

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: January 18, 2013

RE: STAFF BRIEFING

WEEK OF JANUARY 14, 2013

COMMUNICATIONS & LEGISLATION COMMITTEE MEETING

The Communications & Legislation Committee held a meeting on Tuesday night to discuss the scope of the upcoming Request for Proposal (RFP) for residential solid waste, recycling, and landscape waste collection services. The current franchise agreement with Advanced Disposal Services was set to expire on December 31, 2012, but in October, the Board approved a short-term extension through August 2013. Committee members determined that the next contract should include a base level of service at once-per-week curbside collection, with the option to add a second pick-up or to change to backdoor collection. The RFP will also be asking for cart standardization and the offering of a senior discount. The RFP will be released at the end of February.

The Communications & Legislation Committee will be meeting on February 5 at 7:00 pm to discuss the North Shore Electricity Aggregation Consortium.

RESCHEDULED ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission (ACC) held a rescheduled meeting on Wednesday, January 16. The regularly scheduled meeting was cancelled due to a lack of quorum. The Commission reviewed the following items:

Permit Extension Requests:

- 1243 Church – 6-Month Extension
- 3240 Sunset – 90-Day Extension
- 4095 Sunset – 90-Day Extension
- 2110 Mallard – Temporary CO to be obtained by May, Final CO to be obtained by September
- 3310 Sunset – 90-Day Extension

The ACC also suggested that the Village begin looking at increasing the fees associated with permit extensions so that there is a greater incentive to complete work in a timely fashion.

The Commission received an update on the unpermitted occupancy and penalties associated with work at 1921 Raymond (Permit #12-G-002). They were briefed on the outcome of Board discussions on 8 Hickory Lane and the Tree Removal Appeal filed by neighbors.

The remainder of the meeting was devoted to a detailed review of Chapters 4 through 16 of the 2012 International Residential Code and the current local amendments. The ACC recommended eliminating many of our current local amendments to simplify the code and eliminate unnecessary local rules. The ACC

has now completed its review of the IRC and will focus on the International Building Code and other major codes over the next two months.

PLAN COMMISSION MEETING

The Plan Commission held its regular meeting on Tuesday, January 15, during which it conducted a public hearing on Docket No. 13-02: Bright Horizons Daycare located on Techny Parcel EC-2D. This is an application requesting special permit approval for a daycare, special permit approval to land bank 14 parking spaces, and a variation to reduce the required number of loading spaces from 1 to 0. The daycare would be located in one of four single-story buildings proposed for a two-phase development on the property.

Following the staff presentation summarizing the application, the Applicant discussed the development with the Plan Commission and answered questions. No one from the public spoke during the public hearing. The Commissioners stated concerns with the on-site circulation, specifically a concern with the location of the main access drive in the development and the fact that the pick-up/drop-off parking spaces for the daycare back into the main access drive. The Commission found the proposed daycare use to be appropriate on the property, but there was a concern with the location of the daycare and its proximity to the main access drive and parking configuration. The Commission asked that the Applicant further modify the proposed design and return to the February 5 meeting to continue the review of the application.

BICYCLE TASK FORCE MEETING

The Bicycle Task Force met on Wednesday for their regular bi-monthly meeting. The members discussed the joint application for Congestion Mitigation and Air Quality (CMAQ) grant funding for the Skokie Valley Trail. If selected for funding, the communities of Northbrook, Glenview, Northfield, and Wilmette, as well as Lake County, would move forward with Phase I engineering design for this multi-jurisdictional regional trail system. The application deadline is February 8 and the announcement by CMAQ Project Selection Committee will be made in October of this year.

During the meeting, the members discussed instituting a program for the maintenance of existing bicycle related pavement markings and signage. The Task Force is also seeking the recommendation of expansion of these types of symbols for other bicycle routes within the Village. Currently the 105 bicycle pavement markings are showing signs of wear and some are in need of replacement. The group also reviewed bicycle safety training held at Greenbriar and Westmoor schools last year and discussed what additional steps could be taken to promote and expand the training at other local schools. The bike plan adopted in 2003 is being reviewed for updates and amendments and the Task Force plans to present proposed changes to the document to the Village Board in October. Lastly, the Bicycle Task Force's webpage will soon be getting a makeover, which will include additional information and links to assist those who enjoy cycling in Northbrook.

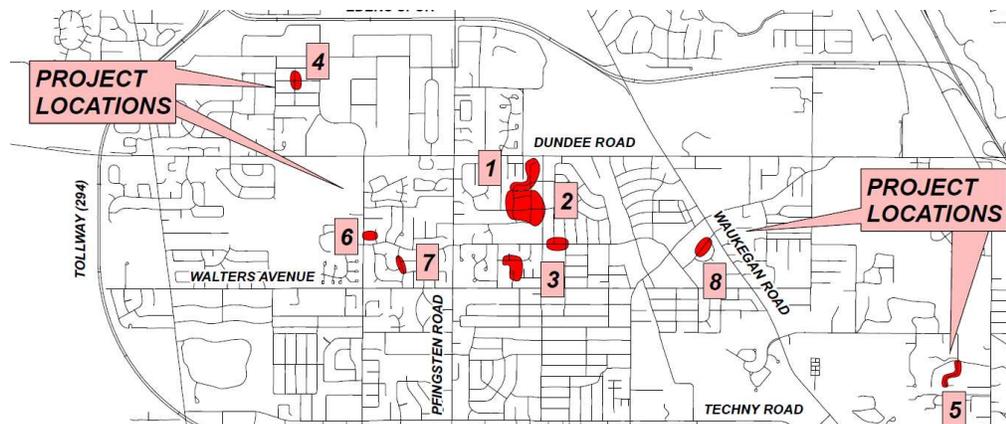
ENVIRONMENTAL QUALITY COMMISSION MEETING

A regular meeting of the Environmental Quality Commission was held on Thursday, January 17. The Commission expressed interest in remaining involved in the process of developing a joint sustainability plan with the Park District. The Commission also discussed the Village's process for removing snow and ice and emphasized the importance of the Village continuing to pursue methods of ice control that reduce the amount of salt dispersed onto Village streets. Much of the meeting was spent discussing the status of projects and assigning work items for the next meeting. Next month, the Commission will be discussing

their booth at the Earth Day celebration and reviewing a draft brochure that describes the private property drainage cost-sharing program.

SANITARY SEWER LINING

This week the Village's contractor, Michels Corporation, began work relating to the FY2012/13 Sanitary Sewer Lining Program. Sewer lining is a process where the contractor installs a liner into the Village's sanitary sewer mains in an effort to seal the pipe and extend its useful life. This work does not require any excavation and provides only minimal service disruption to residents and businesses. The contractor is requesting that residents refrain from heavy or discretionary wastewater production activities (e.g. clothes and dish washing) for approximately 12 hours on the day of the lining. A door hanger will be distributed to affected homes prior to the lining taking place. Below is a map illustrating the locations of this year's project. The entire project will be completed by early March.



COMED IMPROVEMENTS

ComEd will be replacing failed underground cable along Doriann Drive, Hampton Lane, Highland Drive, and Vicki Lane in an effort to resolve recent power reliability issues. Work will include directional boring of new cable to replace the existing cable that is failing. While construction was tentatively set to begin this week, ComEd's contractor Intren was delayed and will begin construction next week (week of January 21st). ComEd distributed notices of the upcoming work to residents this week. Work is expected to take approximately 3 weeks, with restoration of any excavations to be completed after the winter weather has lifted.

VILLAGE CONSTRUCTION UPDATES

Public Works staff has worked to compile information regarding the 2013 infrastructure projects on the Village's website (<http://www.northbrook.il.us/ConstructionProjects>). This information will be updated throughout the construction season as projects progress. The Construction Projects page includes information regarding the FY2013/14 proposed projects, a map of the project locations and a tentative schedule. In addition, there are links to individual pages that contain more detailed information on each infrastructure improvement project.

NORTHBROOK'S TWO NEW FIREFIGHTERS COMPLETE EMT SYSTEM ENTRY

Congratulations to Northbrook's newest firefighters who met with Highland Park Hospital's Project Medical Director, Jack Whitney MD, Tuesday to interview for system entry as EMT-Paramedics. FF Don Carpenter and FF Lou Popp were previously been licensed by Illinois Department of Public Health. The system entry process authorizes them function as Paramedics in the Northbrook Fire Department.

POLICE DEPARTMENT WORKING WITH SCHOOL DISRICTS

Due to recent concerns following the Sandy Hook Elementary School incident, the Police Department has been proactive by providing highly responsive support to our schools and the Northbrook community. The Police Chief recently received a letter from the President of School District 27 on behalf of the Board of Education and the Administration thanking him and the department for their exemplary efforts. Police Department staff have met with administrative staff from all of the school districts and increased their presence during the weeks following the incident with additional patrols and extra vigilance during the arrival and dismissal of students. The Police Department is committed to working with our school districts to enhance safety and security procedures and provide ongoing support to the entire community

WEEK OF JANUARY 21, 2013

MON.	1/21		Martin Luther King Jr's Birthday (observed)
TUES.	1/22	7:30 a.m.	ICDC – Cancelled
		7:30 a.m.	Special Meeting Board of Fire and Police Commissioners
		7:30 p.m.	Regular Meeting of the Board of Trustees - Cancelled
WED.	1/23	7:00 p.m.	Rescheduled Youth Commission - Terrace Room
THURS.	1/24		No Meetings
FRI.	1/25		No Meetings