimously adopted a resolution recommending the rezoning of a portion of the 4140 Sunset Lane from I-1 Restricted Industrial to R-2 Single Family Residential; a Plat of Consolidation; and approval of two front yard setback variations.
- DOCKET NO. 09-08: CHASE BANK - NORTHWEST CORNER OF DUNDEE & SANDERS ROADS. Most of the meeting was devoted to the second public hearing on the application for a comprehensive plan amendment, rezoning and special permits for a drive-through financial institution (Chase Bank) at the corner of Sanders and Dundee Roads.

The Applicant presented revised plans to address comments raised by the Commission and members of the public during the first public hearing. The Commission found the revised plans to be adequate in addressing some of their concerns; however, their most significant concern was the proposed unrestricted access point on Sanders Road, which the Applicant did not revise or modify. The Applicant did state that they would be willing to return to the Plan Commission and resubmit an application for Phase 2 of the development when they are ready to proceed with a specific development proposal.

A number of residents reiterated their concerns regarding traffic on Sanders Road and how the proposed development would only worsen a very bad situation.

The Plan Commission also continued to note its concern over the safety of the Sanders Road access point. The Commission closed the public hearing and directed staff to prepare a resolution approving the application with several conditions:

- (1) the Applicant should construct the entire berm along the western property line as well as install all of the proposed landscaping on and around the berm;
- (2) the Applicant should switch out the Douglas Fir plantings around the berm for a more appropriate coniferous species;
- (3) the Village will have full control over a future review of Phase 2 as a subsequent application to amend any documents approved in relation to Phase 1 of the development; and,
- (4) the access drive on Sanders Road will be restricted by a barrier to prohibit left turns in or out of the site.

The resolution will be presented to the Commission at the meeting on January 19.

- DOCKET NO. 09-19: 3830 WALTERS AVENUE – GLENKIRK SPECIAL PERMIT RENEWAL. The Plan Commission held the first public hearing for an application by Glenkirk, as owner of the property commonly known as 3830 Walters Avenue, for the purposes of approving an expired special permit to allow the continued operation of a group home facility in the R-4 District.

One member of the public voiced a concern that the employees of the group home have been disrespectful of neighbors as they enter and exit the facility. The Commission requested that the Applicant address the situation. The Applicant stated that this was the first he had heard of any problems the neighbors may currently have with the facility and agreed to speak to the staff of the home. The Commission ultimately closed the public hearing and directed staff to prepare a resolution recommending approval of the application with several conditions:

- (1) the special permit have a term limited to five years;

- (2) the Village staff follow up with the Applicant and surrounding property owners to ensure no problems arise;
- (3) the residents of the group home may be of the opposite sex as requested; and,
- (4) the operation shall have no more than three employees overlapping at one time.

The resolution will be presented to the Commission at the January 19 meeting.

The next Plan Commission meeting is scheduled for January 19, 2010.

ARTS COMMISSION

Despite the weather, the Arts Commission met Thursday night since immediately following the meeting they were hosting an Artist Reception at the Library for the “Northbrook Originals” artists. The “Northbrook Originals” exhibit at the Library features artwork from about 30 Northbrook artists and will be on display throughout the month. The reception was a success with about 15 of the 30 displaying artists attending. Guests in attendance included former Village President Gerald Friedman, whose wife, Elaine, is one of the exhibiting artists. The Commissioners and artists were impressed with the variety, creativity and quality of the Northbrook Originals exhibit.

During the Commission meeting, it was confirmed that the Battle of the Bands Competition will be held at the Village Green on Friday, June 11, from 6-9:00 p.m. The event is called “Rock the Green” and is sponsored by the Northbrook Arts Commission, Youth Commission and the Northbrook Park District. The Commission discussed alternatives to the Merchants’ Art Walk, such as extending the duration of the local artists displays as well as expanding the scope to include merchants throughout Northbrook and not just downtown. The Commission was updated on the status of the four weekend spring artist workshops sponsored by the Arts Commission. It was noted that there were already two students registered. Details and registration forms are available at www.northbrookarts.org

Commissioner Pat Scherer reported that ICODA’s plans to relocate on Sanders Road, just north, across from the former Culligan site, are proceeding. She also shared some exciting statistics about the benefits of the arts, such as music, and the positive impact on learning for deaf students. She specifically noted the general statistics of deaf students and advanced education: 5% with college degrees and 1% with Masters Degrees vs. ICODA Alumni: 80% with college degrees and 40% with Masters Degrees. All were impressed with the impact of the arts on deaf students.

COMMUNITY RELATIONS COMMISSION

Due to the inclement weather, this month’s meeting of the Community Relations Commission was cancelled. The next meeting of the CRC is scheduled for February 4, 2010.

CARGO PLANE CRASHES NEAR CHICAGO EXECUTIVE AIRPORT

On January 5, a Royal Air Freight Lear jet flying from Michigan crashed into the Des Plaines River in a heavily wooded area of the Cook County Forest Preserve in unincorporated Glenview, killing the two crew members on board. Northbrook Fire Crews and MABAS Division 3 Dive Team Members responded to the site to assist in the recovery of the pilot and co-pilot. The plane crashed in about four feet of water and emergency responders had to approach the site by foot. An investigation by the FAA and the National Transportation Safety Board is underway.

SNOW EVENT

Over the course of Thursday and Friday, we received approximately 10" of snow. On Thursday morning, the initial Public Works crews arrived and began applying salt to our streets by 3:30 a.m. and at 7:30 a.m. we went into a full plowing operation. At 6:00 p.m. Thursday, the supervisor and maintenance workers from the initial salting operation were sent home with the understanding they would most likely be called back into work at 3:00 a.m. Friday. Beginning Thursday at 6:00 p.m., we concentrated our plowing efforts to straight roadway segments and limited our efforts on the short cul-de-sac streets. By 11:30 p.m., the maintenance workers and supervisors that started at 7:30 a.m. were relieved by supervisory staff, one maintenance worker that was on scheduled vacation Thursday and non-bargaining unit employees which limited our staff to seven individuals. By 3:00 am Friday, the initial salting crew and three non-bargaining unit employees were called in to supplement our plowing effort. Although by 7:30 a.m. Friday it had stopped snowing, we went back into a full plowing operation to clean up intersections, push back snow to the curb line and clean up cul-de-sacs.

There was one motor vehicle incident early Friday morning. At 2:35 a.m., a motorist was following our snow plow on Pfingsten Road near Keystone Avenue and then attempted to pass. As he approached the front of the snow plow, his vehicle skidded into our dump truck front bumper and then ricocheted off the snow plow. The driver managed to get control of his car and then continued on his way without stopping. Our snow plow operator immediately radioed our dispatch and shortly thereafter the Police located and pulled over the hit and run driver near Dundee and Landwehr Roads. There was no damage to the snow plow, but the dump truck bumper is bent.

We are anticipating receiving some driveway complaints, especially on cul-de-sac streets. Many of these driveways were plowed by a private service during the early morning hours before we could get our units out to clear the snow from the street. As we have done in the past, Public Works supervisors will investigate these complaints and take appropriate action when warranted.

WATER MAIN BREAKS

On Tuesday we had a water main break on Surrey Lane at Shermer Road. This is a 6" main that was installed in 1947 and has had seven breaks since installation. There were roughly 10 homes without water service while the Village crew made the repair.

On Thursday we had a water main break at 1888 Big Oak Circle. This is a 6" main that was installed in 1955 and has had two breaks since installation. When arriving on the scene water was coming up at multiple locations and it would have been difficult to locate the exact break location. Instead of excavating multiple holes within the road and parkway to locate the leak, we hired a leak detector contractor to pinpoint the break. Since we were in a full snow plowing operation, we followed our emergency procedures and contracted with Layla Construction to make the repair. One supervisor worked with the contractor. When the break was exposed, there was a 15" x 5" hole in the water main which required replacing 4' of pipe. The water main break on Big Oak was repaired by 9:00 p.m. Thursday and the outage caused six homes to be without water.

It is important to note that during normal business hours and until 9:00 p.m., we will go door to door to notify residents if they will be without water due to a break. If it is after 9:00 p.m. we will not interrupt residents and will just make the repairs. Under normal situations the duration of the water outage will be 2-4 hours once the water is off. During the winter months this is more difficult to achieve due to the weather conditions, but crews are motivated to get out of the elements and have the repair done safely and as soon as possible.

OVERHEAD SANITARY SEWER CONVERSION COST REIMBURSEMENT PROGRAM

The Overhead Sanitary Sewer Conversion Cost Reimbursement Program, which was approved by the Board at the December 8 Regular meeting, has started out on a very popular note. A mailing was sent to 82 interested parties just before Christmas and 16 applications have already been received by the Public Works Department, who is administering the program. Five installations have been approved and will be on the next claims list in the collective amount of \$23,475. Two additional installations have been completed and are awaiting final inspection to verify eligibility for reimbursement. Four other applications have been reviewed and are in the process of receiving contractor bids and five more have just been received and are awaiting an initial review. All applications received after the allocated funds have been spent will be put on a waiting list if it is decided to continue the program for the next fiscal year.

FIRE APPARATUS ENGINEER KORF CELEBRATES 20TH ANNIVERSARY

On January 1, FAE Fred Korf celebrated his 20th anniversary with the Fire Department. Fred has been a great asset to our team, bringing dedication, commitment, talent, and a good sense of humor to the Department. In addition to his Fire Apparatus Engineer expertise, Fred continues to work on an enormous undertaking of creating, maintaining, and updating all of the Department's "pre-plans" within our Village and Rural District. These pre-plans are heavily relied on by our fire companies and the Fire Prevention Bureau, as well as address mandatory Insurance Services Office, Inc. (ISO) requirements. FAE Korf is well respected by all of his colleagues, and it is evident he successfully continues to bring a lot to the table. Congratulations to Fred on his 20 year achievement!

FIREFIGHTER CELEBRATES ONE YEAR

On January 5, Firefighter Ted Peters celebrated the completion of his twelve month probationary period on the Northbrook Fire Department. Since he joined Northbrook, Ted attended the NIPSTA Fire Academy where he fine-tuned his firefighting knowledge and skills. Ted has received high praise from his supervisors for his exceptional skills and attitude. This week, FF Peters began his 8-month paramedic training at Highland Park Hospital. Please join us in congratulating Ted!

WEEK OF JANUARY 11, 2010

MON.	1/11	9am-5pm	EARLY VOTING STARTS – BOARD ROOM (until 1-28-09)
		10:00 a.m.	Budget Meeting – GGCR
		1:30 p.m.	Community Planning Staff Meeting – Terrace Room
TUES.	1/12	9am-5pm	Early Voting – Board Room
		10:00 a.m.	PW Budget Meeting – GGCR
		6:30 p.m.	Planning & Zoning Committee Meeting – Terrace Room
		7:30 p.m.	Regular Board of Trustee Meeting – Board Room
WED.	1/13	9am-5pm	Early Voting – Board Room
		7:30a.m.	EDC Meeting – Terrace Room
		2:30 p.m.	Docket Review Meeting

		7:00 p.m.	Bicycle Task Force – Terrace Room
THURS.	1/14	9am-5pm	Early Voting – Board Room
		10:00 a.m.	Police Budget Meeting – GGCR
		11:00 a.m.	Fire Budget Meeting – GGCR
		5:30 p.m.	Architectural Control Commission – Terrace Room
		7:00 p.m.	Senior Services Commission – GGCR
FRI.	1/15	9am-5pm	Early Voting – Board Room
SAT.	1/16	9am-5pm	Early Voting – Board Room