

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** January 9, 2015

**RE:** STAFF BRIEFING

### WEEK OF January 5, 2015

#### NORTHBROOK PLAN COMMISSION MEETING

On January 6, 2015, the Plan Commission considered the following applications:

- DOCKET NO. 14-13: DUNKIN DONUTS DRIVE-THROUGH FACILITY - 2775 DUNDEE ROAD. The Commission held its third public hearing on an amended application requesting approval to allow the construction and operation of a Dunkin Donuts with an accessory drive-through facility at 2775 Dundee Road. Staff and the Applicant reviewed the revised concept site plan which was presented at the November 18, 2014 Plan Commission meeting. Two members of the public voiced concerns they had about the project, and three members of the public spoke in favor. After closing the public hearing, the Commission discussed the application and directed staff to prepare a resolution recommending approval of the project with a few conditions, including that the Board not allow a 24-hour operation. The Commission is scheduled to consider the resolution at the February 3 meeting.
- DOCKET NO. 14-17: METRO SELF STORAGE – 2121 SHERMER ROAD. The Commission conducted the first public hearing on an application requesting Zoning Code text amendments, a rezoning, and special permits to allow a self-storage facility at 2121 Shermer Road. After a short presentation by the Applicant and hearing no comments from the public, the Commission closed the public hearing and discussed the application. The Commission found the request to be generally appropriate as proposed. . The Commission suggested a different parking standard for self-storage facilities, with which the applicant's proposal would still comply. The Commission also asked that staff further study the FAR text amendment to determine if it should just apply to self storage uses or to other uses allowed in the ICS District. The Commission then directed staff to prepare a resolution recommending approval of the application with the changes noted above. The Commission will consider the resolution on February 3.

#### JANUARY 8, 2015 ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission (ACC) held their regular meeting on Thursday, January 8, 2015. The following is a summary of the items discussed:

- 1347 Shermer Road – Proposed Wall Signs and Lighting for Graeter's Ice Cream. The ACC reviewed the design of the proposed signs and lighting for an ice cream shop that will be moving into the former Caribou Coffee location at the corner of Shermer and Meadow Roads. The Commission was very pleased with the design and unanimously recommended approval of the plans, as submitted. The matter will go to the Board of Trustees on January 27 for final approval.

- Continued Review of Building Permit Extension Request – 1722 Chapel Court. The Commission was briefed on the recent activities related to this expired permit for a new single-family home. Staff and Commissioners discussed various enforcement options. Staff will present additional information next month.
- Continued Review of Expired Permit – 560 Pfingsten Road. The ACC received an update on the ongoing enforcement actions related to this expired building permit for a single-family home addition. The matter is currently in court but progress is being made to get construction to resume.
- Building Code Amendment Update. DPS staff briefed the Commission on progress made by the staff to finalize the proposed amendments to the Northbrook Building Code. The Commission was pleased to hear that the sections of the code dealing with local swimming pool standards and sound insulation can be deleted as the 2012 international codes now deal with these topics comprehensively. A final draft of the proposed building codes will be presented to the ACC on February 10, with the plan to have them ready for Board of Trustees consideration in March 2015.
- New Single Family Home Elevations. The ACC also reviewed and approved two new single-family homes on January 8:
  1. 2407 Illinois Road (R-5 District) – George Simoulis, Architect
  2. 4120 Walters Ave. (R-3 District) – BDS Architectural Services

The next meeting of the ACC will be held on February 10, 2015.

#### JANUARY 8 COMMUNITY RELATIONS COMMISSION MEETING

On Thursday evening, the Community Relations Commission held their regularly scheduled meeting to discuss and plan upcoming events. The Sister Cities Subcommittee provided an update on the status of the initiative. The Commission is in the process of selecting a youth member to serve on the committee, and will be meeting with representatives from Sister Cities International to seek guidance in developing a mission, vision, and criteria for vetting potential sister city relationships. Preparations continue for the annual Black History Month event which will be held on February 21 at the Northbrook YMCA. Plans are also underway for the Asian Heritage Celebration, set to take place on May 3. The 2015 Calendar has been set, please save the date for these events:

- February 21, 2015 – Annual Black History Month event
- April 19, 2015 – Interfaith Sunday Walk
- May 3, 2015 – Asian Heritage Celebration
- May 15, 2015 – Flamingo Friday/Welcome to Northbrook Event

If you have an interest in volunteering for any of these events, or would like additional information, please contact Michael Strong at 847/664-4058.

The next regular meeting of the Community Relations Commission meeting is scheduled for February 5.

#### POLICE DEPARTMENT ACTIVITY

On Friday evening, January 2, Police and Fire units responded to the Northbrook Racquet Club on Dundee Road for a 52-year-old male in cardiac arrest. Police Officer Eric Gustason arrived first on scene. He immediately applied the AED to shock the individual, and continued CPR until Paramedics arrived. Upon arrival of the Paramedics, the patient was defibrillated and converted into an organized rhythm. The Paramedics continued Advanced Life Support interventions and transported the patient to Glenbrook Emergency Department. Upon arrival at the hospital, the patient was awake and alert. He was discharged from the hospital a few days later in good condition.

This is an example of the wonderful team effort between our Police and Fire Departments which resulted in a successful out of hospital resuscitation. Both Police and Fire Departments received an extremely complimentary thank you note from Glenbrook Hospital's EMS Coordinator. The Fire Department has also highly recognized Officer Gustason, noting that he made the difference in the outcome of that call.

On Saturday afternoon, January 3, unknown person(s) entered the locked storage area to a business in the 200 block of Skokie Boulevard and removed toolboxes and numerous tools stored inside. Also, an automotive engine stored in the area was removed. It did not appear that forced entry was made to gain access to the inside storage. Evidence Technicians processed the scene and a canvas of the area was conducted with negative results.

On Sunday, January 4, Tactical Officers conducting surveillance at a gated community observed suspicious activity. Upon investigation, it was determined that a resident was selling his father's TV's out of the house without the approval of his father. The man was arrested and charged with theft.

On Monday, January 5, a residence in the 2600 block of Greenwood Drive was burglarized. Unknown persons gained entry to the home by force, rummaged the entire home, and removed currency, jewelry items, purses and liquor. A canvas of the neighborhood was conducted with no one reporting anything suspicious.

#### WINTER WEATHER

Public Works crews responded to two winter weather events this past week. On Monday evening, January 5, the Village received approximately 2 inches of snow and on Thursday evening, January 8, an additional 2.5 inches of snow fell. Both events required a full plow operation.

The extreme cold temperatures experienced this past week further complicates snow removal operations. Rock salt begins to lose its effectiveness when temperatures drop below 20 degrees. To mitigate this, the Public Works Department uses an organic liquid deicing additive that is a mixture of salt brine, calcium chloride, and beet juice to help activate the salt's melting capabilities at lower temperatures. Crews then scrape the roadways as the snow and ice melts to minimize the amount of material that refreezes on the street.

#### WATER MAIN REPAIRS

This week, crews worked to repair two water main breaks. The first occurred on Monday, January 5, on the 2700 block of Walters Avenue, where crews worked to repair an 8-inch cast iron main. This work required closure of the eastbound curb lane while crews were on site (see photo). The second occurred on Thursday, January 8, on the 1700 block of Ivy Lane, where crews worked to repair a 6-inch cast iron main. In both instances, water was shut off to residents for less than an hour to accommodate the repair.



Temperature fluctuations and the ground's freeze/thaw cycle contribute to leaks in water mains and service lines.

Residents who observe a water main break or do not have water service due to a frozen meter are asked to call the Public Works Department during regular business hours (Monday through Friday, 7:00am to 3:00pm) at 847-272-4711 and the Police Department outside of those hours at 847-564-2060.

PARK DISTRICT CANCELLATIONS DUE TO WEATHER EXTREMES

Due to severe cold temperatures, the Northbrook Park District has rescheduled the Winter Carnival event planned for Saturday, January 10. The new event date is Saturday, February 21 from 11am-1:30pm, at Meadowhill Park. Visit [www.nbparks.org](http://www.nbparks.org) for links to a variety of outdoor activities including sled hills, cross country skiing, ice skating and snow shoeing.

Residents are encouraged to visit [www.northbrook.il.us](http://www.northbrook.il.us) for information about Winter Weather including snow removal operations, parking restrictions and winter weather tips.

WEEK OF January 12, 2015

<b>MON.</b>	<b>1/12</b>	8:00 a.m.	Ad Hoc Labor Committee – General Government Conf. Room
<b>TUES.</b>	<b>1/13</b>	6:05 p.m.	Public Works Committee - Terrace Room
		7:00 p.m.	CRC’s Black History Month Subcommittee - GGCR
		7:30 p.m.	Regular Board of Trustee Meeting - Board Room
<b>WED.</b>	<b>1/14</b>	7:30 a.m.	Joint ICDC & EDC Meeting - Terrace Room
		7:00 p.m.	Bicycle Task Force - Terrace Room
<b>THURS.</b>	<b>1/15</b>	6:30 p.m.	Stormwater Management - <b>Cancelled</b>
		7:00 p.m.	EQC- Shermer Study
		7:00 p.m.	Rescheduled Senior Services Commission - Terrace Room
<b>FRI.</b>	<b>1/16</b>		<b>No Meetings</b>