Village Board of Trustees Agenda

Sandra "Sandy" Frum Board Room
1225 Cedar Lane Northbrook, IL 60062
Tuesday, February 10, 2026

6:00 PM

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **MINUTES APPROVAL**
   A. January 27, 2026 Regular Board Meeting Minutes for Approval
4. **PUBLIC COMMENT TIME**

This agenda item is reserved for members of the public who desire to address the Village Board on a topic that is within purview and jurisdiction of the Village Board, but that is not listed in another location on the agenda. If you would like to speak about a matter that is listed on the agenda, we ask that you wait until that agenda item is called, and we will give you an opportunity to speak then. If your matter is on the "Consent Agenda", please let us know if you would like us to remove that matter so that you can speak about it.
Anyone desiring to speak should fill out a written speaker form (located in the back of the Board Room) and submit it to the Village Clerk. "Public Comment Time" is not a forum for open dialogue or engagement with members of the Village Board. Rather, it is intended as an opportunity for you to make comments to the Village Board. While the Village Board will not immediately respond to public comments at this meeting, or engage in a back and forth discussion during the meeting, please be assured that the Board is actively listening to all comments, thoughts, and suggestions.
All speakers will be limited to a total of three minutes. We request that everyone be respectful, civil, and non-repetitive; and we ask that members of the audience refrain from applauding or making any other comments during or after any speaker. Thank you for your understanding and taking the time to contribute to the success of our community.

5. **MANAGER'S REPORT**
   A. Weekly Village Manager Reports
      - Week Ending January 16
      - Week Ending January 23
      - Week Ending January 30
      - Week Ending February 6
6. **WARRANT LIST**
   A. Review and Approval of Escrow Deposits/Performance Bond Refunds Processed Between January 16, 2026 - January 31, 2026
   B. Review and Approval of Payments Processed Between January 16, 2026 - January 31, 2026
7. **PRESIDENT'S REPORT**

Community Moment

A. An Ordinance Amending Chapter 4 of the Northbrook Municipal Code (1998), as Amended, to Add a New Liquor License Class for Self-Service

Establishments
The Ordinance Amendment will create a new Class R Liquor License for the retail sale of alcoholic liquor at self-service establishments, at which customers may serve themselves alcoholic liquor from self-service dispensing machines, subject to certain conditions.

8. CONSENT AGENDA

The matters listed for consideration on the Consent Agenda are matters that appear to have the unanimous support of the Board of Trustees. The Village President will review, designate the resolution or ordinance number for passage and then inquire if any member of the Board or member of the public objects to any item on the Consent Agenda. If any objections are raised, the matter will be removed from the Consent Agenda and relocated to a location on this agenda for consideration during the appropriate Board Committee report. If no objection is voiced, the Village President will request a motion and second for passage of all items listed. The resultant roll call vote on the Consent Agenda will be applicable to each individual agenda item.

A. A Resolution Approving the Purchase of an Upgrade to the Village Facility Paging System for Village Hall from Sentinel Technologies, Inc.
This Resolution approves the purchase of a new Village facility paging solution for Village Hall, which will be expanded to other Village facilities in the future.

B. A Resolution Approving an Intergovernmental Agreement Between the Village of Northbrook and the Board of Education of Glenbrook High School District 225 Providing for School Resource Officer Services
The current IGA between the Village and D225 was approved in January 2005 and is being updated to reflect current Statutory references.

C. A Resolution Approving the Purchase of a Computer Network Upgrade from Sentinel Technologies, Inc.
This Resolution approves the purchase of hardware, licenses and subscriptions, and professional services from Sentinel Technologies, Inc. to upgrade the Village's computer network at all Village facilities.

D. An Ordinance Granting a Special Permit for a Child Day Care Services Facility (S2 Partners LLC - 2750 Dundee Road Unit #9) (Plan Commission Docket No. PCD-25-19)
S2 Partners LLC requests a special permit for a child day care facility in a tenant space at the Dunbrook Center shopping center.

E. Motion to Approve the January 13, 2026 Closed Session Minutes held during the Committee of the Whole and Regular Meetings of the Village Board

9. ADMINISTRATION AND FINANCE

10. PLANNING AND ECONOMIC DEVELOPMENT

11. COMMUNITY AND SUSTAINABILITY

12. HOUSING

13. LABOR RELATIONS

14. PUBLIC WORKS AND FACILITIES

15. PUBLIC SAFETY

16. COMMUNICATIONS AND OUTREACH

A. Review and Discussion of Possible Changes to Shermer-Walters Public Forum
As discussed at the January 27, 2026 Regular Meeting of the Village Board, a discussion is scheduled related to Northbrook's Shermer-Walters Public Forum including history, current regulations, possible changes to the same, gathering public feedback and discussion of a temporary moratorium which is part of a separate agenda item at this same meeting.

B. An Ordinance Establishing a Moratorium on the Issuance of Reservations for the Placement of Displays within the Shermer Road and Walters Avenue Parkway
As discussed at the January 27, 2026 Regular Meeting, an Ordinance has been prepared by the Village Attorney should the Village Board deem it in the best interest of the Village to institute a temporary moratorium on the placement of signs/displays at the Public Forum for a period of time during which further Board and public discussion may be scheduled.

C. A Resolution Approving the 125th Anniversary Village Logo
This Resolution approves a special 125th Anniversary Village Logo as recommended by the Ad Hoc 125th Anniversary Commission.

17. REMARKS FOR THE GOOD OF THE ORDER

18. CLOSED SESSION

19. ADJOURN

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are requested to promptly contact the Village of Northbrook at (847) 272-5050, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Northbrook to make reasonable accommodations for those persons.

WEEKLY MANAGER'S REPORT

WEEK ENDING JANUARY 16, 2026

Meetings of the Village Board

- There are no Village Board Meetings next week
- On Tuesday, January 20, 2026, at 9 a.m., the State of the Village will be delivered by Village President Kathryn Ciesla. The annual event is hosted by the Northbrook Chamber of Commerce and will start at 9 a.m. at the Northbrook Public Library. Learn more on the Chamber's State of the Village webpage.

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on January 16, 2026.

Updates

Sales Tax Monthly Report
The monthly sales tax data found at this link for collections through October 2025 (distributed to Village in January 2026) came in at $1,888,821 which is $314,529 or 20%, greater than the monthly amount collected in January 2025 (October 2024). This sales tax amount included the automatic 1% municipal, 1% home rule, and 3% local cannabis taxes.

Winter Recycling & Disposal Reminders
Now through January 31, take advantage of Northbrook's winter recycling opportunities! This includes free holiday tree pickup, holiday light recycling, compost and e-waste collection, and cardboard recycling. Click here for more recycling & disposal details.

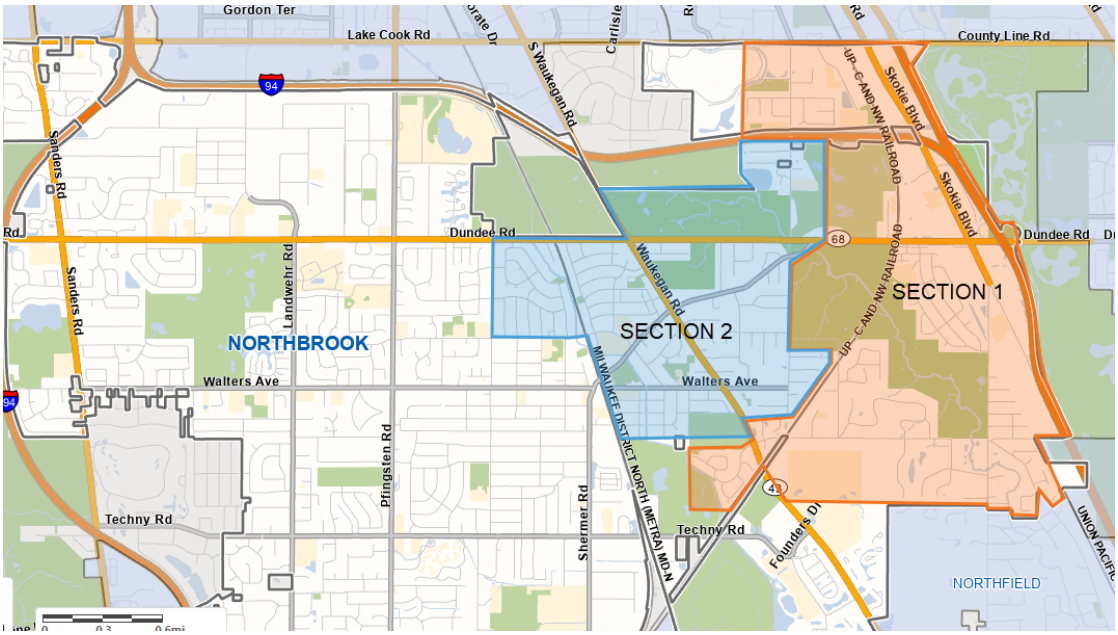
Spring Parkway Tree Planting Program
The Village offers residents the opportunity to add a landscape-sized tree to the parkway in front of their property through a partnership with the Suburban Tree Consortium, providing tree species selected to thrive locally. Trees offer benefits such as shade, cleaner air, noise reduction, increased property value, and psychological benefits. After meeting with the Village Forester to select an appropriate tree, the Village supplies and professionally installs it for a $175 cost share. Learn more about the Spring Parkway Tree Planting Program.

Upcoming Parkway Tree Trimming

Beginning in mid-February, the Village's parkway tree trimming contractor, Advanced Tree Care, is expected to begin parkway tree trimming work in the central portion of the Village, as shown in the map below. The work is anticipated to take approximately eight (8) days to complete. Residents in the affected areas were mailed notifications about the work which will occur during the weeks of January 5 and January 12.

Public Works Begins Second Pothole Patching Cycle

The Public Works Department will begin its second cycle of pothole patching during the week of January 19, 2026. Through this cycle, Public Works crews will systematically work their way through Section 1 and 2 (as shown in the map below) patching potholes. This work is anticipated to be completed the week of February 2, weather permitting.



Residents and businesses may continue to report new potholes on Village roadways through the GoGov work order system or by contacting the Public Works Department at 847-272-4711. Please note that major arterial roads such as Dundee Road, Waukegan Road, Sanders Road, and Sunset Ridge Road are owned and maintained by IDOT or the Cook County Department of Transportation and Highways

FY 25-26 Valve Turning for Water Distribution System

Valve turning, also known as valve exercising, plays a crucial role in maintaining the Village's municipal water system. The process for valve turning includes the valve being operated (closed and fully opened). Residents, businesses, and motorists may see Public Works crews in roadways at manhole structures operating these valves. By conducting this program, the Village can proactively identify valves that are not operating properly so that they may be scheduled for a repair. For FY 25-26, Public Works crews are exercising valves in the northeastern portion of the Village. To date, 149 of 687 valves (22%) in Section 1 have been exercised.

WEEKLY MANAGER'S REPORT

WEEK ENDING JANUARY 23, 2026

Meetings of the Village Board

Tuesday, January 27, 2026
The Committee of the Whole Meeting is cancelled this Tuesday

Village Board Regular Meeting – 7:30 p.m. in the Board Room

Please note that the agenda management software system used by Northbrook - Granicus Peak – has experienced issues impacting multiple agencies and as such only the Meeting Agenda can be posted to the Village website today, without links to detailed agenda item materials. Posting of the agenda in this manner complies with the Open Meetings Act. The Meeting Agenda with links will be posted as soon as possible, however, as of this posting, we do not have an estimated time from Granicus for their system to be fixed. We apologize for the inconvenience.

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on January 23, 2026.

Save the Date

Village Blood Drive - February 12
The Village is hosting a blood drive in partnership with Vitalant on Thursday, February 12, from 9 a.m. to 1 p.m. in the Village Hall Board Room. Donate blood and help save the life of someone in need. Appointments are recommended, but walk-ins are welcome. To schedule an appointment, call 877.258.4825 or visit vitalant.org and use code ORD0670A.



Village Cultural Fair - February 22
The Village of Northbrook's Community Commission will host the Northbrook Cultural Fair in partnership with the North Suburban YMCA on Sunday, February 22, from 2:30 p.m. to 5 p.m. The event is free and open to the public. You can find artistic displays, musical acts, dance demonstrations, samples of food, along with educational and informational tables.

Updates

Cold Weather Preparedness Tips
Extreme cold temperatures are expected in the days ahead. Prolonged exposure to extreme cold temperatures can increase the risk of frostbite and hypothermia, especially for those spending time outdoors. Dressing in warm layers, covering exposed skin, and limiting time outside can help reduce these risks. Click here for more cold weather preparedness tips.

VIDEO: 2026 State of the Village Address
On Tuesday, January 20, Village President, Kathryn Ciesla delivered the annual State of the Village address, highlighting Northbrook's key accomplishments, ongoing challenges, and priorities for the year ahead. Click here to watch the full address for an update on what's happening in our community and what lies ahead.

Automated Water Meter Project
The Village of Northbrook continues to move forward with the installation of new meters that began in April 2025. As of Wednesday, January 21, 2026, a total of 11,293 of the 12,203-meter replacements have been installed or are currently scheduled to be replaced over the coming weeks. Customers who have not scheduled their meter replacements yet are encouraged to do so as soon as possible to avoid disruption to their water service. There is no opt-out for this program, all meters must be replaced as part of this program. Click here for more information on the Automated Water Meter Project.

Ongoing Sanitary Sewer Cleaning for FY25-26
Sanitary sewer cleaning for FY25–26 is ongoing and is being performed by Public Works crews using high-velocity water to clean the interior walls of sanitary sewer pipes and remove accumulated grease, debris, and sediment. No chemicals are used in this process. As of the week of January 22, approximately 112,450 linear feet of sanitary sewer have been cleaned for FY25-26.

In-House Parkway Tree Trimming and Tree Removal Work Continues
During the month of January, Public Works continued in-house tree trimming and removal operations that began in early October 2025. To date, crews have trimmed 155 of 175 parkway trees in response to resident requests and have removed 71 of 89 parkway trees identified as dead, diseased, or posing a public safety risk. The remaining parkway trees scheduled for trimming or removal are anticipated to be completed by mid-March. The Village's contractor, Advanced Tree Care, Inc., will remove the stumps from trees removed by Public Works crews. Stump removal is anticipated to occur in May.

WEEKLY MANAGER'S REPORT

WEEK ENDING JANUARY 30, 2026

Meetings of the Village Board

Friday, February 6, 2026
Committee of the Whole Special Meeting - 3 p.m. at Village Hall

Tuesday, February 10, 2026
Village Board Regular Meeting – 6:00 p.m. in the Board Room (Early Start)*

*The early start is planned to allow additional time for a discussion about the Shermer-Walters Public Forum which will generally focus on:

1. Review of historical background related to Northbrook's Shermer-Walters Public Forum;
2. Review of the current Village rules for signs/displays at the Shermer-Walters Public Forum and Federal laws the Village must adhere to;
3. Review of possible alternative Village rules/uses of the property as generally described in this memo to the Village Board; and
4. Consideration and discussion of, and possible adoption of, a temporary moratorium on the placement of signs/displays at the Public Forum for a period of time during which further Board and public discussion may be scheduled.

Public comments will be welcomed as part of this 6:00 p.m. meeting and the Board is also expected to discuss additional plans for more opportunities to hear directly from residents and local organizations about the Public Forum.

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on January 30, 2026.

Save the Date

Northbrook Arts Commission: A Retrospective of Judith Joseph's Art
Join the community in honoring local artist Judith Joseph. This special exhibition through February 28 at the Northbrook Public Library features her evocative work in painting, calligraphy, and printmaking. On February 5 at 7 p.m., the public can attend an interview with the artist in the Northbrook Public Library Auditorium. Please join the Northbrook Arts Commission for this free event celebrating decades of creativity and community.

Village Blood Drive - February 12
The Village is hosting a blood drive in partnership with Vitalant on Thursday, February 12, from

9 a.m. to 1 p.m. in the Village Hall Board Room. Donate blood and help save the life of someone in need. Appointments are recommended, but walk-ins are welcome. To schedule an appointment, call 877.258.4825 or visit vitalant.org and use code ORD0670A.

Presidents Day (Village Hall Closure) - February 16
In honor of Presidents Day, non-emergency Village offices will be closed to the public on Monday, February 16, 2026. LRS refuse removal services will not be impacted by the Presidents Day holiday.

Village Cultural Fair - February 22
The Village of Northbrook's Community Commission will host the Northbrook Cultural Fair in partnership with the North Suburban YMCA on Sunday, February 22, from 2:30 p.m. to 5 p.m. The event is free and open to the public. You can find artistic displays, musical acts, dance demonstrations, samples of food, along with educational and informational tables.

Updates

Village Starts Work on New Fleet Maintenance Garage
This week, the Village marked the start of interior demolition for the new Fleet Maintenance Garage at 3504 Commercial Avenue, an adaptive reuse project that will transform an existing building into a modern, efficient facility supporting Public Works operations. The garage will serve as a 24/7 hub for maintaining more than 325 Village vehicles and equipment, including ambulances, fire apparatus, snowplows, and service trucks, with a range of maintenance bays, fabrication and welding areas, organized parts storage, and flexible workspaces. Designed to improve efficiency, reduce downtime, and enhance employee safety and wellness, the facility will also feature upgraded staff amenities and geothermal heating and cooling to support long-term sustainability.



On-Street Parking Ban Reminder
As a reminder, when snow accumulation is predicted to be greater than two inches during an upcoming event, an on-street parking ban may be implemented. The Village uses its Northbrook Notify system and social media to alert residents and businesses of emergency and non-emergency information, including parking bans related to snow events. Residents and businesses are encouraged to subscribe to receive notifications here.

2026 Business License Renewal Process
The 2026 business license renewal process will begin in February. Invoices will be emailed to businesses in early February with a 45-day payment period. Businesses may submit payment through the online payment portal, in person at Village Hall, or by mail via check. A reminder email will be sent 30 days after the initial notification. Businesses will be able to submit once for both their business license and outdoor dining permit applications.

Sewer Televising Update
The Village's contractor is currently televising 35,903 linear feet of sanitary sewer. While this work was originally anticipated to be completed by the end of January, extremely cold

temperatures last week delayed progress. The work is now estimated to be completed by Friday, February 6, weather permitting.

WEEKLY MANAGER'S REPORT

WEEK ENDING FEBRUARY 6, 2026

Meetings of the Village Board

Tuesday, February 10, 2026
Village Board Regular Meeting – 6 p.m. in the Board Room (Early Start) *

*The early start is planned to allow additional time for a discussion about the Shermer-Walters Public Forum. As a reminder, agenda materials for Regular Village Board meetings are posted the prior Friday by close of business on the Village Meeting Archive Portal.

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on February 6, 2026.

Save the Date

Village Blood Drive - February 12
The Village is hosting a blood drive in partnership with Vitalant on Thursday, February 12, from 9 a.m. to 1 p.m. in the Village Hall Board Room. Donate blood and help save the life of someone in need. Appointments are recommended, but walk-ins are welcome. To schedule an appointment, call 877.258.4825 or visit vitalant.org and use code ORD0670A.

Presidents' Day (Village Hall Closure) - February 16
In honor of Presidents' Day, non-emergency Village offices will be closed to the public on Monday, February 16, 2026, to allow for staff in-service training.

LRS refuse removal services will not be impacted by the Presidents Day holiday.

Village Cultural Fair - February 22
The Village of Northbrook's Community Commission will host the Northbrook Cultural Fair in partnership with the North Suburban YMCA on Sunday, February 22, from 2:30 p.m. to 5 p.m. The event is free and open to the public. You can find artistic displays, musical acts, dance demonstrations, samples of food, along with educational and informational tables.

Updates

Public Safety Community Engagement
Police and Fire personnel joined Cove School for a "Heroes vs. Heroes" basketball game, bringing together students for a fun, community-building event.

Community Engagement Officer, Teresa Drewes, and Therapy K9 Chloe presented an internet safety program to a Girl Scouts troop from Winkleman School.

Fleet Maintenance Garage Adaptive Reuse Project
On January 27, 2026, a ceremonial swinging of the sledgehammer was held to kick off construction of the new Fleet Maintenance Garage at 3504 Commercial Avenue. The event included a review of the project history and the work of a cross-departmental team of Village employees along with FGM Architects and Leopardo Construction to identify the option of an adaptive reuse project to meet facility space needs. The Village Board's commitment to replacing the current 1950s facility was recognized by staff as well.

The Fleet Maintenance Garage is designed to support the Village's day-to-day operations while providing a safe, welcoming workplace for employees and visitors where more than 325 municipal vehicles and power equipment are maintained, ranging from ambulances to woodchippers and operates around the clock to ensure Northbrook's essential services and public safety continue uninterrupted. Construction is expected to be completed in December 2026.

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

ESCROW DEPOSIT/PERFORMANCE BOND REFUNDS
INVOICES PROCESSED BETWEEN JANUARY 16, 2026 - JANUARY 31, 2026
FOR 2/10/26 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
311856	PASQUESI PLUMBING	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
311857	NORTH SHORE LAWNSPRINKLER	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
311858	AA SERVICE CO	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
311859	FOUR SEASONS HEATING & COOLING	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
311860	WINTERS LANDSCAPE INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
		CLASS 'A' TOTAL	**2,500.00**

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN JANUARY 16, 2026 - JANUARY 31, 2026
FOR 2/10/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
311887	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES/PARTS - PW/FD/PD	576.06
311912	ADS ENVIRONMENTAL SERVICES	SERVICES - PW (*)	2,600.00
8197(A)	AIR ONE EQUIPMENT INC	SERVICES/SUPPLIES - FD	918.74
8223(A)	AL WARREN OIL CO INC	FUEL - FD/PW	15,468.29
311861	ALEXANDER EQUIPMENT CO INC	SHIPPING - PW	19.50
311919	ALLIED GARAGE DOOR INC	SERVICES - PW (*)	4,407.62
311928	AMARIS LA COUR	REIMBURSEMENT - PD	136.65
8224(A)	AMAZON.COM SERVICES INC	SUPPLIES/PARTS - PD/PW/GG/FD	917.01
8198(A)	ARLINGTON POWER EQUIPMENT	SUPPLIES - PW	134.45
311910	ARTISTIC ENGRAVING	UNIFORMS - PD	174.01
311908	ATLAS BOBCAT LLC	PARTS - PW	1,297.29
8219(A)	AW ZENGELER CLEANERS INC	SERVICES - PD	389.33
311906	AXON ENTERPRISE INC	EQUIPMENT - PD (*)	63,847.83
311909	BADE SUPPLY	SUPPLIES - PW/FD	689.30
311925	BCBS OF ILLINOIS REFUND & RECOVERY	OVERPAYMENT REFUND - FD	3,592.84
311924	BERRY DUNN MCNEIL & PARKER LLC	STRATEGIC PLANNING - GG (*)	10,335.36
311862	BOUND TREE MEDICAL LLC	SUPPLIES - FD	510.69
311936	BRANDON COLLAZO	REIMBURSEMENT - FD	2,571.00
311937	BRIAN COLLAZO	REIMBURSEMENT - FD	41.00
8200(A)	CANADIAN PACIFIC RAILWAY COMPANY	EASEMENT - PW	600.00
8202(A)	CDW GOVERNMENT INC	EQUIPMENT - IT	15,046.71
311863	CHRISTOPHER B BURKE ENGINEERING	PROFESSIONAL SERVICES - PW	315.00
311904	CINTAS CORPORATION #2	SUPPLIES - PD	574.28
311903	CINTAS CORPORATION #2	UNIFORMS - PW	155.12
8227(A)	CLARK HILL PLC	LEGAL FEES - GG	1,424.50
311864	COLLEGE OF LAKE COUNTY	TRAINING - FD	1,723.92
8201(A)	COMCAST	TELECOMMUNICATIONS - IT	3,093.71
311865	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	308.28
8233(A)	CONVERGINT TECHNOLOGIES LLC	SERVICES - PW	435.00
311866	COOK COUNTY RECORDER OF DEEDS	RECORDING FEES - GG	93.00
311915	DR. ROBIN KROLL INC	PROFESSIONAL SERVICES - PD	17,945.00
8203(A)	DREISILKER ELECTRIC MOTORS INC	PARTS - PW	4,022.46
311867	DTN LLC	SUBSCRIPTION - PW	2,553.45
8204(A)	DULTMEIER SALES LLC	PARTS - PW	289.28
8232(A)	EAGLE ENVIRONMENTAL CONSULTANTS LLC	PROFESSIONAL SERVICES - PW	6,000.00
311869	EL-COR INDUSTRIES INC	PARTS - PW	87.44
311913	ELEVATED SAFETY LLC	EQUIPMENT - FD	753.17
8226(A)	ELROD FRIEDMAN LLP	LEGAL FEES - GG/DPS	17,852.08
311889	ENDEAVOR HEALTH MEDICAL GROUP	PROFESSIONAL SERVICES - FD	173.00
311922	FIRE & SAFETY 101	TRAINING - FD	350.00
8221(A)	FIRE SAFETY CONSULTANTS INC	PROFESSIONAL SERVICES - FD (*)	1,555.00
8222(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - GG	386.71
8205(A)	GALLS LLC	UNIFORMS - PD	495.10
311870	GASVODA & ASSOCIATES INC	PARTS - PW	119.11
311871	GENES VILLAGE TOWING INC	SERVICES - PW	250.00
8231(A)	GENUINE PARTS COMPANY INC	PARTS - PW/PD	929.76
311872	GLOBAL INDUSTRIAL	EQUIPMENT - PW	787.10
311873	GOLF MILL FORD	PARTS - PW	109.00
311920	GORDON FLESCH COMPANY INC	PRINTING - IT (*)	2,480.92
8206(A)	GRAINGER	PARTS - PW	1,201.91
8207(A)	HAVEY COMMUNICATIONS INC	PARTS - PD	192.30
311914	HEARTLAND BUSINESS SYSTEMS LLC	SUBSCRIPTION/CONSULTING - IT (*)	22,754.46
311874	HENDERSON PRODUCTS INC	PARTS - PW	276.65
8209(A)	HIGHLAND PARK FORD LINCOLN	PARTS - PD/PW	575.87
311875	IDLEWOOD ELECTRIC SUPPLY INC	SUPPLIES - PW	543.00

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN JANUARY 16, 2026 - JANUARY 31, 2026
FOR 2/10/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
311876	ILLINOIS FIRE CHIEFS ASSOCIATION	TRAINING - FD	1,050.00
311877	ILLINOIS STATE POLICE	SERVICES - GG	27.00
311878	ILLINOIS STATE TOLL HIGHWAY	TOLLS - FD	2.25
311879	IMAGE SPECIALTIES OF GLENVIEW	BUNKER GEAR - FD	280.00
311880	INTERNATIONAL SOCIETY OF FIRE	TRAINING - FD	575.00
311881	INTERSTATE POWER SYSTEMS INC	PARTS - PW	221.54
311923	ITRON	SUBSCRIPTION - PW (*)	18,881.78
311934	JACQUELINE DURMENT	REIMBURSEMENT - FD	42.14
311882	JG UNIFORMS INC	UNIFORMS - PD	647.10
311938	JIM OWEN	WATER/SEWER REFUND - FIN	15.84
311883	JOHNSTONE SUPPLY	EQUIPMENT - PW	371.84
311929	JONATHAN SALMI	REIMBURSEMENT - PD	16.94
311921	KASPER HOLMES & DRING LTD	LEGAL FEES - GG	7,000.00
311927	KATHLEEN YAVITT	REIMBURSEMENT - FD	49.98
8228(A)	KEEPER SECURITY INC	SUBSCRIPTION - IT	132.00
8210(A)	KIESLER POLICE SUPPLY INC	EQUIPMENT/PARTS - PD	579.98
311930	KYLE PILMER	REIMBURSEMENT - PD	107.17
311884	LAKE COUNTY PUBLIC WORKS DEPT	SERVICES - PW	86.00
311917	LINDE GAS & EQUIPMENT INC	SUPPLIES - PW/FD	830.49
8211(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - FIN/PD	881.92
8225(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	1,494.70
311935	MARTIN WEIR	REIMBURSEMENT - FD	5,250.00
311885	METROPOLITAN FIRE CHIEFS ASSOC	MEMBERSHIPS - FD	150.00
8217(A)	MICHAEL WAGNER & SONS INC	PARTS - FD	11.13
8212(A)	MID AMERICAN WATER OF WAUCONDA INC	PARTS - PW (*)	3,925.26
311939	MITCHELL BUEHLER	WATER/SEWER REFUND - FIN	11.30
311886	MONROE TRUCK EQUIPMENT INC	PARTS - PW	150.95
311931	NANCY VACCARO	REIMBURSEMENT - PD	45.00
8213(A)	NEMETH GLASS OF ILLINOIS INC	SERVICES - PD/FD/PW	1,543.25
8214(A)	NORTHBROOK PUBLIC LIBRARY	TOWNSHIP RELATIONS - GG	115.00
311888	NORTHERN IL FIRE INSPECTORS ASSOC	MEMBERSHIPS - FD	100.00
311890	NORTHWEST FREIGHTLINER	SUPPLIES - PW	63.00
311891	NOVAK & PARKER HOME APPLIANCE	SERVICES - FD	179.95
311911	PAGERDUTY INC	SUBSCRIPTION - IT	3,222.83
8230(A)	PERFECT CLEANING SYSTEM INC	SERVICES - PW (*)	11,160.50
311892	PF PETTIBONE & COMPANY	SUPPLIES - GG	487.50
8215(A)	POMPS TIRE SERVICE INC	TIRES - PD	582.76
311926	PRETTY NAILS NORTHBROOK	OVERPAYMENT REFUND - PD	75.00
311893	REGIONAL EMERGENCY DISPATCH CENTER	DISPATCH - FD	64,690.00
311894	REINDERS INC	PARTS - PW	96.74
311932	ROBERT BUJAK	REIMBURSEMENT - PD	287.25
8199(A)	ROSE MARY JURINEK	COURT REPORTING - PD	1,440.00
311895	RUSH TRUCK CENTERS OF ILLINOIS	PARTS - PW	1,280.26
311940	SHERMER SQUARE CONDO ASSOCIATION	WATER/SEWER REFUND - FIN	3,006.51
311896	SICALCO LTD	CHEMICALS - PW	3,176.25
8216(A)	SIRCHIE	SUPPLIES - PD	41.36
311897	SNAP-ON INCORPORATED	TOOLS - PW	83.96
311905	SNI SOLUTIONS INC	CHEMICALS - PW (*)	8,775.00
311898	STANDARD EQUIPMENT COMPANY	PARTS - PW/FD	114.85
311899	SUBURBAN ACCENTS INC	SERVICES - PD	1,250.00
311900	SUNSET FOOD MART INC	CANTEEN SUPPLIES - PW	68.29
311901	THOMPSON ELEVATOR INSP SVC INC	SERVICES - DPS	958.00
311918	T-MOBILE USA INC	SERVICES - PD	50.00
311933	TODD FEINGOLD	REIMBURSEMENT - PD	92.39
8208(A)	USABLUEBOOK	SUPPLIES - PW	115.10

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN JANUARY 16, 2026 - JANUARY 31, 2026
FOR 2/10/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
8229(A)	VEREGY CENTRAL LLC	WATER METER PROJECT - PW (*)	456,691.43
311916	WAUCONDA ANIMAL HOSPITAL	PROFESSIONAL SERVICES - PD	130.00
311902	WEST SIDE TRACTOR SALES	PARTS - PW	746.69
8218(A)	WILMETTE TRUCK & BUS SERVICE INC	SERVICES - PW	742.00
311868	WS DARLEY & COMPANY	PARTS - FD	886.02
8220(A)	ZEP SALES & SERVICES	SUPPLIES - PW	617.84
311907	ZOLL MEDICAL CORP	SUPPLIES - FD	513.32
		CLASS 'A' TOTAL	**821,299.62**

CLASS 'B' WARRANTS

502(E)	FEDEX	SHIPPING - PW	78.99
29(E)	HUNTINGTON NATIONAL BANK	VILLAGE CREDIT CARD DECEMBER - FIN	16,377.54
1/30/26	PAYROLL	1/30/2026 PAYROLL	893,506.42
		CLASS 'B' TOTAL	**909,962.95**
		REPORT TOTAL	***1,731,262.57***

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN JANUARY 16, 2026 - JANUARY 31, 2026
FOR 2/10/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
8229(A)	VEREGY CENTRAL LLC	WATER METER PROJECT - PW (*)	456,691.43
311893	REGIONAL EMERGENCY DISPATCH CENTER	DISPATCH - FD	64,690.00
311906	AXON ENTERPRISE INC	EQUIPMENT - PD (*)	63,847.83
311914	HEARTLAND BUSINESS SYSTEMS LLC	SUBSCRIPTION/CONSULTING - IT (*)	22,754.46
311923	ITRON	SUBSCRIPTION - PW (*)	18,881.78
311915	DR. ROBIN KROLL INC	PROFESSIONAL SERVICES - PD	17,945.00
8226(A)	ELROD FRIEDMAN LLP	LEGAL FEES - GG/DPS	17,852.08
8223(A)	AL WARREN OIL CO INC	FUEL - FD/PW	15,468.29
8202(A)	CDW GOVERNMENT INC	EQUIPMENT - IT	15,046.71
8230(A)	PERFECT CLEANING SYSTEM INC	SERVICES - PW (*)	11,160.50
311924	BERRY DUNN MCNEIL & PARKER LLC	STRATEGIC PLANNING - GG (*)	10,335.36
311905	SNI SOLUTIONS INC	CHEMICALS - PW (*)	8,775.00
311921	KASPER HOLMES & DRING LTD	LEGAL FEES - GG	7,000.00
8232(A)	EAGLE ENVIRONMENTAL CONSULTANTS LLC	PROFESSIONAL SERVICES - PW	6,000.00
311935	MARTIN WEIR	REIMBURSEMENT - FD	5,250.00
311919	ALLIED GARAGE DOOR INC	SERVICES - PW (*)	4,407.62
8203(A)	DREISILKER ELECTRIC MOTORS INC	PARTS - PW	4,022.46
8212(A)	MID AMERICAN WATER OF WAUCONDA INC	PARTS - PW (*)	3,925.26
311925	BCBS OF ILLINOIS REFUND & RECOVERY	OVERPAYMENT REFUND - FD	3,592.84
311911	PAGERDUTY INC	SUBSCRIPTION - IT	3,222.83
311896	SICALCO LTD	CHEMICALS - PW	3,176.25
8201(A)	COMCAST	TELECOMMUNICATIONS - IT	3,093.71
311940	SHERMER SQUARE CONDO ASSOCIATION	WATER/SEWER REFUND - FIN	3,006.51
311912	ADS ENVIRONMENTAL SERVICES	SERVICES - PW (*)	2,600.00
311936	BRANDON COLLAZO	REIMBURSEMENT - FD	2,571.00
311867	DTN LLC	SUBSCRIPTION - PW	2,553.45
311920	GORDON FLESCH COMPANY INC	PRINTING - IT (*)	2,480.92
311864	COLLEGE OF LAKE COUNTY	TRAINING - FD	1,723.92
8221(A)	FIRE SAFETY CONSULTANTS INC	PROFESSIONAL SERVICES - FD (*)	1,555.00
8213(A)	NEMETH GLASS OF ILLINOIS INC	SERVICES - PD/FD/PW	1,543.25
8225(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	1,494.70
8199(A)	ROSE MARY JURINEK	COURT REPORTING - PD	1,440.00
8227(A)	CLARK HILL PLC	LEGAL FEES - GG	1,424.50
311908	ATLAS BOBCAT LLC	PARTS - PW	1,297.29
311895	RUSH TRUCK CENTERS OF ILLINOIS	PARTS - PW	1,280.26
311899	SUBURBAN ACCENTS INC	SERVICES - PD	1,250.00
8206(A)	GRAINGER	PARTS - PW	1,201.91
311876	ILLINOIS FIRE CHIEFS ASSOCIATION	TRAINING - FD	1,050.00
311901	THOMPSON ELEVATOR INSP SVC INC	SERVICES - DPS	958.00
8231(A)	GENUINE PARTS COMPANY INC	PARTS - PW/PD	929.76
8197(A)	AIR ONE EQUIPMENT INC	SERVICES/SUPPLIES - FD	918.74
8224(A)	AMAZON.COM SERVICES INC	SUPPLIES/PARTS - PD/PW/GG/FD	917.01
311868	WS DARLEY & COMPANY	PARTS - FD	886.02
8211(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - FIN/PD	881.92
311917	LINDE GAS & EQUIPMENT INC	SUPPLIES - PW/FD	830.49
311872	GLOBAL INDUSTRIAL	EQUIPMENT - PW	787.10
311913	ELEVATED SAFETY LLC	EQUIPMENT - FD	753.17
311902	WEST SIDE TRACTOR SALES	PARTS - PW	746.69
8218(A)	WILMETTE TRUCK & BUS SERVICE INC	SERVICES - PW	742.00
311909	BADE SUPPLY	SUPPLIES - PW/FD	689.30
311882	JG UNIFORMS INC	UNIFORMS - PD	647.10
8220(A)	ZEP SALES & SERVICES	SUPPLIES - PW	617.84
8200(A)	CANADIAN PACIFIC RAILWAY COMPANY	EASEMENT - PW	600.00
8215(A)	POMPS TIRE SERVICE INC	TIRES - PD	582.76
8210(A)	KIESLER POLICE SUPPLY INC	EQUIPMENT/PARTS - PD	579.98

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN JANUARY 16, 2026 - JANUARY 31, 2026
FOR 2/10/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
311887	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES/PARTS - PW/FD/PD	576.06
8209(A)	HIGHLAND PARK FORD LINCOLN	PARTS - PD/PW	575.87
311880	INTERNATIONAL SOCIETY OF FIRE	TRAINING - FD	575.00
311904	CINTAS CORPORATION #2	SUPPLIES - PD	574.28
311875	IDLEWOOD ELECTRIC SUPPLY INC	SUPPLIES - PW	543.00
311907	ZOLL MEDICAL CORP	SUPPLIES - FD	513.32
311862	BOUND TREE MEDICAL LLC	SUPPLIES - FD	510.69
8205(A)	GALLS LLC	UNIFORMS - PD	495.10
311892	PF PETTIBONE & COMPANY	SUPPLIES - GG	487.50
8233(A)	CONVERGINT TECHNOLOGIES LLC	SERVICES - PW	435.00
8219(A)	AW ZENGELER CLEANERS INC	SERVICES - PD	389.33
8222(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - GG	386.71
311883	JOHNSTONE SUPPLY	EQUIPMENT - PW	371.84
311922	FIRE & SAFETY 101	TRAINING - FD	350.00
311863	CHRISTOPHER B BURKE ENGINEERING	PROFESSIONAL SERVICES - PW	315.00
311865	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	308.28
8204(A)	DULTMEIER SALES LLC	PARTS - PW	289.28
311932	ROBERT BUJAK	REIMBURSEMENT - PD	287.25
311879	IMAGE SPECIALTIES OF GLENVIEW	BUNKER GEAR - FD	280.00
311874	HENDERSON PRODUCTS INC	PARTS - PW	276.65
311871	GENES VILLAGE TOWING INC	SERVICES - PW	250.00
311881	INTERSTATE POWER SYSTEMS INC	PARTS - PW	221.54
8207(A)	HAVEY COMMUNICATIONS INC	PARTS - PD	192.30
311891	NOVAK & PARKER HOME APPLIANCE	SERVICES - FD	179.95
311910	ARTISTIC ENGRAVING	UNIFORMS - PD	174.01
311889	ENDEAVOR HEALTH MEDICAL GROUP	PROFESSIONAL SERVICES - FD	173.00
311903	CINTAS CORPORATION #2	UNIFORMS - PW	155.12
311886	MONROE TRUCK EQUIPMENT INC	PARTS - PW	150.95
311885	METROPOLITAN FIRE CHIEFS ASSOC	MEMBERSHIPS - FD	150.00
311928	AMARIS LA COUR	REIMBURSEMENT - PD	136.65
8198(A)	ARLINGTON POWER EQUIPMENT	SUPPLIES - PW	134.45
8228(A)	KEEPER SECURITY INC	SUBSCRIPTION - IT	132.00
311916	WAUCONDA ANIMAL HOSPITAL	PROFESSIONAL SERVICES - PD	130.00
311870	GASVODA & ASSOCIATES INC	PARTS - PW	119.11
8208(A)	USABLUEBOOK	SUPPLIES - PW	115.10
8214(A)	NORTHBROOK PUBLIC LIBRARY	TOWNSHIP RELATIONS - GG	115.00
311898	STANDARD EQUIPMENT COMPANY	PARTS - PW/FD	114.85
311873	GOLF MILL FORD	PARTS - PW	109.00
311930	KYLE PILMER	REIMBURSEMENT - PD	107.17
311888	NORTHERN IL FIRE INSPECTORS ASSOC	MEMBERSHIPS - FD	100.00
311894	REINDERS INC	PARTS - PW	96.74
311866	COOK COUNTY RECORDER OF DEEDS	RECORDING FEES - GG	93.00
311933	TODD FEINGOLD	REIMBURSEMENT - PD	92.39
311869	EL-COR INDUSTRIES INC	PARTS - PW	87.44
311884	LAKE COUNTY PUBLIC WORKS DEPT	SERVICES - PW	86.00
311897	SNAP-ON INCORPORATED	TOOLS - PW	83.96
311926	PRETTY NAILS NORTHBROOK	OVERPAYMENT REFUND - PD	75.00
311900	SUNSET FOOD MART INC	CANTEEN SUPPLIES - PW	68.29
311890	NORTHWEST FREIGHTLINER	SUPPLIES - PW	63.00
311918	T-MOBILE USA INC	SERVICES - PD	50.00
311927	KATHLEEN YAVITT	REIMBURSEMENT - FD	49.98
311931	NANCY VACCARO	REIMBURSEMENT - PD	45.00
311934	JACQUELINE DURMENT	REIMBURSEMENT - FD	42.14
8216(A)	SIRCHIE	SUPPLIES - PD	41.36
311937	BRIAN COLLAZO	REIMBURSEMENT - FD	41.00

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN JANUARY 16, 2026 - JANUARY 31, 2026
FOR 2/10/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
311877	ILLINOIS STATE POLICE	SERVICES - GG	27.00
311861	ALEXANDER EQUIPMENT CO INC	SHIPPING - PW	19.50
311929	JONATHAN SALMI	REIMBURSEMENT - PD	16.94
311938	JIM OWEN	WATER/SEWER REFUND - FIN	15.84
311939	MITCHELL BUEHLER	WATER/SEWER REFUND - FIN	11.30
8217(A)	MICHAEL WAGNER & SONS INC	PARTS - FD	11.13
311878	ILLINOIS STATE TOLL HIGHWAY	TOLLS - FD	2.25
		CLASS 'A' TOTAL	**821,299.62**

CLASS 'B' WARRANTS

1/30/26	PAYROLL	1/30/2026 PAYROLL	893,506.42
29(E)	HUNTINGTON NATIONAL BANK	VILLAGE CREDIT CARD DECEMBER - FIN	16,377.54
502(E)	FEDEX	SHIPPING - PW	78.99
		CLASS 'B' TOTAL	**909,962.95**
		REPORT TOTAL	***1,731,262.57***

MEMORANDUM

To: Village Board of Trustees
From: Village Manager Cara Pavlicek
Date: 2026-02-10
Subject: An Ordinance Amending Chapter 4 of the Northbrook Municipal Code (1998), as Amended, to Add a New Liquor License Class for Self-Service Establishments

Overview
The Ordinance Amendment will create a new Class R Liquor License for the retail sale of alcoholic liquor at self-service establishments, at which customers may serve themselves alcoholic liquor from self-service dispensing machines, subject to certain conditions.

Fiscal Impact
An amendment to the Annual Fee Ordinance is included to set the Application Fee and Subsequent Annual Fee associated with this class of license. Following approval of this Ordinance, in the future should the Liquor Commission receive a qualified applicant, the Village Board could consider creating a license within this category.

Recommendation
Approval.

Background
A new prospective business interested in building out an existing space for indoor golf training has asked the Village to expand liquor license classes to include self-service establishments. This class of liquor license is popular and many municipalities are creating liquor licenses to allow for their operation, subject to certain additional requirements.

The Village Attorney has prepared an ordinance for this new license at the request of the Village President in her role as Liquor Commissioners inclusive of restrictions on this type of license to ensure that is such a license is issued, the licensee is required to operate safely and in compliance with all state and Village laws and requirements.

Subject to approval of this new class of Liquor License, the prospective business is eligible to make application for such a license subject to the Municipal Code.

The Ordinance is attached and the Village Attorney will be at the meeting to answer any questions.

An Ordinance Amending Chapter 4 of the Northbrook Municipal Code (1998), as Amended, to

Add a New Liquor License Class for Self-Service Establishments

ORDINANCE NO.

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

AN ORDINANCE AMENDING CHAPTER 4 OF THE
NORTHBROOK MUNICIPAL CODE (1988), AS AMENDED,
TO ADD A NEW LIQUOR LICENSE CLASS FOR
SELF-SERVICE ESTABLISHMENTS

shall be, and is hereby, adopted as follows:

Section 1. BACKGROUND.

Pursuant to the broad powers granted to the Village and its Liquor Control Commissioner under the Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1 *et seq*. and the Illinois Constitution of 1970, the President and Board of Trustees may establish the number, kind and classification of licenses for the sale of alcoholic beverages in the Village.

Chapter 4 of "The Northbrook Municipal Code (1988)" as amended ("***Village Code***"), regulates the sale at retail of alcoholic beverages in the Village.

The Village desires to amend Chapter 4 of the Village Code to create a new liquor license classification to regulate the sale, service, and consumption of alcoholic beverages in establishments that permit the self-service of alcoholic liquor in the Village.

The President and Board of Trustees has determined that it will serve and be in the best interest of the Village and its residents to amend the Village Code pursuant to this Ordinance.

Section 2. AMENDMENT OF SECTION 4-26.

Section 4-26, entitled "Hours of operation," of the Northbrook Municipal Code (1988), as amended, shall be, and it is hereby, amended to revise Subsection (a), which shall hereafter read as follows: [additions are **bold and double underlined**; deletions are ~~overstruck~~]

"Sec. 4-26. Hours of operation.

(a) It shall be unlawful to sell or offer for sale alcoholic beverages in the village other than during the period between the permitted commencement time and the mandatory closing time shown on the tables below for each class of license and each day of the week:

Day of Week	**Permitted Commencement Time for Such Day of Week**	**Mandatory Closing Time (On the Next Day)**
Classes A, E, J, K, L, M**, R**: Restaurants, Hotel on Premises Consumption, Golf Course, Movie Theater**, Self-Service**		
Monday	6:00 a.m.	2:00 a.m.
Tuesday	6:00 a.m.	2:00 a.m.
Wednesday	6:00 a.m.	2:00 a.m.
Thursday	6:00 a.m.	2:00 a.m.

Friday	6:00 a.m.	2:00 a.m.
Saturday	6:00 a.m.	3:00 a.m.
Sunday	10:00 a.m.	2:00 a.m.

…"

Section 3. AMENDMENT OF SECTION 4-48.

Section 4-48, entitled "License classes; secondary liquor functions," of the Northbrook Municipal Code (1988), as amended, shall be, and it is hereby, amended to read as follows: [additions are **bold and double underlined**; deletions are ~~overstruck~~]

"Sec. 4-48. - License classes; secondary liquor functions.

(a) License classes. Alcoholic beverage licenses may be issued by the local liquor commissioner for the following classes:

…

(20) Class R which shall authorize the retail sale of alcoholic beverages at self-service establishments, at which customers may serve themselves alcoholic beverages from self-service dispensing machines, subject to the following conditions:

a. The sale of alcoholic beverages pursuant to a Class R license must be incidental and complementary to the sale and service of food, and the alcoholic beverages may only be consumed on the premises where sold.

b. No customer may serve themselves alcoholic beverages prior to verification of their identification by an employee of the licensee, using state-of-the-art technology.

c. Once a customer's identification is verified, the licensee must issue each customer a secure card or wristband encoded with their verification details for access to the alcoholic beverage self-service system.

d. Employees of the licensee must regularly monitor the use of all alcoholic beverage self-service systems.

e. **Employees of the licensee responsible for verification of customer identification, and monitoring of alcoholic beverage self-service systems, must be BASSET-trained in accordance with Section 4-62 of this Code.**

(b) Secondary liquor functions. Licenses that include a secondary liquor function may be issued by the local liquor commissioner in conjunction with a prime liquor function in one of the following classes: Class A, C, D, E, J, K, L, M, N, P-1, P-2, Q and Q-1. Secondary liquor functions may not be issued for Class B, B-1, F, G, G-1, H, I, ~~and~~ O **and R**."

Section 4. AMENDMENT OF SECTION 4-62.

Section 4-62, entitled "Training requirements for beverage alcohol sellers and servers education and training program (BASSET)," of the Northbrook Municipal Code (1988), as amended, shall be, and it is hereby, amended to read as follows: [additions are **bold and double underlined**; deletions are ~~overstruck~~]

"Sec. 4-62. - Training requirements for beverage alcohol sellers and servers education and training program (BASSET).

(a) For the purposes of this section, the following terms shall have the following meanings:

BASSET program means a state certified beverage alcohol sellers and servers education and training program (BASSET) or its equivalent, meeting the minimum curriculum requirements of Title 77 of the Illinois Administrative Code, Part 3500.

Covered employee means the following persons for each of the following license classes for the sale of alcoholic beverages who mix, sell or serve alcoholic beverages to the public:

(1) Class A, B, B-1, E, G, G-1, I, J, K, L, M, O, P-1, P-2**,** ~~and~~ Q **and R** license: All managers and all employees of the licensee who mix, sell, ~~or~~ serve **or, in the case of self-service establishments, monitor the service of** alcoholic beverages to the public; and

(2) Class N and class Q-1 license: At least one person from the licensee and one person at each location at which alcoholic beverages will be mixed, sold or served to the public.

(b) All covered employees shall be required to complete a BASSET program every three years. All new covered employees who have not completed a BASSET program within the last three years shall be required to complete a BASSET program within 120 days after their employment date. Evidence of completion of a BASSET program in compliance with section 4-62, in a form acceptable to the local liquor control commissioner, shall be maintained on file by the licensee for all covered employees.

(c) All applicants for renewal of a class A, B, B-1, E, G, G-1, I, J, K, L, M, O, P-1, ~~and~~ P-2 **and R** license for the sale of alcoholic beverages shall submit evidence, in a form acceptable to the local liquor control commissioner, demonstrating that all covered employees have completed a BASSET program within three years prior to the first day of the requested license year or proposed licensed event.

(d) All applicants for a new village class A, B, B-1, E, G, G-1, I, J, K, ~~or~~ L, **or R** license shall be required to submit, within 120 days after issuance of the initial license, evidence of all covered employees' completion of a BASSET program, in a form acceptable to the local liquor control commissioner, by all covered employees within the time period required by subsection (b) of this section. All applicants for a village class M, N, Q and Q-1 license shall be required to submit evidence of all covered employees' completion of a BASSET program, in a form acceptable to the local liquor control commissioner, by all covered employees prior to the first day of the proposed licensed event.

(e) Each licensee holding a class A, B, B-1, E, G, G-1, I, J, K, L M, N, O, P-1, ~~and~~ P-2 **and R** license for the sale of alcoholic beverages shall ensure that each of its covered employees completes an additional BASSET program every three years as required by subsection (b) of this section, and shall submit evidence of such completion not later than 30 days after the end of such covered employee's prior BASSET training period.

(f) Failure of a licensee to: (1) require all covered employees to complete a BASSET program every three years as required by this section 4-62, (2) maintain records of such completion, or (3) submit evidence of such completion when requested or required to do so, shall be cause for any one or more of the following:

(1) Denial of an application for a license or renewal of a license for class A, B, B-1, E, G, G-1, I, J, K, L, M, N, O, P-1, P-2, Q, ~~or~~ Q-1, **or R**;

(2) Imposition of a fine; and

(3) Suspension or revocation of a license or renewal."

Section 5. AMENDMENT OF SECTION 5 OF ANNUAL FEE ORDINANCE.

Section 5, entitled "Schedule of Fees, Charges and Rates," of Ordinance No. 2025-20, the Northbrook Annual Fee Ordinance, as amended, shall be, and it is hereby, amended to add the following new subsections: [additions are **bold and double underlined**; deletions are ~~overstruck~~]

Section 4-54: Maximum Number of Licenses	Maximum number of alcoholic beverages licenses by classification available at any time for issuance	
Section 4-54:	Class	Number of Licenses
***	***	***
Section 4-54	**Class R which shall authorize the retail sale of alcoholic beverages at self-service establishments.**	**0**
Section 4-55(a): Alcoholic Beverage Initial Application Fee	Alcoholic Beverages Initial Application Fee	Application Fee Cost
***	***	***
Section 4-55(a)	**Class R**	**$2,200.00**

Section 4-55(b): Alcoholic Beverage Annual Fee	Alcoholic Beverages Annual Fee	Fee Cost
***	***	***
Section 4-55(b)	**Class R**	**$2,000.00**

Section 6. EFFECTIVE DATE.

This Ordinance shall be in full force and effect following its passage, approval and publication in pamphlet form as provided by law.

PASSED: This ____ day of _____, 2026.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

_____
Village President

ATTEST:

_____
Village Clerk

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Chief Information Officer Lori Baker
Date: 2026-02-10
Subject: A Resolution Approving the Purchase of an Upgrade to the Village Facility Paging System for Village Hall from Sentinel Technologies, Inc.

Overview

This Resolution approves the purchase of a new Village facility paging solution for Village Hall, which will be expanded to other Village facilities in the future.

Fiscal Impact

The adopted Fiscal Year 2025/2026 budget provides funding in Account Number 11-1400-706-00 for the purchase of the necessary software subscription, hardware, and professional services in an amount not to exceed $30,000. The purchase of the software subscription, hardware, and professional services are included on the General Services Administration (GSA) Federal Supply Service Contract GS-35F0379U.

Recommendation

Approval.

Background

The existing facility paging system in use at Village Hall was implemented many years ago and has not had vendor support in several years. It is a legacy system, using analog speakers and is experiencing regular failures. The equipment is no longer made and replacements are not available.

The Village Information Technology (IT) Department reviewed options for paging solutions and conducted a proof-of-concept test with Singlewire's Informacast notification system. In addition to offering an audio paging system, the system can also display visual alerts through on-site speakers and signs, and through mobile applications. Additionally, this modern paging solution will be installed at the new Village facilities soon beginning construction.

The Village IT staff worked with Sentinel Technologies on the successful proof-of-concept testing of the proposed solution. IT staff requested a proposal from Sentinel for the required software subscription, hardware, and professional services to implement the paging solution

for Village Hall in a production environment. Using pricing on the General Services Administration (GSA) Federal Supply Service Contract #GS-35F0379U, the Sentinel Technologies proposal includes a one-year subscription to Informacast, two redundant Informacast appliances, analog gateways to utilize the existing analog speakers in Village Hall with Informacast, materials and professional services for the installation of new network cabling, and professional services for the installation and configuration of the solution. A summary of the proposed costs follows:

Item	**Cost**
Informacast Fusion Server Appliances	$2,124
Software Provisioning	$841
Informacast Fusion Subscription – 1 Year	$3,935
IP-to-Analog Gateways for Village Hall – Qty 3	$6,522
Cabling Materials	$2,124
Cabling Installation (Fixed Price)	$2,990
Professional Services (Fixed Price)	$11,134
TOTAL	**$29,670**

The GSA contract used expires May 8, 2028, and meets the Village's procurement requirements.

The Village's Fiscal Year 2025/2026 Budget provides funding in Account No. 11-1400-706-00 in the amount of $30,000 for the implementation of the paging system for Village Hall.

Staff recommends Village Board approval of the purchase of the paging system in a not to exceed amount of $29,670.

Staff will be present at the February 10, 2026 Regular Board of Trustees meeting to answer any questions that may arise.

Resolution Approving the Purchase of an Upgrade to the Village Facility Paging System for Village Hall from Sentinel Technologies Inc
Exhibit - Sentinel Technologies Inc Statement of Work

Resolution 2026-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the Purchase of an Upgrade to the Village Facility Paging System for Village Hall from Sentinel Technologies, Inc.

is hereby adopted, as follows:

Section 1. Recitals.

The Fiscal Year 2025/2026 annual budget provides funding for an upgrade to the Village facility paging system at Village Hall to replace outdated, unsupported, and nonfunctional equipment.

The existing facility paging system ("***System***") in use at Village Hall was implemented several years ago. The System is unreliable as it is having operational issues. Replacement equipment is not available given the age of the System and the System is no longer under vendor support.

Staff received a quote from Sentinel Technologies, Inc. ("***Vendor***") in the amount of $29,670, which includes the necessary hardware, software subscription, cabling, and installation professional services to implement an upgrade to the paging System at Village Hall ("***Upgraded System***"). The quote includes pricing from the General Services Administration (GSA) Contract GS-35F0379U, which meets the procurement requirements of the Village.

The Village's Fiscal Year 2025/2026 Annual Budget provides funding for the purchase of the Upgraded System and associated components in Account No. 11-1400-706-00. Based on these factors, Village staff recommends purchasing the Upgraded System and related installation services from the Vendor in an amount not to exceed $29,670.

The President and the Board of Trustees have considered the purchase and determined that it is in the best interests of the Village and the public to complete the purchase with the Vendor.

Section 2. Authorization for Purchase.

The Village Manager is hereby authorized and directed to execute all such documents and make such payments as are necessary to complete the procurement of the Upgraded System and related installation services from the Vendor in a not-to-exceed amount of $29,670.

TASK ORDER

In accordance with Section 1.C of the Master Services Agreement dated June 24, 2025 between the Village of Northbrook (the *"Village"*) and Sentinel Technologies, Inc. (the *"Consultant"*), the parties agree to the following Task Number: 6

1. Contracted Services:
Singlewire - Informacast Deployment

2. Project Schedule (attach schedule if appropriate):
Click or tap here to enter text.

3. Project Completion Date:
All Contracted Services must be completed on or before: 60 Days After Project kickoff

4. Project Specific Pricing (if applicable):
$29,670

5. Key Personnel (if applicable):
Click or tap here to enter text.

6. Additional Changes to the Master Agreement (if applicable):
Click or tap here to enter text.

ALL OTHER TERMS & CONDITIONS OF THE MASTER AGREEMENT REMAIN UNCHANGED

[*SIGNATURE PAGE FOLLOWS*]

VILLAGE

_____
Signature
[*DEPARTMENT HEAD*]

_____, 20____
Date

SENTINEL TECHNOLOGIES, INC.


_____
Signature
Edward Truesdale
Name (Printed or Typed)

Jan 7, 2026 , 20____
Date

If greater than $20,000, the Board of Trustees must approve the Task Order in advance and the Village Manager's signature is required.

_____
Village Manager

_____, 20____
Date

ATTEST:

_____
Village Clerk



Singlewire - Informacast Deployment

Contract # 028775

(GSA) Federal Supply Service GS-35F0379U / Exp. 05/08/2028

Prepared for:

Village Of Northbrook

Jerick Cabral
Jerick.cabral@northbrook.il.us

Prepared by:

Sentinel Technologies, Inc

Colin Blackshaw
cblackshaw@sentinel.com

Appendix A

-

APPENDIX A TO TASK ORDER NO. 6

Statement of Work

Statement of Work

Executive Summary

The Village of Northbrook has requested a proposal from Sentinel to implement Singlewire InformaCast Fusion. The InformaCast Fusion project will implement a paging solution that enables real-time voice announcements from IP phones to other IP phones and to integrated overhead speaker systems across the organization.

Sentinel will engage CRW to perform all onsite installation services. Sentinel's Project Management team will provide oversight and coordination throughout the project.

Summary of objectives:

- Implement InformaCast.
    - Provision and configure two (2) InformaCast Fusion physical appliances.
    - Install, wire, and configure three (3) AtlasIED dual analog gateways at Village Hall location.
    - Configure InformaCast Fusion for paging services.
        - CUCM integration
        - Six (6) paging groups
- Administrative knowledge transfer.
- Documentation.

Project Methodology

Project Initiation

Sentinel Project Management will coordinate a kick-off meeting to review and approve the Scope of Work provided to the Customer. Customer and Sentinel provided resources will be introduced and their relevant roles for the project discussed. Sentinel Project Management will then coordinate a design meeting between Sentinel Engineers and Customer in order to draft a blueprint of all proposed work which will be provided to the Customer. High level timelines for project milestones will also be identified and discussed.

Design

Sentinel engineers will perform a high-level audit of the Customer's relevant infrastructure. The data collected from this audit will be used to generate a design for the implementation of the solution. Sentinel engineers will inform the Customer of any design requirements that will need to be completed by the Customer's IT staff prior to the start of the next phase (such as provisioning of storage space, acquisitions of licenses, and other essential design components not covered within this document). Upon acceptance of the work as detailed within the blueprint by the Customer, Sentinel engineers and project managers will then coordinate specific dates and times appropriate for

accommodating the nature of the work involved (i.e. work which will require outages will be scheduled during appropriate maintenance windows).

Implementation

During the Implementation phase, equipment will be unboxed, burned-in, configured and tested. Unless explicitly stated in this Scope of Work, the staging of equipment will occur at Customer's location. This ensures maximum efficiency and quality while minimizing the disruptions and impacts to the Customer's environment. After the equipment has been staged Sentinel engineers will proceed with the implementation of all items specified within this Scope of Work and further detailed in the Customer approved Design Document.

Cutover and Post Support

Cutovers will be scheduled per the details in the scope below. Sentinel engineers will be dedicated to being available for the resolution of any problems or issues that arise during the post support portion of the project.

Project Completion

Upon conclusion of all other phases of work Sentinel's engineers will provide the Customer with updated design documents for the project. Sentinel's project management team will then arrange for a meeting with the Customer to review the status of all project items. If no project items remain open Sentinel's project managers will request that the Customer sign off on the project, thus closing the project at that time.

Project Management

Sentinel will provide a project manager committed to the success of the project. The project manager will be responsible for:

- Complete success of the project.
- Optimal coordination of all resources.
- Guiding the Customer on aspects of the project they are required to perform.
- Tracking and reporting of progress.
- Management of agreed to budget issues.
- Management of expected timelines for implementation.
- Changes to the project and communications of changes in writing using a Project Change Form.
- Post installation document gathering, assembly and presentation.
- Post installation project completion agreement and signature.

Project management will ensure complete project success. Communication is the cornerstone of project management and the project manager will be the central communication mechanism for all parties. This will assure all relevant parties are informed about decisions that may affect the success of their component of the solution.

Scope of Work

Sentinel will engage CRW to perform all onsite installation services. Sentinel's Project Management team will provide oversight and coordination throughout the project.

Design

InformaCast Fusion Design

- Base Design
  - Review user synchronization and authentication requirements.
  - Review paging group requirements.
  - Review analog gateway implementation requirements.

Implement

InformaCast Fusion

Sentinel will provision and configure InformaCast to provide paging services for CUCM.

- Base Implementation
  - Qty (2) – InformaCast server appliance
  - Qty (6) – Paging groups
  - CUCM integration
- Qty (3) – AtlasIED dual analog gateway installation, wiring, and configuration – Village Hall location.
  - Install, Identify, Terminate, Test & Certify (8) Cat 6 CMP UTP cables between the building demarc and the MDF.
  - Supply & Install (1) 6U wall-mount data cabinet on the demarc plywood wall field.
  - Supply & Install (2) unloaded 24-port patch panels.
  - Supply & Install (16) Cat 6 jacks.

Post Support

Post Project Items

- Post Project Documentation
  - Sentinel will provide documentation of the setup including a blueprint design document as well as any available vendor-created administrative and/or best practices guides. In addition, Sentinel will provide knowledge transfer including basic functional overviews of products implemented, demonstrating the normal operations as installed in the customers environment
- Post project Support
  - Sentinel will provide support and troubleshooting after each cutover event to assist with any post-migration issues encountered. Sentinel has included approximately four (4) hours for remote post-support activities for each cutover event.

Out of Scope

Sentinel is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed. Specific examples from this project may be listed below.

- No formal admin training will be provided. Formal training is defined as training that is used in replacement of an OEM training to obtain or count toward any OEM certification.

- Disposal of legacy hardware (if applicable).
- Third-party integrations.
- Network readiness.
- Mass notifications services.
- No provisions to provide any patch cords included in proposal.
- No provisions to abate any existing cable included in proposal.
- No provisions to provide any raceway (conduit, latch-duct) included in proposal.
- No provisions for any electrical work (power, lighting) included in proposal.

Customer Responsibilities

To ensure the successful execution of this project, both Sentinel and the customer, acknowledge and agree to the following responsibilities. This section outlines the specific obligations and expectations that the Customer must fulfill throughout the duration of the project or engagement. It is imperative that the Customer's active participation, timely cooperation, and adherence to these responsibilities are vital to achieving the project's objectives and meeting mutually agreed-upon timelines.

- Unless provided as part of this project or otherwise the customer will be responsible for providing any applicable software and licensing necessary to facilitate the migration design. Sentinel will assist wherever possible.
- Customer shall identify a technical resource that shall be able to make client configuration decisions and be the point of contact for all technical questions.
- Customer is responsible for managing changes to feature capabilities within the organization as it pertains to limitations/differences of the InformaCast Fusion system. There may be features being provided by the current paging platform that may not be supported by the new systems. As such, the customer will be responsible for understanding these limitations, changes, and managing them accordingly. Feature/functionality outside of those defined in the above scope of work may be subject to additional equipment/add-ons/services cost.
- Customer shall maintain all responsibility and bear all liability with regard to its compliance with local, state, and federal E911 and NG911 laws in relation to its use of this service. Customer shall indemnify and hold harmless Sentinel from any regulatory fines and/or third-party claims to arise out of any related violations with regard to this service. Sentinel may provide E911 compliance assistance services for an additional fee if desired by Customer.
- Customer will provide Sentinel engineering resources with Partner Administrator access to the InformaCast Fusion tenant to facilitate the deployment.
- Customer will ensure their network infrastructure will facilitate Singlewire systems communications. This will include any applicable routing (e.g. Multicast), firewall, DNS, DHCP, NTP, PoE, QoS etc. configuration necessary to allow communication to/from the different endpoints involved in the designed architecture.
- Customer will be required to participate in all aspect of the execution of the User Acceptance Testing (UAT) procedure.
- Customer will be responsible for identifying suitable cutover date/time.

Key Assumptions

The successful execution of this project is contingent upon a set of key assumptions. These assumptions serve as reference points for the project's planning and execution. It is imperative that these assumptions are understood, acknowledged, and monitored throughout the project to ensure that the project proceeds as intended. Deviations from these assumptions may have an impact on project timelines, costs, and outcomes. The Key Assumptions are as follows:

- Customer will participate in all discovery, design, and implementation meetings.

- All work to be performed during normal business hours (Mon – Fri, 6am – 5pm)
- Price reflects the assumption that there is an existing vertical riser pathway between floors with enough capacity for 8 additional Cat 6 cables. No provisions for any new cores or conduit sleeves or creation of a new riser included in proposal.
- Vendor is not responsible for the condition or performance of existing cabling.
- Price contingent upon vendor having unrestricted and uninterrupted access to all work areas, including but not limited to closets, hallways, classrooms, offices, etc.
- Final documentation will be provided at the completion of the project.

Documentation and Knowledge Transfer

Sentinel will include:

- Documentation of the setup including a revised Sentinel design doc as well as any available vendor-created administrative and/or best practices guides.
- Knowledge transfer including basic functional overviews of products implemented, demonstrating the normal operations as installed in the Customer's environment.
    - Note that knowledge transfer and functional overviews are not a substitute for formal vendor product Customer Education courses available. Sentinel strongly encourages attendance at Customer Education classes to gain further insight into the product architecture and its integration.

Sentinel welcomes Customer to be involved in all aspects of the project life cycle to achieve the highest level of knowledge transfer during the project. While there is no way to guarantee the level of knowledge transfer that will occur, additional time can be added to the staging, installation or testing portions of the project to try and accomplish this need. This request should be scheduled with the Project Manager. If additional time is added for this request, it will be handled through Sentinel's Change Order process.

Customers that seek to get the most out of the knowledge transfer have had a higher degree of success by combining the specific deployment knowledge transfer with formal course training. When the course work is done prior to the project knowledge transfer Sentinel has seen the highest degree of self support post installation. That knowledge transfer and functional overviews are not a substitute for formal vendor product Customer Education courses available. Sentinel strongly encourages attendance at Customer Education classes to gain further insight into the product architecture and its integration.

General Assumptions

The following is a list of responsibilities and/or tasks that Sentinel assumes have been completed or reviewed by Customer to the execution of the above-mentioned project. If additional responsibilities are uncovered during the project, Sentinel will make sure that Customer is made aware of any issues promptly to determine resolution.

Product Lead Times

Depending on the technologies quoted, orders may be direct or through distribution. Lead times should be expected to be 8 weeks but can exceed 8 weeks. Should expedited equipment requirements arise, there could be an additional charge to source through a warehousing distribution partner.

Remote Access

Sentinel's service estimate assumes remote access through IP VPN or IP PPP connection. Without this access,

additional service charges may be incurred for optimization and tuning required pre and post installation.

Travel Requirements and Cost

Unless specified within the proposal, all travel expenses and time are not included. Travel time shall be invoiced at pre-negotiated rates and expenses plus per diem at actual costs.

3rd Party Integration

Unless noted otherwise, Sentinel assumes no reliance on 3rd Party applications, connections or plug-ins to software deployments and updates as specified in this scope. If during Analysis and Planning any required 3rd Party integration is uncovered, additional hours may be incurred.

Labor Union Requirements

Sentinel has NOT included any parameters for Union workers. Any requirement would require a subcontract arrangement to be determined up front and would increase the cost of deployment.

Physical Implementation

Unless explicitly stated in this statement of work, all work areas Sentinel will access shall be accessible by no more than an eight-foot-tall ladder. Any rental activities or associated rental costs for buckets, lifts, or other such mechanisms shall be a Customer responsibility.

Project Assumptions

Cutover Windows

The project scope and pricing includes (1) cutover. If additional cutovers are required, a Change Order will be necessary, which may result in an increase in project cost.

Work Location

The scope and pricing for this project are based on a combination of on-site and remote work.

InformaCast Fusion Essentials - 12 Months

Product Description	Qty	Price	Ext. Price
Software Provisioning - One time cost	1	$841.00	$841.00
InformaCast Fusion Server Appliance - One time cost	2	$1,062.00	$2,124.00
Subscriptions - 12 Months			
Solution Subscriptions - *Unless explicitly indicated otherwise within this contract, the below term for these subscription services will automatically renew, absent at least ninety (90) days' notice of cancelation by Customer before the start of the renewal term. For subscription services that do not automatically renew, Customer must provide Sentinel with at least ninety (90) days' notice of its intention to renew the services and shall hold Sentinel harmless from any service interruption to result from the cessation of services due to Customer's failure to provide timely notice as stated herein.*			
Initial Term: 12 Months | Requested Start Date: Upon Order | Billing Model: Prepaid | Renewal Term: Requote			
InformaCast Fusion Essentials - Term 1 Year	1	$3,935.00	$3,935.00

Subtotal: **$6,900.00**

AtlasIED Analog Gateway

Product Description	Qty	Price	Ext. Price
AtlasIED Dual PoE+ IP Addressable IP-to-Analog Gateway with Integrated Amplifier and Rack Mount Kit	3	$2,174.00	$6,522.00

Subtotal: **$6,522.00**

Subcontractor Materials

Product Description	Qty	Price	Ext. Price
Subcontractor Materials - Includes Data Cabinet and Patch Panels	1	$2,124.00	$2,124.00

Subtotal: **$2,124.00**

Subcontractor Professional Services

Product Description	Ext Price
Subcontractor Professional Services - Fixed Price	$2,990.00

Subtotal: **$2,990.00**

Sentinel Professional Services - GSA

Product Description	Ext Price
Sentinel Professional Services - Fixed Price	$11,134.00

Subtotal: **$11,134.00**

Singlewire - Informacast Deployment

Prepared by:

Sentinel Technologies, Inc

Colin Blackshaw
cblackshaw@sentinel.com

Prepared for:

Village Of Northbrook

1225 Cedar Ln
Northbrook, IL 60062-4513
Jerick Cabral
+18476644082
Jerick.cabral@northbrook.il.us

Contract Information:

Contract # 028775

Version: 7
Delivery Date: 01/07/2026
Expiration Date: 01/13/2026

Quote Summary

Description	Amount
InformaCast Fusion Essentials - 12 Months	$6,900.00
AtlasIED Analog Gateway	$6,522.00
Subcontractor Materials	$2,124.00
Subcontractor Professional Services	$2,990.00
Sentinel Professional Services - GSA	$11,134.00
Total:	**$29,670.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Regarding the resale of any products, pricing may be subject to a manufacturer price increase before the expiration date of the quote.

Total Project - Project Total Cost is based on the combined purchase of all Hardware/Software, Professional Services and Solution Maintenance from Sentinel as detailed in the attached Bill of Materials. Unbundling or materially reducing any of these essential elements of the solution may result in modifications to the cost of the remaining elements.

Terms and Conditions

By signing below, Customer agrees that the products and services being purchased through this contract are subject to the Sentinel Technologies Terms and Conditions, as applicable, located at https://sentinel.com/Terms-and-Conditions unless expressly provided herein or otherwise addressed in a separate Agreement between the parties.

Invoice Terms

Hardware: Upon Shipment (50% down if over $100K)

Labor: Milestone Progress Billing

Subscription/License: At the beginning of the contract - In Full

Payment Terms: Net 30

Sentinel Technologies, Inc		Village Of Northbrook	
Signature:		Signature:	
Name:	Robert Lenartowicz	Name:	
Title:	Chief Operating Officer	Title:	
Date:	01/07/2026	Date:	

MEMORANDUM

To: Village Board of Trustees
From: Village Manager Cara Pavlicek
Date: 2026-02-10
Subject: A Resolution Approving an Intergovernmental Agreement Between the Village of Northbrook and the Board of Education of Glenbrook High School District 225 Providing for School Resource Officer Services

Overview
The current IGA between the Village and D225 was approved in January 2005 and is being updated to reflect current Statutory references.

Fiscal Impact
The IGA maintains the current annual payment by D225 to the Village for the regular salary and fringe benefits of those serving as School Resource Officer (SRO) as well as direct overtime wages attributed to the assignment of the Police Officer serving as SRO.

Recommendation
Approval.

Background
An Intergovernmental Agreement (IGA) with a three year term has been prepared in conjunction with D225 and establishes the scope of service and goals for the SRO position. The current IGA between the Village and D225 was approved in 2005 and is being updated to reflect current Statutory references.

In Northbrook, the safety of students, teachers and school staff continues to be a top priority. The Village continually invests in procedures, protocols, infrastructure and training that is based upon best practices in school safety. Glenbrook High School has a full time SRO, funded by District 225, who is certified by the Illinois Law Enforcement Training Standards Board in specific coursework related to both juveniles and school resource programs. Additionally, the current SRO is Crisis Intervention Team (CIT) Certified. CIT Certification of a law enforcement officer is advance training related to mental health symptoms and conditions and de-escalation techniques when responding to an individual experiencing a mental health crisis. The assignment of an SRO is done by the Chief of Police with the participation of the District.

Although it is not a part of this IGA, it is noted there are four additional public school districts in Northbrook for the Elementary, Middle and Jr. High Schools. Each of these school buildings has a dedicated Northbrook Police Liaison Officer. A Police Liaison Officer works closely with their assigned School's Principal and Staff throughout the year and is a daily resource if any safety concerns develop. Officers assigned to this role are exclusively Certified Juvenile Officers by the State of Illinois. The assignment of a Police Liaison Officer is done by the Chief of Police with the participation of the applicable District.

Staff will be in attendance at the meeting to answer any questions.

A Resolution Approving an Intergovernmental Agreement with the Board of Education of Glenbrook High School District 225 for School Resource Officer Services
Exhibit A - IGA between the Village of Northbrook and the Board of Education Glenbrook High School District 225 for SRO Services
2005 Police Liaison Officer Agreement

Resolution 2026-_____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving an Intergovernmental Agreement with the Board of Education of Glenbrook High School District 225 for School Resource Officer Services

is hereby adopted, as follows:

Section 1. RECITALS.

Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq*., authorize and encourage intergovernmental cooperation.

The Board of Education of Glenbrook High School District 225 ("***Board***") operates Glenbrook North High School and associated campus, which includes the Glenbrook High School Transition Services facility ("***School***").

The Village and Board currently operate under an existing agreement approved in 2005, which assigns a Village police officer to serve as a school resource officer at the School ("***Existing Agreement***").

Due to recent amendments to Illinois law, including the Illinois School Code, the parties determined it was necessary to revise the Existing Agreement and enter into a new agreement under which the Village will provide a police officer to perform school resource officer services at the School ("***Agreement***").

The Village and Board desire to enter into the Agreement for the purposes of continuing to promote the safety, security, and order for the staff, students, and premises at the School and of continuing a cooperative relationship between the Board and the Village.

The President and Board of Trustees have considered the Agreement and determined that it is in the best interest of the Village and the public to approve the Agreement.

Section 2. APPROVAL OF AGREEMENT.

The Agreement shall be, and is hereby, approved in substantially the form attached to this Resolution as ***Exhibit A*** and in a final form approved by the Village Manager and Village Attorney.

Section 3. AUTHORIZATION TO EXECUTE AGREEMENT.

The Village Manager and the Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement and all necessary documentation related thereto.

Section 4. EFFECTIVE DATE.

This Resolution shall be in full force and effect from and after its passage and approval according to law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

Village President

Village Clerk

INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF NORTHBROOK AND THE BOARD OF EDUCATION OF
GLENBROOK HIGH SCHOOL DISTRICT 225
PROVIDING FOR SCHOOL RESOURCE OFFICER SERVICES

THIS INTERGOVERNMENTAL AGREEMENT (*"**Agreement**"*) is made and entered into as of the ___ day of _____, 202_ and is by and between the Board of Education of Glenbrook High School District 225 (***"Board"***) and the Village of Northbrook, a home rule municipal corporation (*"**Village**"*) (the Board and Village are, collectively, the *"**Parties**"*). This Agreement shall be considered the "Memorandum of Understanding" required as of July 1, 2026, by Public Act 104-430.

IN CONSIDERATION of the recitals and mutual covenants and agreements set forth in this Agreement, the Village and the Board agree as follows in the exercise of their intergovernmental powers under the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq*.:

1. **RECITALS**

A. The Board and the Village agree on the mutual benefits of having a full-time police officer from the Village who will act as School Resource Officer ("***Officer***") at Glenbrook North High School and associated campus, which includes the Glenbrook High School Transition Services facility located, as of the effective date of this Agreement, at 1200 Shermer Road, Northbrook, Illinois ("***School***").

B. The Village is willing to supply the services of a police officer to the Board under the terms and conditions set forth in this Agreement.

C. The Board and Village believe that the beneficial objectives will be assisted in being met by entering into this Agreement, including, but not limited to, the following:

i. The Officer will provide the Village Police Department ("***Police Department***") and the Board with a direct line of communication and resource for dealing with problems of mutual concern;

ii. The Officer will create and maintain a positive relationship between law enforcement officers, school officials, students and parents;

iii. The Officer will assist in the protection of students, staff, and the School from theft, vandalism, assault, trespassing, and other violations of the law;

iv. The Officer will assist in providing educational programs concerning social issues in which law enforcement is involved; and

v. Upon request of the Board and approval of the Village, the Officer will provide security at extracurricular events.

2. **GENERAL COOPERATION; CONTACTS**.

A. The Board Superintendent will provide the Village Police Chief with a list of administrators ("***School Officials***") to be contacted as needed. The list will contain regular and emergency telephone and mobile numbers (if applicable), and identify which administrators are to be contacted for various types of problems and the order in which the administrators are to be contacted. The administrators identified shall be considered the "Appropriate School Officials" for purposes of § 1-7(A)(8) of the Juvenile Court Act.

B. The Village Police Chief will provide the Board Superintendent with the names and titles of a primary and at least two backup contacts ("***Police Officials***") responsible for implementing this Agreement. The officers shall provide their regular and emergency telephone and mobile numbers (if applicable). The Police Officials shall represent the Police Department in the Department's capacity as "juvenile authorities" within the meaning of the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act for purposes of reciprocal reporting of student record information.

C. The Superintendent and Police Chief may, as they deem necessary and upon written notice, designate different persons to the respective positions of School Official and Police Official.

D. School Officials and Police Officials will meet to facilitate and regularly review the implementation of this Agreement as often as necessary, including with community and stakeholder input.

E. Nothing in this Agreement is intended to limit or restrict the duty and authority of school personnel to request police services for disturbances or other emergencies occurring in or around any school property, nor is it intended to limit or restrict the duty or ability of any person attending the School or employed by the Board to provide information or otherwise cooperate in law enforcement investigations, including, but not limited to, providing witness statements and testimony.

3. **PROVISION OF OFFICER**.

On each day that the regular school term is in session, a police officer from the Village shall be assigned to the School as the School Resource Officer.

4. **AVAILABILITY**.

The Officer shall be on special assignment to the School and shall not be called upon for regular police duties by the Village except in emergencies, as determined by the Police Chief. The Officer shall be assigned to the School for the entire regular school term, but not for any summer school term or other school holiday vacation periods.

If requested by the Board and agreed upon by the Village, the Village will provide a police officer to serve as the Officer during summer events. If an Officer serves during summer events, the Board will pay to the Village for the hours worked by the Officer at an hourly rate equal to the Officer's salary and benefits, including overtime pay if applicable, for the time the Officer spends at a summer event. The Parties agree that the officer who works during summer may be different from the officer who is assigned to work as the Officer during the regular school year.

If the Officer is not able to report to duty at the School on a given day for any reason (including, but not limited to, leaves taken under Village policy), the Village will make reasonable efforts to provide a substitute law enforcement officer. If a substitute officer cannot be provided, the Village will make reasonable efforts to have an officer check in with the School Principal or designee, walk through the building, and drive through the parking lot. Both parties agree that in the event the Officer is out on family or medical leave for any reason, the Village will assess availability and will use reasonable efforts to provide an interim Officer until the assigned Officer can return from leave, provided that the provision of an interim-Officer does not interfere with police operations or put additional strain on the Village's staffing levels. Further, both parties agree that, in such circumstances, the parties will coordinate and discuss additional options for ensuring Officer services are provided, to the extent possible, until the assigned Officer can return from leave. The Board will reduce the scope of the Officer duties for substitute and interim officers to focus primarily on safety and security issues.

5. **DUTIES**.

The Officer shall have the following duties:

A. Investigate and take appropriate action on criminal and traffic problems, including, but not limited to, theft, assault, vandalism, drugs, possession or use of weapons, trespassing and reckless driving. Provided, however, as prohibited by the Illinois School Code, 105 ILCS 5/1-1 *et seq*, the Officer is prohibited from issuing tickets or citations on school property.

B. Serve as a counselor and/or referral source for students with problems in which the Officer's expertise may be helpful.

C. Work with parents, police, and social service agencies on matters, which may affect the School, such as runaways, ungovernable and neglected children.

D. Assist the School in handling truancy problems.

E. Conduct presentations on law, law enforcement issues, individual liberties and social responsibilities. These presentations will include lectures, discussions, demonstrations, movies and/or role playing.

F. Attend court, when necessary, for matters arising out of the Officer's duties at the School.

G. Be available to students, faculty, parents, School, and community organizations as a resource.

H. Maintain a record of all police action involving students and nonstudents on School grounds during School hours.

I. Perform such reciprocal reporting activities as agreed between the Police Department and the School administration pursuant to any agreement between the Parties and sections 10-20 and 22-20 of the School Code, 105 ILCS 5/10-20.14 and 22-20.

J. Perform other duties, as directed by the School administration and Police Department.

The scope of the Officer's duties and responsibilities may be changed or redefined at any time when agreed upon in writing by the Police Chief and the Board Superintendent or their designees, with copy to the Village Manager.

6. **EMPLOYMENT STATUS.**

The Officer will remain an employee of the Village for all purposes, including, but not limited to, wages, benefits, liability insurance and worker's compensation, and will remain subject to the terms of any collective bargaining agreement ("***CBA***") entered into by the Village and covering the Officer's employment with the Village. The Officer shall be governed and protected by all Village rules, regulations and policies, and all state and federal laws applicable to police officers.

7. **HOURS; ASSIGNMENTS**.

The Officer shall work eight hours a day for five days a week. The days and hours shall be

determined by the Principal of the School, or their designee, to correspond to the normal hours of operation of the School. Following written notice and consent from the Police Chief, such Principal, or their designee, may adjust the Officer's work hours to respond to special circumstances. If the Officer works in excess of 8 hours in any day or in excess of 40 hours in any week, the Officer shall be paid overtime or compensatory time in accordance with the overtime policies of and agreements of the Village. The Officer shall be paid for court time and work breaks in accordance with the applicable Village CBA.

8. **APPLICATION OF VILLAGE POLICIES TO OFFICER**.

Policies and procedures of the Officer's sick leave, holiday leave, funeral leave, military leave, and any other leaves shall be governed by the applicable Village CBA and other rules, regulations and policies of the Village.

9. **REPORTING AND RESPONSIBILITIES**.

As an employee of the Village, the Officer will be subject to the chain of command of the Police Department. When serving in the role of the Officer, the Officer will coordinate and communicate with the Board Superintendent or designee regarding daily School-related activities and work cooperatively with the Principal, Deans and other administrators of the School.

10. **BOARD AUTHORITY OVER THE EDUCATIONAL ENVIRONMENT.**

A. Collaboration between the Board and the Village and respect for the important role each party plays in connection with the community's youth are essential to the success of the mission of both Parties.

B. The Village recognizes the responsibility and authority of the Board to manage the educational environment.

C. The Parties recognize that disciplining students for violations of the Student Code of Conduct is appropriate for the Board to manage.

D. The Board recognizes that discretion regarding whether to investigate or charge a student or other individual with an ordinance, criminal, or traffic violation lies with the Officer, Police Department or State's Attorney.

E. The Parties seek to implement a partnership that creates effective and positive school student discipline that (a) is part of the Board's larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; (c) is clear, consistent, and equitable; and (d) reinforces positive behaviors.

F. The Parties understand the privacy protections of federal and state law in the disclosure of student records. The Board may refuse disclosure requests by the Police Department without a warrant, court order, or other exception enumerated by the Illinois School Student Records Act, 105 ILCS 10/1 et *seq*., and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g.

G. The Parties understand the privacy protections of federal and state law in the disclosure of juvenile records by law enforcement under, for example but without limitation, Sections 1-7 (705 ILCS 405/1-7) and 5-905 (705 ILCS 405/5-905) of the Juvenile Court Act of 1987. The Village may refuse disclosure requests by the Board which are not applicable to the educational environment, are prohibited by law or would, in the discretion of the Police Chief, impede a pending investigation. The Village may

also refuse a disclosure request by the Board without a warrant, court order, or other exception enumerated by applicable state or federal law.

H. The Parties will cooperate to provide the Board law enforcement referral data needed by the Board to comply with 105 ILCS 5/2-3.206 beginning with the 2027-28 school year.

The Parties will cooperate to review and amend this Agreement to reflect changes in any applicable law(s) under the School Code and Juvenile Court Act.

11. **RESOLUTION OF CONFLICTS**.

If a conflict should arise between any rule, regulation, policy or procedure of the Police Department and any rule, regulation, policy or procedure of the Board or the School administration, the conflict shall be resolved by the Chief of Police and the Principal of the School with specific reference to any applicable provision of the Village CBA.

12. **PAYMENT TO OFFICER**.

The Village will issue all paychecks to the Officer.

13. **BOARD PAYMENT TO VILLAGE**.

During each year in which the Board uses the services of the Officer, the Board shall make an annual payment to the Village to reimburse the Village for the salary of, and the fringe benefits for, the Officer, including, but not limited to, longevity pay, health insurance, dental insurance, life insurance, Medicare, police pension and clothing allowance. The Village shall determine, and promptly notify the Board, of the annual amount due from the Board based on the regular salary and fringe benefits of the Officer and any additional amount due to the Officer because of overtime attributable to the assignment as the Officer. The amount due from the Board for the Officer's salary and fringe benefits shall be pro rated based on the numbers of days the Officer was available for regular assignment with the Police Department. The Board shall promptly pay the Village the amount due pursuant to notice from the Village. The Board acknowledges that the total wages and benefits paid to the Officer will be determined by the Village.

14. **EQUIPMENT AND SUPPLIES**.

The Board will provide the Officer with an office, telephone, and necessary office equipment and supplies to perform the duties described in Section 5 above. The Officer will wear plain clothes or the customary uniform and equipment, as directed by school officials, during their assigned hours at the School. The Officer will carry a service weapon in a secured holster in accordance with the Police Department's policies. The Board will provide secure storage for additional equipment the Officer is required to have access to at the School in accordance with the Police Department's policies.

15. **SELECTION OF OFFICER**.

The Police Chief shall provide to the Board a police officer, appointed in accordance with the established selection procedures of the Police Department. The Officer shall hold applicable certifications by the Illinois Law Enforcement Training Standards Board in specific coursework related to both juveniles and school resource programs, which includes specific training on working with students with disabilities, as well as crisis intervention. The Board may provide a representative selected by the Superintendent or designee to participate with the Police Department in the selection process for the position of School Resource Officer but the final selection of the Officer will be at the discretion of the Police Chief.

16. **REASSIGNMENT**.

The Board will have the right to have the Officer reassigned to their normal duties with the Police Department at any time if the Superintendent or designee determines that the Officer's performance is not in the best interest of the School by notification from the Superintendent to the Police Chief, with copy to the Village Manager. The Police Chief shall notify the Officer. The Police Chief shall then select another police officer to act as the Officer in accordance with the selection procedure established in Section 15 above.

17. **STUDENT RECORDS.**

A. To the extent the Officer has access to student records, the Officer shall keep all student records confidential pursuant to Illinois School Student Records Act, 105 ILCS 10/, and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232(g).

B. Consistent with Section 10/2(d) of the Illinois School Student Records Act, reports of the Officer shall be deemed the reports of a law enforcement professional and shall not be considered a student record. 105 ILCS 10/2(d). For purposes of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232(g), the Officer designated to work with the Board pursuant to this Agreement shall be considered a law enforcement unit of the school such that the records created and maintained by the Officer for the purpose of law enforcement shall not be considered educational records.

18. **BODY WORN CAMERAS.**

A. The Parties agree that any use of body-worn cameras ("***BWCs***") on Board property will be subject to and in compliance with all pertinent federal, state, and local regulations, including Section 2-276 of the Village of Northbrook Municipal Code, as amended, as well as the Village's policy regarding the use of BWCs adopted in accordance with the Law Enforcement Officer-Worn Body Camera Act, 50 ILCS 706/10-1 *et seq*.

B. The Village will comply with all applicable laws and Village policies related to the release of video recordings, including, but not limited to, the Law Enforcement Officer-Worn Body Camera Act, the Juvenile Court Act, 706 ILCS 405/1-7, and the Freedom of Information Act, 5 ILCS 140.

19. **LIABILITY, RESPONSIBILITY AND AUTHORITY**.

The Board shall and hereby agrees to indemnify and holds harmless the Village, its officers, officials, and employees against any claims, actions, causes of action, demands, damages, costs and expenses, including reasonable attorney's fees of the defense thereof (collectively, "***Claims***"), arising from or in connection with the activities contemplated hereunder provided that said Claims (i) have not been caused by the negligent or reckless conduct, or willful misconduct, of the Village and its officers, officials or employees, including the Officer, or (ii) have occurred in consequence of specific direction provided by the Board to the Officer.

The Village shall and herby agrees to indemnify and hold harmless the Board, its officers, officials and employees, against any Claims arising from or in connection with the activities contemplated hereunder, provided that said Claims (i) have not been caused by the negligent or reckless conduct, or willful misconduct, of the Board and its officers, officials, or employees, or (ii) have occurred in consequence of specific direction provided by the Village to the Officer.

This Agreement shall not be interpreted to, and is not intended to establish, any special or particularized duty to or for the benefit of students, staff, faculty, parents, or visitors to the School or the Village or the Board beyond those duties afforded under state law. In addition, this Agreement shall not be interpreted to waive, forfeit, or relinquish the Officer's, Village's or Board's statutory or common law immunities or privileges.

20. **TERM**.

This Agreement shall terminate on August 1, 2026 and will be automatically renewed on a year to year basis thereafter, unless either party gives notice in writing to the other party of its intent not to renew the Agreement by May 1 of that year.

21. **GENERAL PROVISIONS**.

A. **Third Party Beneficiaries**. This Agreement is for the sole and exclusive benefit of the Parties hereto and their respective successors and permitted assigns and no third party is intended to or shall have any rights hereunder.

B. **Assignment**. No part of this Agreement may be assigned by any of the Parties hereto without prior written consent of the Parties.

C. **Entire Agreement**. This Agreement shall constitute the entire agreement of the Parties hereto; all prior agreements between the Parties, whether written or oral, are merged herein and shall be of no force or effect.

D. **Amendments**. In the event that any party desires to modify or amend this Agreement, written notice thereof shall be given to the other party at least 30 days prior to the consideration of said modification or amendment. If said modification or amendment is thereafter mutually agreed upon in writing signed by both of the parties, this Agreement will be so amended. All modifications and/or amendments shall be in writing and shall become effective upon execution by the appropriate officer of each of the parties, unless the modification or amendment provides for another effective date.

E. **Notice**. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be (A) personally delivered, or (B) delivered by a reputable overnight courier, or (C) delivered by certified mail, return receipt requested, and deposited in the U.S. Mail, postage paid. Email notices shall be deemed valid only to the extent they are (i) actually received by the individual to whom addressed and (ii) followed by delivery of actual notice in the manner described in either (A), (B) or (C) above within three (3) business days thereafter. Notices shall be deemed received at the earlier of actual receipt, or one (1) business day after deposit with an overnight courier as evidenced by a receipt of deposit, or three (3) business days following deposit in the U.S. Mail, as evidenced by a return receipt. Notices shall be directed to the parties at their respective addresses set forth below or at such addresses as either party may, from time to time, specify by written notice to the other in the manner described above.

To Board: Superintendent
Glenbrook High School District 225
3801 W. Lake Avenue
Glenview, Illinois 60025

To Village: Village Manager
Village of Northbrook

1225 Cedar Lane
Northbrook, Illinois 60062

With copy to: Chief of Police
Northbrook Police Department
1401 Landwehr Road
Northbrook, Illinois 60062

F. **Further Actions**. The Parties agree to do, execute, acknowledge and deliver all agreements and other documents and take all actions necessary or desirable to comply with the provisions of this Agreement and the intent hereof.

G. **Authority**. The individual officers of the parties who have executed this Agreement represent and warrant that they have full power and the lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf and in the name of the party for which they have executed this Agreement.

H. **Headings**. The section and paragraph headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit or extend the scope or intent of the paragraph to which they pertain.

I. **Multiple Counterparts**. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

J. **Governing Law**. This Agreement and the interpretation thereof shall be governed by the internal laws, but not the conflicts of laws rules, of the State of Illinois.

K. **Severability**. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have executed this agreement by their property officers duly authorized to execute the same.

VILAGE OF NORTHBROOK

By: _____
Village Manager

Date: _____

Attest: _____
Village Clerk

GLENBROOK HIGH SCHOOL DISTRICT 225

By: _____
President, Board of Education

Date: _____

Attest: _____
Secretary, Board of Education

VILLAGE OF
NORTHBROOK

1225 CEDAR LANE NORTHBROOK, ILLINOIS 60062-4582 847/272-5050
FAX 847/272-9760

BOARD OF TRUSTEES
Robert J. Jaeger
Sandra E. Frum
James A. Karagianis
A.C. Buehler III
Kent J. Donewald
Brian J. Meek

PRESIDENT
Mark W. Damisch

Lona N. Louis *Village Clerk*

Village Manager
John M. Novinson

January 25, 2005

Dr. David Hales
School District 225
1835 Landwehr Road
Glenview, IL 60025

Dear Dave:

I am enclosing a signed copy of the Police Liaison Officer Agreement entered into between the Village of Northbrook and the Board of Education of School District 225, for your files.

Sincerely,

John M. Novinson
Village Manager

cc: Ray Arthurs
File

POLICE LIAISON OFFICER AGREEMENT

This Police Officer Liaison Officer Agreement (the "Agreement") is made and entered into as of the 12th day of January, 2005 and is by and between the **VILLAGE OF NORTHBROOK** ("Village") and the **BOARD OF EDUCATION OF SCHOOL DISTRICT 225** ("Board").

IN CONSIDERATION of the recitals and mutual covenants and agreements set forth in this Agreement, the Village and the Board agree as follows in the exercise of their intergovernmental powers under the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act:

1. RECITALS

A. The Board and the Village agree on the mutual benefits of having a full time police officer from the Village who will act as Police Liaison Officer ("Officer") at Glenbrook North High School ("School").

B. The Village is willing to supply the services of a police officer to the Board under the terms and conditions set forth in this Agreement.

C. The Board and Village believe that the beneficial objectives will be assisted in being met by entering into this Agreement, including, but not limited to, the following:

i. The Officer will provide the Village Police Department ("Police Department") and the School with a direct line of communication and resource for dealing with problems of mutual concern;

ii. The Officer will create and maintain a positive relationship between law enforcement officers, school officials, students and parents;

iii. The Officer will assist in the protection of students, staff, and the School from theft, vandalism, assault, trespassing, and other violations of the law;

iv. The Officer will assist in providing educational programs concerning social issues in which law enforcement is involved; and

v. Upon request of the School, the Officer will provide security at extracurricular events.

2. PROVISION OF OFFICER

On each day that the regular school term is in session, a police officer from the Village shall be assigned to the school as the Police Liaison Officer.

3. AVAILABILITY

The Officer shall be on special assignment to the School and shall not be called upon for regular police duties by the Village except in emergencies, as determined by the Chief of Police. The Officer shall be assigned to the School for the entire regular school term, but not for any summer school term or other school holiday vacation period.

4. DUTIES

The Officer shall have the following duties:

A. Investigate and take appropriate action on criminal and traffic problems, including but not limited to theft, assault, vandalism, drugs, possession or use of weapons, trespassing and reckless driving.

B. Serve as a counselor and/or referral source for students with problems in which the Officer's expertise may be helpful.

C. Work with parents, police, and social service agencies on matters, which may affect the School, such as runaways, ungovernable and neglected children.

D. Assist the School in handling truancy problems.

E. Conduct presentations on law, law enforcement issues, individual liberties and social responsibilities. These presentations will include lectures, discussions, demonstrations, movies and/or role playing.

F. Attend court, when necessary, for matters arising out of the Officer's duties at the School.

G. Be available to students, faculty, parents, School, and community organizations as a resource.

H. Maintain a record of all police action involving students and non-students on School grounds during School hours.

I. Perform such reciprocal reporting activities as agreed between the Police Department and the School administration pursuant to sections 10-20 and 22-20 of the School Code, 105 ILCS 5/10-20.14 and 22-20.

J. Perform other duties, as directed by the School administration and Police Department.

5. EMPLOYMENT STATUS

The Officer will remain an employee of the Village for all purposes, including, but limited to, wages, benefits, liability insurance and worker's compensation, and will remain subject to the terms of the Agreement in force between the Village and the Northbrook Police Association ("NPA Agreement"), or any subsequent collective bargaining agreement entered into between the Village and any union representing the Village police officers. The Officer shall be governed and protected by all Village rules, regulations and policies, and all state and federal laws applicable to police officers.

6. HOURS: ASSIGNMENTS

The Officer shall work eight hours a day for five days a week. The days and hours shall be determined by the Principal of the School, or his designee, to correspond to the normal hours of operation of the School. Such Principal, or his designee, may adjust the Officer's work hours to respond to special circumstances. If the Officer works in excess of 8 hours in any day or in excess of 40 hours in any week, the Officer shall be paid overtime or compensatory time in accordance with the overtime policies of and agreements of the Village. The Officer shall be paid for court time and work breaks in accordance with the NPA Agreement.

7. APPLICATION OF VILLAGE POLICIES TO OFFICER

Policies and procedures of the Officer's sick leave, holiday leave, funeral leave, military leave, and any other leaves shall be governed by the NPA Agreement and other rules, regulation and policies of the Village.

8. REPORTING RESPONSIBILITIES

The Officer shall report to the Principal, or his or her designee, and work cooperatively with the Deans and other administrators of the School.

9. RESOLUTION OF CONFLICTS

If a conflict should arise between any rule, regulation, policy or procedure of the Police Department and any rule, regulation, policy or procedure of the Board or the School administration, the conflict shall be resolved by the Chief of Police and the Principal of the School with specific reference to any applicable provision of the NPA Agreement.

10. PAYMENT TO OFFICER

The Village will issue all paychecks to the Officer.

11. BOARD PAYMENT TO VILLAGE

During each year in which the school uses the services of the Officer, the Board shall make an annual payment to the Village to reimburse the Village for the salary of, and the fringe benefits for, the Officer, including, but not limited to, longevity pay, health insurance, dental insurance, life insurance, Medicare, police pension and clothing allowance. The Village shall determine, and promptly notify the Board of the annual amount due from the Board based on the regular salary and fringe benefits of the Officer and any additional amount due to the Officer because of overtime attributable to the assignment as Officer. The amount due from the Board for the for the Officer's salary and fringe benefits shall be pro rated based on the numbers of days the Officer was available for regular assignment with the Police Department. The Board shall promptly pay the Village the amount due pursuant to notice from the Village.

12. EQUIPMENT AND SUPPLIES

The School will provide the Officer with an office, telephone, and necessary office equipment and supplies to perform the duties described in Section 4 above. The Officer will wear plain clothes or the customary uniform and equipment, as directed by school officials, during his assigned hours at the school. The Officer will carry a service weapon in a secured holster in accordance with police department policies.

13. SELECTION OF OFFICER

The Chief of Police shall provide to the School a police officer, appointed in accordance with the established selection procedures of the Police Department. The School may provide a representative to participate with the Police Department in the selection process for the position of School Liaison Officer.

14. REASSIGNMENT

The School will have the right to have the Officer reassigned to his normal duties with the Police Department at any time if the Principal of the School determines

that the Officer's performance is not in the best interest of the School. The School shall then select another officer to act as the Officer in accordance with the selection procedure established in Section 13 above.

15. LIABILITY, RESPONSIBILITY and AUTHORITY

The Board shall and hereby agrees to indemnify and holds harmless the Village, its officers, officials employees against any claims, actions, causes of action, demands, damages, costs and expenses, including reasonable attorney's fees of the defense thereof (collectively, "Claims"), arising from or in connection with the activities contemplated hereunder provided that said Claims (i) have not been caused by the negligent or reckless conduct, or willful misconduct, of the Village and its officers, officials or employees, including the Officer, or (ii) have occurred in consequence of specific direction provided by the Board to the Officer.

The Village shall and herby agrees to indemnify and hold harmless the Board, its officers, officials and employees, against any Claims arising from or in connection with the activities contemplated hereunder, provided that said Claims (i) have not been caused by the negligent or reckless conduct, or willful misconduct, of the Board and its officers, officials, or (ii) have occurred in consequence of specific direction provided by the Village to the Officer.

This Agreement shall not be interpreted to, and is not intended to establish, and special or particularized duty to or for the benefit of students, staff, faculty, parents, or visitors to the School or the Village or the board beyond those duties afforded under state law. In addition, this Agreement shall not be interpreted to waive, forfeit, or relinquish the Officer's, Village's or Board's statutory or common law immunities or privileges.

16. TERM

This Agreement shall have a duration of one year from the date set forth in the first paragraph on page one of this Agreement. After the expiration of the original term, this Agreement will be automatically renewed on a year to year basis unless either

party gives notice in writing to the other party of its intent not to renew the Agreement at least 90 days prior to the expiration of the Agreement or any renewal term thereof.

17. GENERAL PROVISIONS

A. No Third Party Beneficiaries. This Agreement is for the sole and exclusive benefit of the parties hereto and their respective successors and permitted assigns and no third party is intended to or shall have any rights hereunder.

B. Assignment. No part of this Agreement may be assigned by any of the parties hereto without prior written consent of the parties.

C. Entire Agreement. This Agreement shall constitute the entire agreement of the parties hereto; all prior agreements between the parties, whether written or oral, are merged herein and shall be of no force or effect.

D. Amendments. In the event that any party desires to modify or amend this Agreement, written notice thereof shall be given to the other party at least 30 days prior to the consideration of said modification or amendment. If said modification or amendment is thereafter mutually agreed upon in writing signed by both of the parties, this Agreement will be so amended. All modifications and/or amendments shall be in writing and shall become effective upon execution by the appropriate officer of each of the parties, unless the modification or amendment provides for another effective date.

E. Notice. Any notice or other communication required or permitted to be given under this agreement shall be in writing and shall be (A) personally delivered, or (B) delivered by a reputable overnight courier, or (C) delivered by certified mail, return receipt requested, and deposited in the U.S. Mail, postage paid. Telecopy notices shall be deemed valid only to the extent they are (i) actually received by the individual to whom addressed and (ii) followed by delivery of actual notice in the manner described in either (A), (B) or (C) above within three (3) business days thereafter. Notices shall be deemed received at the earlier of actual receipt, or one (1) business day after deposit with an overnight courier as evidenced by a receipt of deposit, or three (3) business days following deposit in the U.S. Mail, as evidenced by a return receipt. Notices shall be directed to the parties at their respective addresses set forth below or at

such addresses as either party may, from time to time, specify by written notice to the other in the manner described above.

To Board:

Superintendent,
Glenbrook High School District 225
1225 Landwehr Road
Glenview, Illinois 60025

To Northbrook:

Chief of Police,
Northbrook Police Department
1401 Landwehr Road
Northbrook, Illinois 60062

F. Further Actions. The parties agree to do, execute, acknowledge and deliver all agreements and other documents and take all actions necessary or desirable to comply with the provisions of this Agreement and the intent hereof.

G. Authority. The individual officers of the parties who have executed this Agreement represent and warrant that they have full power and the lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf and in the name of the party for which they have executed this Agreement.

H. Headings. The section and paragraph headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit or extend the scope or intent of the paragraph to which they pertain.

I. Multiple Counterparts. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

J. Governing Law. This Agreement and the interpretation thereof shall be governed by the internal laws, but not the conflicts of laws rules, of the State of Illinois.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first written above.

VILLAGE OF NORTHBROOK

By: _____
John M. Novinson, Village Manager

ATTEST:

_____
Lona Louis, Village Clerk

VILLAGE OF NORTHBROOK CORPORATE SEAL COOK COUNTY, ILL.

BOARD OF EDUCATION HIGH SCHOOL DISTRICT 225

By: _____
Carol Rogal, Board President

ATTEST:

_____
David Hales, District Superintendent

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Chief Information Officer Lori Baker
Date: 2026-02-10
Subject: A Resolution Approving the Purchase of a Computer Network Upgrade from Sentinel Technologies, Inc.

Overview

This Resolution approves the purchase of hardware, licenses and subscriptions, and professional services from Sentinel Technologies, Inc. to upgrade the Village's computer network at all Village facilities.

Fiscal Impact

The adopted Capital Improvement Plan and Fiscal Year 2025/2026 budget provides funding in Account Numbers 11-1400-706-00 and 11-1400-554-00 for the purchase of the necessary hardware, licenses and subscriptions, and professional services for implementation in the amount of $340,000.

Recommendation

Approval.

Background

The Village's computer network is one of the most important technology infrastructure components as it connects all computers, tablets, smartphones, and desk phones to the data, applications, and services staff use daily. Applications such as ERP (Enterprise Resource Planning) and email rely on the Village's computer network. Additionally, the network is needed to keep the remote users like Police squad cars and Fire apparatus, connected to the resources they require to perform their jobs, in addition to identifying the location of those vehicles and promptly dispatching those public safety services. Monitoring the Village's water system, allowing residents and businesses to view public meetings from their homes, and online payment of utility bills are other examples of services that require the network. The network provides connectivity for all the Village's facilities. As such, having a robust, highly available, and fully supported network infrastructure is critical to the Village's operations. Additionally, the network infrastructure must be flexible and able to support future initiatives such as cloud-hosted services and artificial intelligence initiatives.

The Village's computer network was last upgraded in 2018. As with any technology, hardware eventually becomes end of life and can no longer be supported by the vendor. Once unsupported, if there were a major issue and a piece of network equipment failed, IT Staff would be forced to make an emergency purchase to restore service, thereby increasing the downtime and impacting Village Staff's ability to provide information and services to our residents and businesses. Much of the network equipment that was installed in 2018 will no longer be supported in mid-2027. Given the complexity of the network upgrade project, Village Information Technology (IT) staff recommend the upgrade be completed, as planned in the Capital Improvement Plan and in the current Fiscal Year 2025/2026 budget.

In the Fall 2025, the Village IT staff began working with staff from Cisco Systems, the Village's current manufacturer of network equipment, to review options for upgrades. The discussions focused on a few key areas including longevity of proposed solution, flexibility to expand the proposed solution as the Village's needs change in the future, and ease of support for the Village's IT staff. Additionally, given the planned new Village facilities, the same network equipment should be deployed in all locations to ensure compatibility, ease of integration and support.

Once the new network equipment and design was determined, Village IT staff then solicited bids from authorized and certified Cisco partners, along with professional services for implementation services to assist Village IT staff in the implementation and migration, ensuring minimal outages and impact to departmental staff. A summary of the bids received is as follows:

Proposer	**CDW-G**	**Sentinel**	**SHI**
Hardware and Licensing Costs	$292,556	$286,038	$289,124
Professional Services Costs	$43,786	$46,095	$78,175
Project Total	**$336,342**	**$332,133**	**$367,299**

Based on the evaluation of the proposals, Village IT Staff is recommending the hardware, licensing, and professional services be purchased from Sentinel Technologies, Inc., based out of Downers Grove, IL. In addition to providing the lowest cost bid, Sentinel also has provided successful professional services projects in the past for the Village.

The Village Board previously approved a Master Services Agreement ("MSA"), dated June 24, 2025, with Sentinel Technologies, Inc. and this purchase will be governed by the terms and conditions of the MSA.

The licensing costs include three (3) years of subscription costs. The Fiscal Year 2028/2029 budget request will include sufficient funds to renew the cost of the licensing subscription.

The Village's Fiscal Year 2025/2026 Budget provides funding in Account Nos. 11-1400-706-00 and 11-1400-554-00 in the amount of $340,000.

Staff are requesting Village Board approval to purchase the network equipment, 3 years of license subscriptions, and implementation professional services in a not to exceed amount of $332,133. Funding exists in the FY2025/2026 CIP and FY2025/2026 budget in the amount of $340,000 in Account Nos. 11-1400-706-00 and 11-1400-554-00.

Staff will be present at the February 10, 2026 Regular Board of Trustees meeting to answer any questions that may arise.

A Resolution Approving the Purchase of a Computer Network Upgrade from Sentinel Technologies Inc
Exhibit A - Sentinel Technologies, Inc. Task Order Cover Sheet 7

Resolution 2026-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the Purchase of a Computer Network Upgrade from Sentinel Technologies, Inc.

is hereby adopted, as follows:

Section 1. RECITALS.

The Fiscal Year 2025/2026 annual budget provides funding for an upgrade to the Village's computer network, ensuring on-going vendor support and updates are available ("***Network Upgrade***").

The existing Village network ("***Network***") in use at all Village facilities was last upgraded in 2018. As with any technology equipment, there is an expected useful life after which the equipment must be upgraded to ensure a secure operating environment, full vendor support, and reliability.

Staff requested quotes from authorized Cisco partners for the required hardware, licensing, and professional services for assisting with the implementation of the Network Upgrade. Sentinel Technologies, Inc. ("***Vendor***") provided the lowest cost, most responsible bid in the total amount of $332,133. The Vendor has successfully completed other projects with the Village, and has staff available to complete the Network Upgrade project in a timely manner.

The Village Board previously approved a Master Services Agreement ("***MSA***"), dated June 24, 2025, with Vendor and the purchase of the Network Upgrade will be governed by the terms and conditions of the MSA. Vendor has provided a Statement of Work under the MSA for the Network Upgrade ("***SOW***").

The Village's Fiscal Year 2025/2026 Annual Budget provides funding for the purchase of the Network Upgrade in Account Nos. 11-1400-706-00 and 11-1400-554-00. Based on these factors, Village staff recommends purchasing the Network Upgrade from the Vendor in an amount not to exceed $332,133.

The President and the Board of Trustees have considered the purchase and SOW and determined that it is in the best interests of the Village and the public to approve the purchase and SOW with the Vendor.

Section 2. APPROVAL OF THE STATEMENT OF WORK.

The Statement of Work, governed by the MSA, for the Network Upgrade is approved in a form acceptable to the Village Manager and the Village Attorney.

Section 3. AUTHORIZATION TO EXECUTE STATEMENT OF WORK.

The Village Manager is hereby authorized and directed to execute and seal, on behalf of the Village, the Statement of Work only after receipt by the Village Clerk of at least two original copies of the Statement of Work executed by the Vendor; provided, however, that if such executed copies of the Statement of Work are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 4. AUTHORIZATION FOR PURCHASE.

The Village Manager shall be, and is hereby, authorized and directed to execute all such documents and make such payments as are necessary to complete the procurement of the Network Upgrade from the Vendor in a not-to-exceed amount of $332,133.

TASK ORDER

In accordance with Section 1.C of the Master Services Agreement dated June 24, 2025 between the Village of Northbrook (the *"Village"*) and Sentinel Technologies, Inc. (the *"Consultant"*), the parties agree to the following Task Number: 7

1. Contracted Services:
Network Upgrade

2. Project Schedule (attach schedule if appropriate):

3. Project Completion Date:
All Contracted Services must be completed on or before: 4/30/2026

4. Project Specific Pricing (if applicable):
$332,113

5. Key Personnel (if applicable):

6. Additional Changes to the Master Agreement (if applicable):

ALL OTHER TERMS & CONDITIONS OF THE MASTER AGREEMENT REMAIN UNCHANGED

[*SIGNATURE PAGE FOLLOWS*]

VILLAGE

_____
Signature
[*DEPARTMENT HEAD*]

_____, 20____
Date

SENTINEL TECHNOLOGIES, INC.

Robert Lenartowicz
Robert Lenartowicz (Jan 28, 2026 11:56:20 CST)
Signature

Name Robert Lenartowicz

January 28th, 2026
Date

If greater than $20,000, the Board of Trustees must approve the Task Order in advance and the Village Manager's signature is required.

_____
Village Manager

_____, 20____
Date

ATTEST:

_____
Village Clerk

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Development and Planning Services Amy McEwan
Date: 2026-02-10
Subject: An Ordinance Granting a Special Permit for a Child Day Care Services Facility (S2 Partners LLC - 2750 Dundee Road Unit #9) (Plan Commission Docket No. PCD-25-19)

Overview
S2 Partners LLC requests a special permit for a child day care facility in a tenant space at the Dunbrook Center shopping center.

Fiscal Impact
N/A.

Recommendation
Approval.

Background

The applicant, S2 Partners LLC, as lessee of a portion of the property (Unit #9) commonly known as Dunbrook Center located at 755 – 761 Pfingsten Road and 2720 – 2780 Dundee Road, which is owned by Shiner Dunbrook LLC, has requested the following zoning relief to allow a child day care facility:

A. Special Permit for Day Care in the C-2 Neighborhood Commercial District; and
B. Approval of any such variations, waivers, and zoning relief as may be necessary to accomplish development and use of the Subject Property as requested by the Applicant

This is an application that was filed after the effective date of the new Zoning Code.

On February 10, 2026, the Board is scheduled to consider an Ordinance granting a Special Permit for a child day care services facility on the property. Consistent with the policies endorsed by the Board, as this was a unanimous recommendation from the Plan Commission, it will be placed on the Board of Trustees consent agenda.

On October 28, 2025, the Village Board conducted the preliminary review for this request and found the use appropriate. The primary details of the request presented at preliminary review remained the same through the public hearing process.

On January 20, 2026, the Plan Commission conducted a public hearing on the application. Following a presentation from staff, the Commission asked questions about location of the outdoor playground, internal circulation of daycare traffic, and drop-off/pick-up for the children at the facility. There was one written public comment, which is attached; and two members of the public spoke at the meeting with concerns regarding traffic and trash. The Applicant responded and explained the operations and stated that their delivery is limited to once a day and their drop-off/pick-up policy, which staggers during peak hours, addresses the traffic concerns. The Applicant also stated that drop-off/pick-up would be limited to the east side of their tenant space near the northeast side of the parking lot. The property owner also responded to questions and explained the hours and deliveries of other tenants within the shopping center. The Commission closed the public hearing, discussed the application, and found the proposal acceptable.

On January 20, 2026, the Plan Commission adopted, by a vote of 8-0 (one member was absent), the attached Resolution No. 26-PC-01 recommending approval of the Zoning relief noted above. The staff report from the meeting, and other application materials are attached. The minutes from the meeting were not available at the time of writing this report.

The Applicant and staff will attend the February 10, 2026 meeting and will be available to answer to questions.

An Ordinance Granting a Special Permit for a Child Day Care Services Facility
Special Permit Ordinance Exhibit A - 2750 Dundee
Supplemental - Formal Application - 2750 Dundee
Supplemental - Narrative & Plans - 2750 Dundee
Supplemental - Public Comment - 2750 Dundee
Supplemental - PC Resolution, Staff Report - 2750 Dundee
Supplemental - BOT Minutes 10-28-25 - 2750 Dundee

ORDINANCE 2026-____

BE IT ORDAINED by the Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Granting a Special Permit for a Child Day Care Services Facility

(S2 Partners LLC – 2750 Dundee Road Unit #9)
(Plan Commission Docket No. PCD-25-19)

shall be, and is hereby, adopted as follows:

SECTION 1. BACKGROUND.

S2 Partners LLC ("***Applicant***") is the lessee of a portion of the property (Unit #9) commonly known as Dunbrook Center located at 755 – 761 Pfingsten Road and 2720 – 2780 Dundee Road ("***Property***"). The Property is owned by Shiner Dunbrook LLC ("***Owner***"). The Applicant proposes to operate a child day care services facility ("***Facility***") on the Property.

The Applicant has requested relief from the Zoning Code to allow the establishment and operation of the Facility at the Property, with a Special Permit to operate a child day care services facility ("***Requested Relief***"). The Owner has consented to the Requested Relief.

The Board of Trustees has determined that it is in the best interest of the Village and its residents to grant the Applicant the Requested Relief in accordance with the terms and conditions of this Ordinance.

SECTION 2. DESCRIPTION OF PROPERTY.

The Property is commonly known as Dunbrook Center located at 755 – 761 Pfingsten Road and 2720 – 2780 Dundee Road, which is legally described in ***Exhibit A*** attached to and, by this reference, made a part of this Ordinance. The Property is located within the C-2 Neighborhood Commercial District.

SECTION 3. PUBLIC MEETINGS & HEARINGS.

Pursuant to notice published on January 2, 2026 on the Northbrook Public Notice webpage, a public hearing was conducted by the Northbrook Plan Commission on January 20, 2026. The Plan Commission recommended approval of the Requested Relief on January 20, 2026 through Resolution No. 2026-PC-01.

SECTION 4. SPECIAL PERMIT.

A special permit to allow a Child Day Care Services facility on the Property is hereby granted to the Applicant in accordance with and pursuant to Section 2-113 of the Zoning Code and the home rule powers of the Village of Northbrook.

SECTION 5. AMENDMENT TO RELIEF.

Any amendment to the relief granted by this Ordinance that may be requested by the Applicant after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Code.

SECTION 6. BINDING EFFECT; TRANSFERABILITY.

The privileges, obligations, and provisions of each and every Section of this Ordinance, are for the sole benefit of, and shall be binding on, the Applicant, except as otherwise expressly provided in this Ordinance. Nothing in this Ordinance shall be deemed to allow this Ordinance to be transferred to any person or entity unless and until such person or entity ("***Transferee***") receives approval by the Board of Trustees for such transfer by resolution duly adopted.

SECTION 7. EFFECTIVE DATE.

This Ordinance shall be effective only upon the occurrence of all of the following events:

i. passage by the Board of Trustees of the Village of Northbrook by a majority vote in the manner required by law;

ii. publication in pamphlet form in the manner required by law.

PASSED: This __ day of February, 2026
AYES: ()
NAYS: ()
ABSENT: ()
ABSTAIN: ()

_____
Village President

ATTEST:

_____
Village Clerk

EXHIBIT A

LEGAL DESCRIPTION

LOT A (EXCEPT THE WEST 125 FEET OF THE SOUTH 100 FEET THEREOF, ALSO EXCEPT THE WEST 100 FEET OF THE NORTH 70 FEET OF THE SOUTH 170 FEET THEREOF, ALSO EXCEPT THE WEST 10 FEET OF THE NORTH 110 FEET THEREOF TAKEN FOR PFINGSTEN ROAD) AND LOT B IN OLSEN'S SUBDIVISION OF THE SOUTH 330 FEET OF THE WEST 38 RODS OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PERMANENT INDEX NUMBER: . 04-04-302-047-0000; 04-04-302-049-0000; 04-04-302-050-0000; 04-04-302-052-0000

COMMONLY KNOWN AS 755 – 761 PFINGSTEN ROAD AND 2720 – 2780 DUNDEE ROAD (DUNBROOK CENTER), NORTHBROOK, ILLINOIS 60062

FORMAL APPLICATION – ZONING & SUBDIVISION RELIEF**

Prior to submitting this formal application, contact the Development & Planning Services Department of Northbrook to determine if your application requires a Preliminary Review by the Board of Trustees. The following materials are the minimum required for the processing of a formal application by the Village of Northbrook's Plan Commission and Board of Trustees. A public hearing or public meeting for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. If you have questions regarding the completion of this application please contact the Development & Planning Services Department at 847-664-4050.

Applications for zoning relief from the Zoning Board of Appeals must use a different application form.

The initial submittal MUST contain:

- ❑ **1 electronic version (PDF)** of ALL application materials **(refer to application section regarding instructions for naming files).**

Applicant Information

Legal Name S2 Partners LLC

Company

Address 2800 De Cook Ave.

City, State, Zip Park Ridge, IL 60068

[redacted]

Primary Contact Person

Name Safik Ghogha

Company

Address 2800 De Cook Ave.

City, State, Zip Park Ridge, IL 60068

[redacted]

Consultants *(as applicable)*

Attorney

Name Rasha Gad

Company

Address

City, State, Zip

[redacted]

Architect/Planner

Name Stephanie Tolentino

Company Saday Design

Address 4425 N Campbell

City, State, Zip Chicago, IL 60625

[redacted]

Civil Engineer

Name

Company

Address

City, State, Zip

Phone No.

Email

Other

Name

Company

Address

City, State, Zip

Phone No.

Email

Property Information *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: 2750-9 Dundee Road, Northbrook, IL

Property Index Numbers: 04-04-302-049-0000

Size of Property: lot = 3.85 acres; building = 40,696 sf (square feet/acres)

Size of Building Space, if applicable: Unit - 4,394 sf (square feet)

Comprehensive Plan Land Use Designation[1]: community retail

Current Zoning: C-2

Current Use of the Property: shopping center

Is any portion of the property within the 100-year floodplain?[1] Yes: _____ No: x

Requested Action(s) *(check all that are applicable)*

- ☐ Comprehensive Plan Amendment
- ☐ Annexation (*separate form required*)
- ☐ Rezoning from _____ to _____
- ☒ Special Permit for childcare center
- ☐ Renewal of Special Permit Ord. No. _____
- ☐ Amendment to Existing Special Permit
  Ord. No. _____
- ☐ Site Plan Approval
- ☐ Zoning Code Text Amendment
- ☐ Zoning Variation (in conjunction with other relief) for _____
- ☐ Planned Development
- ☐ Subdivision - Tentative Plat
- ☐ Subdivision - Final Plat
- ☐ Subdivision - Variations/Waiver for _____
- ☐ Exception for _____
- ☐ Other _____

☐ **Plat of Survey & Parcel Legal Description(s)**

Attach the most recent plat of survey of the Subject Property, certified by a registered land surveyor, showing existing lot lines and dimensions, lot area, all easements, all public and private rights-of-way, and all streets across and adjacent to the subject property.

☐ **Conformity with Comprehensive Plan**

Include a written statement explaining the conformity, or lack of conformity, of the approval being requested to the Village's Official Comprehensive Plan and Official Map. Where the approval being requested does not conform to the Official Comprehensive Plan or Official Map, provide reasons justifying the requested approval.

☐ **Surrounding Property Owners Addresses**

Please attach the names and mailing addresses of all property owners of record (not tenants) within 250 feet of the property, excluding public rights-of-way, based on current County tax records. See page 9 of this document for instructions on how to obtain the addresses.

[1] As found on the Village website www.northbrook.il.us/Government/Departments/Planning/GIS/index.php

SITE OWNERSHIP AND CONTROL

Current Property Owner Information

Legal Name: Shiner Dunbrook LLC

Primary Contact: Bill Shiner
Address 3201 Old Glenview Road Suite 235
City, State, Zip Wilmette, IL 60091
[redacted]

Proposed Property Owner Information

Legal Name: _____

Primary Contact: _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Attach a copy of a title policy or deed showing current ownership of the property. If property is held in a trust, also include a certified copy of the trust agreement or a simple affidavit (under oath before a notary) as to who are the beneficiaries of the trust. *(Check which document(s) are attached):*

- ☐ Deed
- ☑ Title Policy or Title Commitment ***(Required for Subdivision Applications & Plats of Consolidation Applications)***
- ☐ Certified Copy of Trust Agreement OR a simple Affidavit Identifying Trust Beneficiaries

☑ **Complete Attachment A, listing all individuals/entities that have a beneficial interest in the legal entity that currently owns the property**

☐ **Complete Attachment B, listing all individuals/entities that have a beneficial interest in the legal entity that is proposed to own the property upon receiving necessary approvals.**

Applicants Involvement with the Property

If the Applicant does not own the property, please also provide documentation showing the applicant's interest in the property *(Check which document is attached. The dollar amounts in documents may be blacked-out)*:

- ☐ Owner (see the previous box)
- ☐ Real Estate Contract
- ☒ Lease
- ☐ Other _____

☐ **Complete Attachment C, listing all individuals/entities that have a beneficial interest in the legal entity that is the Applicant.**

Additional Required Attachment(s)

Submit all relevant attachments specified in the below worksheet(s) that correspond with your application request(s) selected on page two of this application; the worksheets can be found on the Village of Northbrook website www.northbrook.il.us. *(Check all that are applicable)*

- ☐ Comprehensive Plan Amendment Worksheet
- ☐ Annexation Worksheet
- ☐ Rezoning Worksheet
- ☐ Special Permit Worksheet
- ☐ Site Plan Approval Worksheet
- ☐ Zoning Code Text Amendment Worksheet
- ☐ Zoning Variation Worksheet
- ☐ Planned Development Worksheet
- ☐ Subdivision Worksheet – Tentative Plat
- ☐ Subdivision Worksheet - Final Plat
- ☐ Subdivision Worksheet - Variations/Waiver
- ☐ Plat of Consolidation Worksheet

Filing Fees

All applications require payment of a non-refundable fee, as well as additional funds that are held in escrow to off-set anticipated recoverable expenses. Please attach a check with your application and indicate below the amount of the fee submitted. A copy of the fee schedule is attached to the application form.

$ _____ Amount of Non-Refundable Fee

$ _____ Amount of Escrow

$ _____ Total Application Fee (Non-Refundable Fee plus Escrow)

The escrow covers such items as Village attorney time (currently billing at approx. $400.00 per hour), public notice expenses, public meetings ($50.00 per mtg), & staff review time. If these expenses exceed the initial escrow deposit, the applicant is responsible for additional payment to the Village prior to completing approval process. If the expenses are less than the escrow deposit, the applicant will be issued a refund.

Northbrook Ethics Code *(potential conflicts of interest)*
On a separate sheet of paper list the name, address, nature, and extent of any current or potential interest that any Village officer or employee may have in, or with respect to the owner, the applicant, or the property. **If none, check here:** ____

Repeat Application

Has any other application for this property been submitted to the Village and denied within the last two years?
____ yes ___✓___ no (check one)
If yes, attach a statement of the grounds justifying reconsideration.

Applicant/Owner Acknowledgments

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Northbrook that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.

2. I (We) have carefully read this application, the Northbrook Zoning Code and Northbrook Subdivision & Development Code and fully understand the terms and provisions of each.

3. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.

4. I (We), in accordance with the requirements of the Annual Fee Ordinance, the Northbrook Zoning Code and the Northbrook Subdivision & Development Code, agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Applicants may attach additional materials or exhibits to this application if necessary or helpful in explaining the relief requested.

Signature of Applicant: _____ **Date** 11/18/25
Print Name & Title: Safik Ghogha - Applicant
Signatures of Property Owner(s): _____ **Date** 11/18/2025
Print Name & Title: William A. Shiner - Manager **Property Address**:_____
****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

Note: Village review and approval of rezoning, special permit, and subdivision applications may be dependent upon the Applicant first receiving necessary approvals from State and County regulatory agencies such as, but not limited to, the Illinois Department of Transportation, Illinois Environmental Protection Agency, the Metropolitan Water Reclamation District of Greater Chicago, & the Cook County Highway Department.

ATTACHMENT A: Current Property Owner – Beneficial Interest

Please check which of the following describes the current property owner's beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

❑ Corporation	If **current property owner** is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
☑ Partnership or LLC	If **current property owner** is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
❑ Trust	If **current property owner** is a trust, please provide the trust number _____ and name and address of the Trustee _____ _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the **current property owner** in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: WIlliam A Shiner
Address:
Ownership or Trust Interest: 17.86 %

Name: Noel Wilner
Address:
Ownership or Trust Interest: 7.14 %

Name: Richard Ravin
Address:
Ownership or Trust Interest: 21.43 %

Name: SZ Irrevocable Family Trust
Address:
Ownership or Trust Interest: 8.93 %

Name: Sherwin Zuckerman
Address:
Ownership or Trust Interest: 8.93 %

Name:
Address:
Ownership or Trust Interest: %

ATTACHMENT C - Applicant – Beneficial Interest

Please check which of the following describes the beneficial interest in the legal entity that is the applicant and complete this sheet as instructed for each type of beneficial interest:

❑ Corporation	If **applicant** is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
☒ Partnership or LLC	If **applicant** is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
❑ Trust	If the **applicant** is a trust, please provide the trust number _____ and name and address of the Trustee _____ _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the **applicant** in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: Safik Ghogha
S2 Partners LLC
Address: 2800 De cook ave
Park ridge, IL 60068
Ownership or Trust Interest: 100 %

Name: _____
_____
Address: _____
_____
Ownership or Trust Interest: _____ %

Name: _____
_____
Address: _____
_____
Ownership or Trust Interest: _____ %

Name: _____
_____
Address: _____
_____
Ownership or Trust Interest: _____ %

Name: _____
_____
Address: _____
_____
Ownership or Trust Interest: _____ %

Name: _____
_____
Address: _____
_____
Ownership or Trust Interest: _____ %

SPECIAL PERMIT WORKSHEET

In addition to submitting the *Formal Application* form for a special permit application, the Applicant must include the following information with your application. A public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. All of the required application materials must be submitted to the Department of Development & Planning Services.

The initial submittal MUST contain:

- ❑ **1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Formal Application form.

REQUIRED MATERIALS FOR SUBMISSION

- **Written Explanation of Application Request**
  Attach a written statement explaining the proposed application. This letter should include the following applicable items, as well as any other pertinent detailed information pertaining to the request: hours of operation, number of employees, number of existing parking spaces on site, if the building has multiple tenants please list what the other tenant businesses are, if any existing buildings are being demolished, will the site be reconfigured, and if there will there be any included outdoor activity or uses.

- **Standard Industrial Classification Number & Description**
  Include on the line provided below the SIC (Standard Industrial Classification) number and description for the requested Special Permit Use. This number and description can be found in the Village of Northbrook Zoning Code or by contacting the Development & Planning Department. Every use contains a related SIC number and description.
  SIC Number & Description: _____

- **Visual Representation of Special Permit Request**
  - ❑ **Applications without Site Improvements Include: Graphic Depiction of Application Request**
    Attach a graphic depiction of the following, as appropriate, to illustrate the proposed special permit being requested:
    - parking information (location of spaces in relation to use;)
    - general floor plan;
    - building elevations (if the exterior is to be modified);
    - proposed exterior signs.

  -or-

  - ❑ **Applications with Site Improvements Include: Site Plan Approval Worksheet Requirements**
    If the requested Special Use Permit application involves any site modifications (i.e. construction or renovation of any structure(s), addition or expansion of a parking lot, relocation of driveway(s), removal or addition of trees, etc.) the Applicant must also submit a **Site Plan Approval Worksheet**.

REQUIRED MATERIALS FOR SUBMISSION *(continued)*

- **Statement of Justification**

A written statement of need for the requested special permit is required. The statement should address each of the below Standards for Special Permit Applications established in Subsection 11-602 E of the Zoning Code and listed below. The staff, Plan Commission and Board of Trustees will use these standards in making a determination whether or not the proposed activity is appropriate. ***Please complete the below form (use additional paper if needed) and submit this form with the Formal Application. Please provide detailed responses for each item. Do not merely state for instance for Item (b) that "Our proposed project will not have substantial or undue adverse effect……" You must state what specifically about your project will not have undue adverse effect.***

(a) Code and Plan Purposes. The proposed use and development will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the district in question were established and with the general purpose and intent of the Official Comprehensive Plan.

(b) No Undue Adverse Impact. The proposed use, drainage and development will not have a substantial or undue adverse effect upon adjacent property, the character of the area or the public health, safety and general welfare.

(c) No Interference with Surrounding Development. The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.

(d) Adequate Public Facilities. The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant will provide adequately for such services.

(e) No Traffic Congestion. The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.

(f) No Destruction of Significant Features. The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic feature of significant importance.

(g) Compliance with Standards. The proposed use and development complies with all additional standards imposed on it by the particular provision of this Code authorizing such use.

COMPLIANCE WITH VILLAGE REGULATIONS

All applications will be reviewed to determine compliance with the following Village codes and regulations:

- Zoning Code
- Subdivision & Development Code
- Standards and Specifications Manual
- Tree Protection and Tree Preservation Ordinance
- Existing Conditions
- Restrictive Covenants
- Development Agreements
- All other applicable Village codes and regulations

The applicant is responsible for ensuring a submitted application includes all of the necessary submittal requirements and meets all applicable standards and requirements of the Village codes.

Village Departments Involved with the Review of Community Planning Applications

- Development & Planning Services
- Fire
- Police
- Public Works and Engineering
- Village Attorney

Statement of Justification

Address: 2750–9 Dundee Road, Northbrook, IL

Proposed Use: Licensed Childcare Center (Daycare)

Applicant: Safik Ghogha

a. Harmony with the Zoning Code and Comprehensive Plan

The proposed licensed childcare center is fully consistent with the spirit and intent of the Village of Northbrook Zoning Code and Comprehensive Plan. The Comprehensive Plan encourages the development of community-serving, family-oriented uses within commercial corridors, such as Dundee Road, which is identified as an appropriate area for neighborhood-scale service uses.

The daycare will utilize an existing commercial tenant space within a multi-tenant plaza, ensuring efficient use of developed land. The proposed use promotes public welfare, supports local families, and enhances the daytime vitality of the corridor—all objectives explicitly supported by the Comprehensive Plan.

b. No Substantial or Undue Adverse Effect on Adjacent Property or Public Welfare

The proposed use will not have any substantial or undue adverse effect upon adjacent properties or the public's health, safety, or welfare. The daycare will operate entirely within the existing building envelope, with only interior renovations required to meet state licensing standards.

Outdoor play activities will occur within a designated fenced area that meets DCFS safety and noise regulations. Drop-off and pick-up operations will be organized and staggered to prevent congestion or disruption to other businesses. The property already provides more than adequate parking, and no increase in impervious surface or drainage impact is anticipated.

c. Compatibility with the Vicinity and Adjacent Uses

The daycare use is compatible in scale, character, and hours of operation with surrounding uses, which include offices, retail, fitness, and service-oriented businesses. The facility will not dominate the site visually or functionally; rather, it will contribute to a balanced mix of commercial tenants.

The interior layout and site circulation will ensure safe access for families while maintaining convenient parking and pedestrian flow for other tenants. Building signage will remain modest and consistent with the center's existing sign plan.

d. Adequate Provision of Public Facilities and Services

The site is currently served by all essential public facilities and services, including water, sewer, electricity, natural gas, drainage, and telecommunications. The property benefits from direct access to Dundee Road, a major arterial with established traffic control and pedestrian infrastructure.

Police, fire, and emergency services are already established in the area, and refuse disposal is managed through existing private waste contracts serving the multi-tenant plaza. No new public infrastructure is required for this use.

e. No Undue Traffic Congestion or Residential Impact

Traffic generated by the daycare will primarily consist of brief morning drop-offs (7:00–9:00 a.m.) and afternoon pick-ups (4:00–6:00 p.m.). These trips are distributed across peak hours and are relatively short in duration, typically under 5 minutes per vehicle. The proposed use is not expected to cause undue congestion or safety hazards.

f. No Destruction or Damage to Natural, Scenic, or Historic Features

The proposed project will not result in the destruction, loss, or damage of any natural, scenic, or historic features. The site is an already developed commercial parcel with existing structures and paved parking areas. The project involves only interior improvements and the addition of a fenced outdoor play area constructed with child-safe, removable materials and compliant with all landscaping and safety standards.

g. Compliance with Additional Standards of the Zoning Code

The proposed daycare will comply with all applicable provisions of the Northbrook Zoning Code and DCFS (Illinois Department of Children and Family Services) licensing regulations, including building, life safety, and accessibility standards.

All required permits will be obtained prior to occupancy, including building, fire, and health department approvals. The applicant is committed to maintaining a clean, safe, and compliant environment that aligns with the Village's high standards for community-serving facilities.

Conclusion

In summary, the proposed childcare center at 2750–9 Dundee Road is consistent with the Comprehensive Plan, compatible with neighboring uses, supported by adequate infrastructure, and beneficial to the public welfare. The project will provide an essential community service in a manner that enhances the local economy, supports families, and respects the established character of the Dundee Road corridor.

Principal Use Supplemental Standards

1. **Day Care.**

a. **Required Approvals.**

i. No child day care service shall be established without the prior licensing, certification or other approval of every public agency charged with the regulation or supervision of any facet of the activity of the proposed service.

Response: We acknowledge and agree with this requirement. The child day care service will not be established or commence operations until all required licenses, certifications, and approvals have been obtained from every applicable public agency responsible for regulating or supervising any aspect of the proposed service. All operations will be conducted in full compliance with federal, state, and local regulations.

ii. Every application for a Special Permit for a child day care service shall set forth each agency that must approve the establishment or operation of the service and shall be accompanied by a formal acknowledgment of approval from each such agency.

Response: We acknowledge and agree with this requirement. The Special Permit application will identify all public agencies required to approve the establishment and/or operation of the child day care service. The primary regulatory agency is the Illinois Department of Children and Family Services (DCFS).

The DCFS approval process requires prior approvals from local authorities, including but not limited to the Village, Health Department, and Fire Department. DCFS approval can be formally submitted once the buildout is complete and a Certificate of Occupancy has been issued. Formal acknowledgments from each applicable agency will be obtained and provided in accordance with all regulatory requirements.

iii. In the event any such approval has been delayed, the application shall set forth the status of each such application, and shall state any facts known to the applicant that might have contributed to the delay of any required approval that has not been obtained as of the time of the filing of the application for a Special Permit.

Response: At the time of filing the Special Permit application, the status of each required agency approval will be clearly identified. If any approval has not yet been obtained, the application will specify the current status of that approval and outline the remaining steps in the review process. Any known factors that may have contributed to a delay such as sequencing requirements, construction completion, inspections, or agency review timelines will be disclosed. No approvals have been delayed due to noncompliance; any outstanding approvals are anticipated to be obtained in the ordinary course of the required regulatory process.

b. **Supervision.** Every child day care service shall provide qualified supervisory personnel in sufficient numbers to ensure the safety, well-being and appropriate behavior of all children enrolled in the service. The Special Permit may establish minimum supervision requirements.

***Response*:** We acknowledge and agree with this requirement. The child day care service will provide qualified supervisory personnel in sufficient numbers at all times to ensure the safety, well-being, and appropriate behavior of all enrolled children. Staffing levels, qualifications, and supervision ratios will comply with all applicable DCFS regulations and any additional minimum supervision requirements established as a condition of the Special Permit.

c. **Outdoor Play Area.**

i. Every child day care service shall provide at least 75 square feet of open space per child, exclusive of any open space located in a required front yard,

Response: We acknowledge and agree with this requirement. The child day care service will provide a minimum of 75 square feet of open space per child, exclusive of any open space located within a required front yard, in full compliance with applicable zoning and licensing regulations.

ii. Open Space shall be completely enclosed by a fence or other suitable barrier sufficient to prevent access by children to neighboring properties or to traffic or other hazards.

Response: We acknowledge and agree with this requirement. All required open space will be completely enclosed by a fence or other suitable barrier designed and installed to prevent children's access to neighboring properties, traffic, and any other potential hazards, in full compliance with applicable safety and zoning regulations.

iii. An existing fence or barrier on a neighboring property shall not be relied upon to satisfy this requirement.

Response: We acknowledge and agree with this requirement. The child day care service will not rely on any existing fence or barrier located on a neighboring property to satisfy the enclosure requirement. All required fencing or barriers will be installed and maintained on-site as part of the facility's design and safety plan.

d. **Recreational Devices.** No recreational device shall be located within 20 feet of any abutting residential property, nor shall a recreational device be located closer to the public right of way than the front, or corner side façade of the principal structure on the same lot.

***Response*:** We acknowledge and agree with this requirement. No recreational devices will be located within 20 feet of any abutting residential property, and no recreational device will be placed closer to the public right-of-way than the front or corner side façade of the principal structure on the same lot. All playground and recreational equipment will be sited in accordance with these setback requirements and shown on the approved site plan

e. **Landscape Buffer.** A Type C Landscape Buffer as specified in Section 10-106 shall be provided along property lines abutting a residential district.

***Response*:** We acknowledge and agree with this requirement. A Type C Landscape Buffer, as specified in Section 10-106, will be provided along all property lines that abut a residential zoning district, in full compliance with the applicable zoning and landscaping standards.

Northbrook Daycare Consolidated Explanation

Applicant: Safik Ghogha
Property Address: 2750-9 Dundee Road, Northbrook, Illinois 60062
Proposed Use: Licensed Childcare Center (Daycare)

Description of Proposed Use
The applicant proposes to operate a licensed childcare center within an existing multi-tenant commercial building located at 2750-9 Dundee Road in Northbrook, Illinois. The daycare will provide early childhood education and care for up to forty (40) children ranging in age from six weeks to five years. The proposed use will occupy approximately 4,394 square feet of existing tenant space and will utilize the building without major structural changes.

The proposed childcare center is consistent with the family-oriented and community-serving objectives of the Village of Northbrook's Comprehensive Plan, which encourages educational and service-oriented uses within established commercial corridors such as Dundee Road. The project will enhance the local amenity mix while making productive use of existing commercial space.

Hours of Operation
The daycare will operate Monday through Friday from 7:00 a.m. to 6:00 p.m. The facility will be closed on Saturdays and Sundays. These hours align with standard daycare operations and are intended to serve working families within and around Northbrook.

Number of Employees
The center will employ approximately two (2) to seven (7) staff members during operating hours, depending on enrollment and time of day. Staffing levels will comply with all DCFS licensing requirements and mandated child-to-staff ratios for each age group.

Enrollment and Classroom Configuration
The facility will serve a maximum of forty (40) children and will include five classrooms designed to meet the developmental needs of specific age groups. Infant classrooms will operate at a maximum ratio of 1:4, toddler and two-year-old classrooms at a maximum ratio of 1:5, and preschool and pre-kindergarten classrooms at a maximum ratio of 1:10. When fully enrolled, the center expects to have approximately seven staff members on site.

Parking and Site Details
The property is part of an established multi-tenant commercial plaza that provides approximately two hundred (200) shared parking spaces, which exceeds the minimum parking

required under the zoning code. Parking demand generated by the daycare will be modest and primarily limited to short-term drop-off and pick-up activity during morning and late-afternoon hours.

To accommodate a required outdoor play area, eleven existing parking spaces will be removed (6 from the north side of the unit and 7 from the east side of the building). Following this adjustment, there will be eleven parking spaces located to the north of the tenant space and thirty parking spaces located to the east of the tenant space.

Traffic volume is expected to remain low due to staggered scheduling and short dwell times. Drop-off and pick-up times are assigned in advance in ten-minute blocks, with no more than three families scheduled per block. Drop-off occurs between 7:00 a.m. and 9:30 a.m., and pick-up occurs between 3:00 p.m. and 6:00 p.m. Parents are instructed where to park for arrivals and departures, curbside activity is not permitted, and children are dropped off in the lobby to ensure efficient circulation.

Parents check children in and out using the Brightwheel application, further streamlining arrival and departure and minimizing congestion.

Building Configuration and Site Work
A new door will be added on the east side of the building, as shown on the site plan, and will serve as the primary entrance to the daycare. Interior modifications will be made as required to meet DCFS licensing standards, including the installation of classrooms, child-sized restrooms, and required safety features. All renovations will comply with applicable Village building and fire codes.

Outdoor Activity Area
A dedicated outdoor play area will be provided in accordance with DCFS licensing requirements. The playground will be fully enclosed with a six-foot (6’) commercial-grade wrought iron fence featuring self-closing, self-latching gates. For additional safety, a curb buffer and bollards will be installed where the play area borders the parking lot.

The outdoor play area will include age-appropriate play structures and safety surfacing and will be used by children in same-age groups during scheduled times, weather permitting. Outdoor activity will occur during normal daycare hours and is not expected to generate noise beyond typical levels associated with children’s play.

Safety Measures
Safety features at the facility will include secured and locked entry doors with access restricted to approved families and authorized officials. Safety gates will be installed in reception areas to prevent unauthorized child movement. Fire and sprinkler systems will be monitored and

maintained, and security cameras will cover interior spaces, the parking area, and the outdoor play area. All staff will be trained in CPR, first aid, and emergency response procedures.

Meals and Deliveries
Meals will be catered daily by a licensed commercial childcare meal provider. The warming kitchen will include a three-compartment sink, food preparation sink, handwashing sink, commercial-grade refrigeration, and a ventless convection oven for warming food.

Meal deliveries will occur once daily, Monday through Friday, typically between 6:30 a.m. and 7:00 a.m., prior to the arrival of families. Deliveries will be made using a standard refrigerated catering van or small box truck and will typically take approximately ten (10) to fifteen (15) minutes. No semi-trucks or large freight vehicles are required.

Compatibility With Surrounding Uses
The multi-tenant commercial building includes a mix of neighborhood-serving uses such as offices, salons, fitness studios, and small retail establishments. The proposed childcare center is compatible with these uses and will contribute to a balanced mix of daytime activity on the site.

Special Events
The facility will not host large-scale or public events. Occasional small gatherings, such as parent orientations or graduation events, may occur two to three (2–3) times per year and will typically take place after normal operating hours. These gatherings will involve enrolled families only and will not require additional parking beyond what is available on site.

Conclusion
The proposed licensed childcare center is compatible with surrounding commercial uses, meets applicable parking and safety standards, and conforms to the intent of the Village of Northbrook's Comprehensive Plan. The applicant respectfully requests approval of the proposed use at 2750-9 Dundee Road.

Northbrook Playground Plan

1. Surface Material

Poured-In-Place (PIP) Rubber Flooring

- Entire playground surface will be covered with poured-in-place rubber meeting ASTM F1292 and F1951 impact attenuation standards.
- Depth and fall-height rating will match the manufacturer requirements of the fixed equipment.
- Surface will be seamless, slip-resistant, accessible for strollers and mobility devices, and easy to sanitize.

---

2. Perimeter & Safety

6-Foot Wrought Iron Fence

- A full enclosure around the playground area will be installed using 6-foot high wrought iron fencing.
- Fence will include self-closing, self-latching gates mounted out of children's reach.
- Fence material is durable, low-maintenance, and designed to prevent climbing.

---

3. Fixed Playground Equipment

Sedona Summit Wooden Outdoor Playground Set (commercial grade)

Includes:

- Slide
- Rock-climbing wall
- Swing set (belt swings)
- Multi-level deck
- Overhead play features

Installation & Safety Notes:

- Equipment will be anchored per manufacturer guidelines.
- Minimum required use zones around each component will be maintained (typically 6 ft on all sides; 8 ft for swings).
- PIP rubber depth will match the required fall height for the highest platform.
- Monthly inspections will be conducted for:
    - loose hardware
    - splinters or wood wear
    - swing chains
    - slide stability
    - deck integrity

---

4. Non-Fixed / Portable Equipment

The playground will include the following movable items to support gross-motor development:

- Tricycles
- Balance beam
- Tunnel (soft-play or plastic)
- Play balls (various sizes)
- Hula hoops

Safety Measures for Non-Fixed Equipment:

- All small equipment will be stored in a weather-protected outdoor storage bin when not in use.
- Items will be rotated based on age group.
- Equipment will be inspected weekly for wear, cracks, or loose parts.

---

5. Playground Zones

To ensure safety and variety, the play area will be divided into functional zones:

A. Active Play Zone (Fixed Equipment)

- Sedona Summit structure
- PIP rubber at highest fall-height rating
- Use zones clearly marked
- For climbing, sliding, swinging, balancing

B. Cycling & Movement Zone

- Clear path for tricycles
- Space kept away from swings and slide exit area

C. Imagination & Sensory Zone

- Tunnel
- Balls, hoops, balance beam
- Open play space for group games and gross motor skills

D. Shaded Rest Area

- Children’s picnic table with shade
- Bench seating

---

6. Supervision Plan

- Teachers positioned to provide full line-of-sight coverage of all equipment and zones.
- Ratio compliant with DCFS for each age group.
- Stop use immediately if equipment or surface is wet, icy, damaged, or obstructed.
- Daily morning inspection checklist will be completed by staff.

---

7. Maintenance & Sanitation

- PIP rubber cleaned weekly with mild detergent and rinsed.
- Fence inspected quarterly for panel integrity and gate functioning.
- Fixed equipment inspected monthly and after severe weather.
- Portable equipment sanitized on a weekly schedule and as needed.
- Debris, leaves, or hazards removed daily.

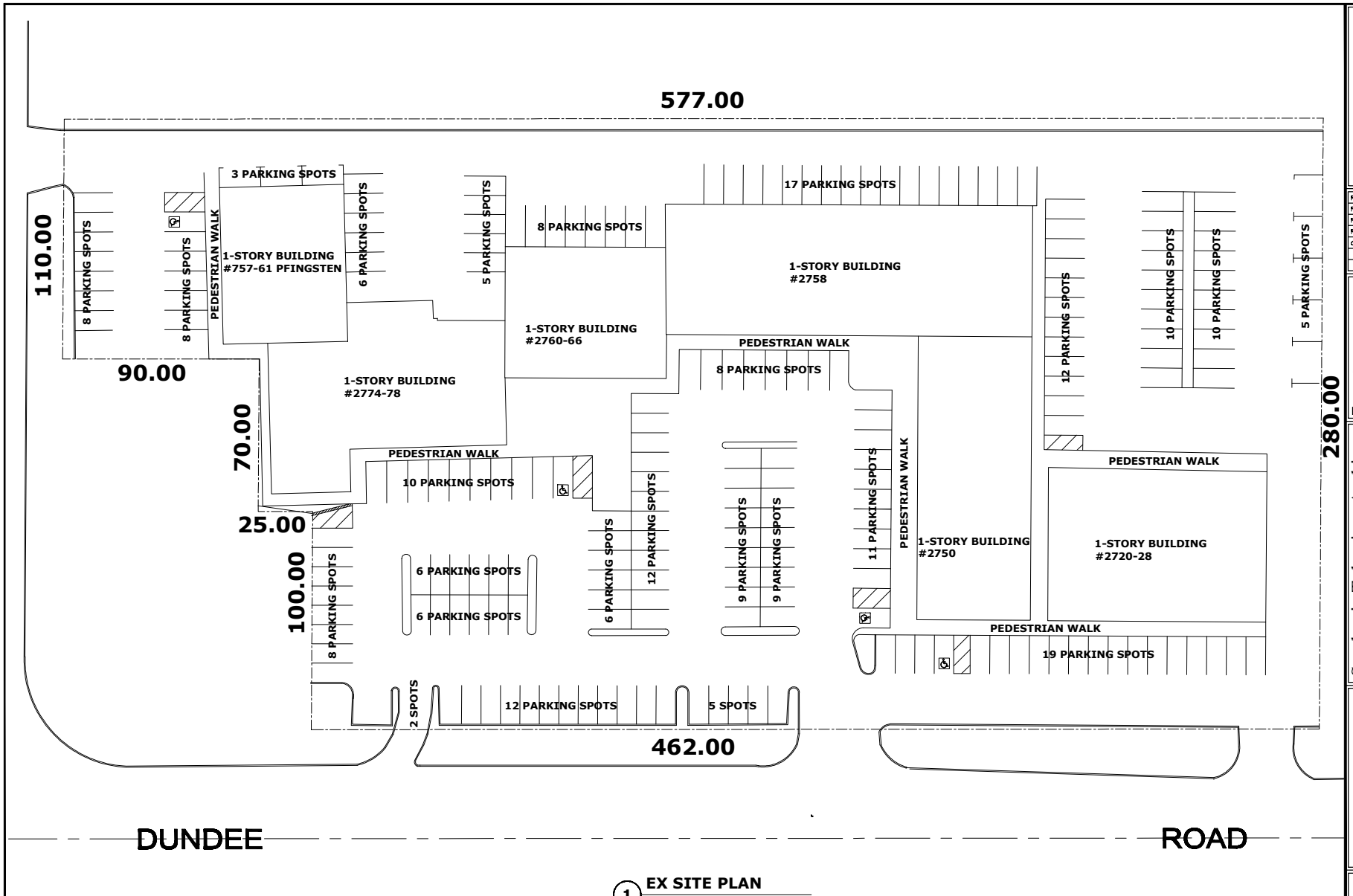
Photometric Plan and Lighting Details

No changes are being made to the existing lighting on the site or building. All current exterior and interior lighting fixtures, locations, and illumination levels will remain as-is.

Property	Space	Area Square Foot	Tenant
Dunbrook Center (Shiner Dunbrook, LLC)	2720 - Dundee Rd & Pfingsten Rd	1,402.00	Northbrook 2022 LLC (dba The UPS Store #0986)
Dunbrook Center (Shiner Dunbrook, LLC)	2722 - Dundee Rd & Pfingsten Rd	1,394.00	Ignacio Carvajal (dba Jake's Pizza)
Dunbrook Center (Shiner Dunbrook, LLC)	2724-26 - Dundee Rd & Pfingsten Rd	2,796.00	Little Mountain Gymnastics LLC
Dunbrook Center (Shiner Dunbrook, LLC)	2728 - Dundee Rd & Pfingsten Rd	1,421.00	Vacant
Dunbrook Center (Shiner Dunbrook, LLC)	2750-1 - Dundee Rd & Pfingsten Rd	828.00	Sushi Toro Inc. (dba Sushi Toro)
Dunbrook Center (Shiner Dunbrook, LLC)	2750-10 - Dundee Rd & Pfingsten Rd	3,015.00	Dundee Pharmacy, Inc. (dba Dundee Pharmacy)
Dunbrook Center (Shiner Dunbrook, LLC)	2750-2 - Dundee Rd & Pfingsten Rd	847.00	Thakurji, Inc. (dba Thread & Wax Spa)
Dunbrook Center (Shiner Dunbrook, LLC)	2750-3 - Dundee Rd & Pfingsten Rd	830.00	PJ Photolab, LLC (dba PJ Photography)
Dunbrook Center (Shiner Dunbrook, LLC)	2750-4 - Dundee Rd & Pfingsten Rd	938.00	Vacant
Dunbrook Center (Shiner Dunbrook, LLC)	2750-5 - Dundee Rd & Pfingsten Rd	828.00	Mannys Northbrook Barbershop LLC
Dunbrook Center (Shiner Dunbrook, LLC)	2750-6 - Dundee Rd & Pfingsten Rd	830.00	Wisdom Consulting Services, LLC
Dunbrook Center (Shiner Dunbrook, LLC)	2750-7 - Dundee Rd & Pfingsten Rd	1,941.00	Dunbrook Cleaners & Taylor Corp.
Dunbrook Center (Shiner Dunbrook, LLC)	2750-9 - Dundee Rd & Pfingsten Rd	4,394.00	S2 Partners LLC (Rover Daycare)
Dunbrook Center (Shiner Dunbrook, LLC)	2758 - Dundee Rd & Pfingsten Rd	2,386.00	Bagel Guys Northbrook, Inc. (dba Once Upon A Grill)
Dunbrook Center (Shiner Dunbrook, LLC)	2760 - Dundee Rd & Pfingsten Rd	1,073.00	Payton Rose, LLC (dba Payton Rose)
Dunbrook Center (Shiner Dunbrook, LLC)	2766 - Dundee Rd & Pfingsten Rd	2,030.00	Jack Ishkanian Holdings, Inc. (dba Jack's Wines and Spirits)
Dunbrook Center (Shiner Dunbrook, LLC)	2768 - Dundee Rd & Pfingsten Rd	1,334.00	All 4 Dogs Grooming LLC
Dunbrook Center (Shiner Dunbrook, LLC)	2770 - Dundee Rd & Pfingsten Rd	1,860.00	Patel Treats Inc. (dba Dairy Queen)
Dunbrook Center (Shiner Dunbrook, LLC)	2774 - Dundee Rd & Pfingsten Rd	1,319.00	Deli Guys Northbrook, Inc. (dba Once Upon a Deli)
Dunbrook Center (Shiner Dunbrook, LLC)	2776 - Dundee Rd & Pfingsten Rd	2,563.00	EWCM Corp (dba Blazed Bakery)
Dunbrook Center (Shiner Dunbrook, LLC)	2778 - Dundee Rd & Pfingsten Rd	1,280.00	Albert Lee (dba A.M. Lee Jeweler)
Dunbrook Center (Shiner Dunbrook, LLC)	2780 - Dundee Rd & Pfingsten Rd	1,317.00	Narantuya Anand and Enkhuliral Dechin (Nara Massage and Spa)

Dunbrook Center (Shiner Dunbrook, LLC)	755 - Dundee Rd & Pfingsten Rd	1,047.00	Vacant
Dunbrook Center (Shiner Dunbrook, LLC)	757 - Dundee Rd & Pfingsten Rd	998.00	Dong Rong Lin (dba Bin Hai Chinese Restaurant)
Dunbrook Center (Shiner Dunbrook, LLC)	759 - Dundee Rd & Pfingsten Rd	1,000.00	Vacant
Dunbrook Center (Shiner Dunbrook, LLC)	761 - Dundee Rd & Pfingsten Rd	1,025.00	Simply Thai Company, an Illinois Corporation (dba Simply Thai)

EXISTING SITE PLAN



1 EX SITE PLAN
1" = 20'-0"

REVISIONS/SUBMISSIONS	DATE
PERMIT REVIEW	11-25-25
PERMIT REVIEW	
REVISIONS #1	
OK FOR CONSTRUCTION	

LICENSED ARCHITECT
STEPHANIE A. TOLENTINO
001-017771
STATE OF ILLINOIS

EXPIRATION: 11.30.2026

Stephanie Tolentino, Architect
ILLINOIS REGISTRATION# 001-017771
4425 N. CAMPBELL
CHICAGO, IL 60625
(p) 847.894.3213
HARON@SADAYDESIGN.GOM

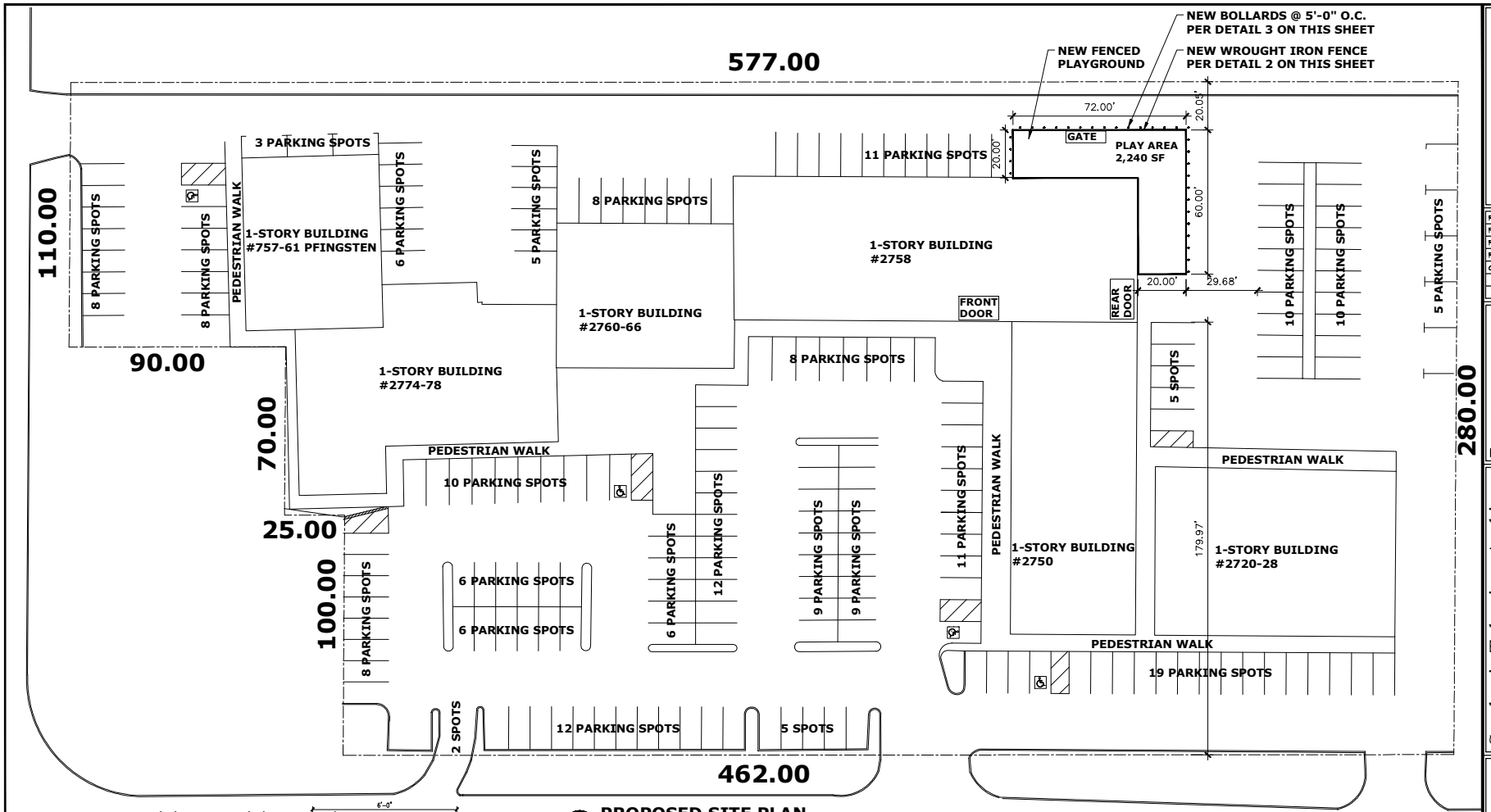
2750 DUNDEE ROAD
NORTHBROOK, IL 60062
S2 PARTNERS, LLC
SGHOGHA786@GMAIL.COM

EXISTING SITE PLAN
SHEET NAME

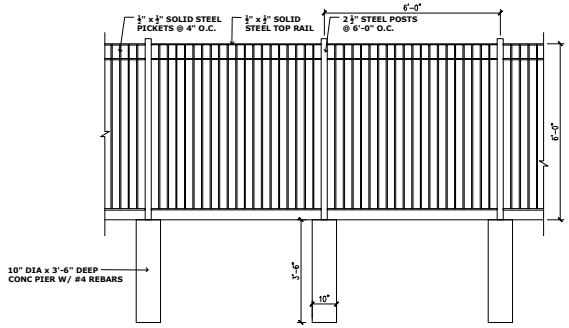
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SHEET #

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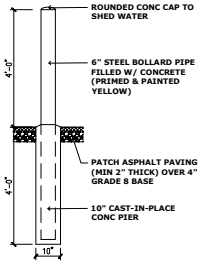
PROPOSED SITE PLAN



1 PROPOSED SITE PLAN
1" = 20'-0"



2 WROUGHT IRON FENCE DETAIL
1/2" = 1'-0"



2 BOLLARD DETAIL
1/2" = 1'-0"

REVISIONS/SUBMISSIONS	DATE
PERMIT REVIEW	11-25-25
PERMIT REVIEW	
REVISIONS #1	
OK FOR CONSTRUCTION	

LICENSED ARCHITECT
STEPHANIE A. TOLENTINO
001-017771
STATE OF ILLINOIS
EXPIRATION: 11.30.2026

Stephanie Tolentino, Architect
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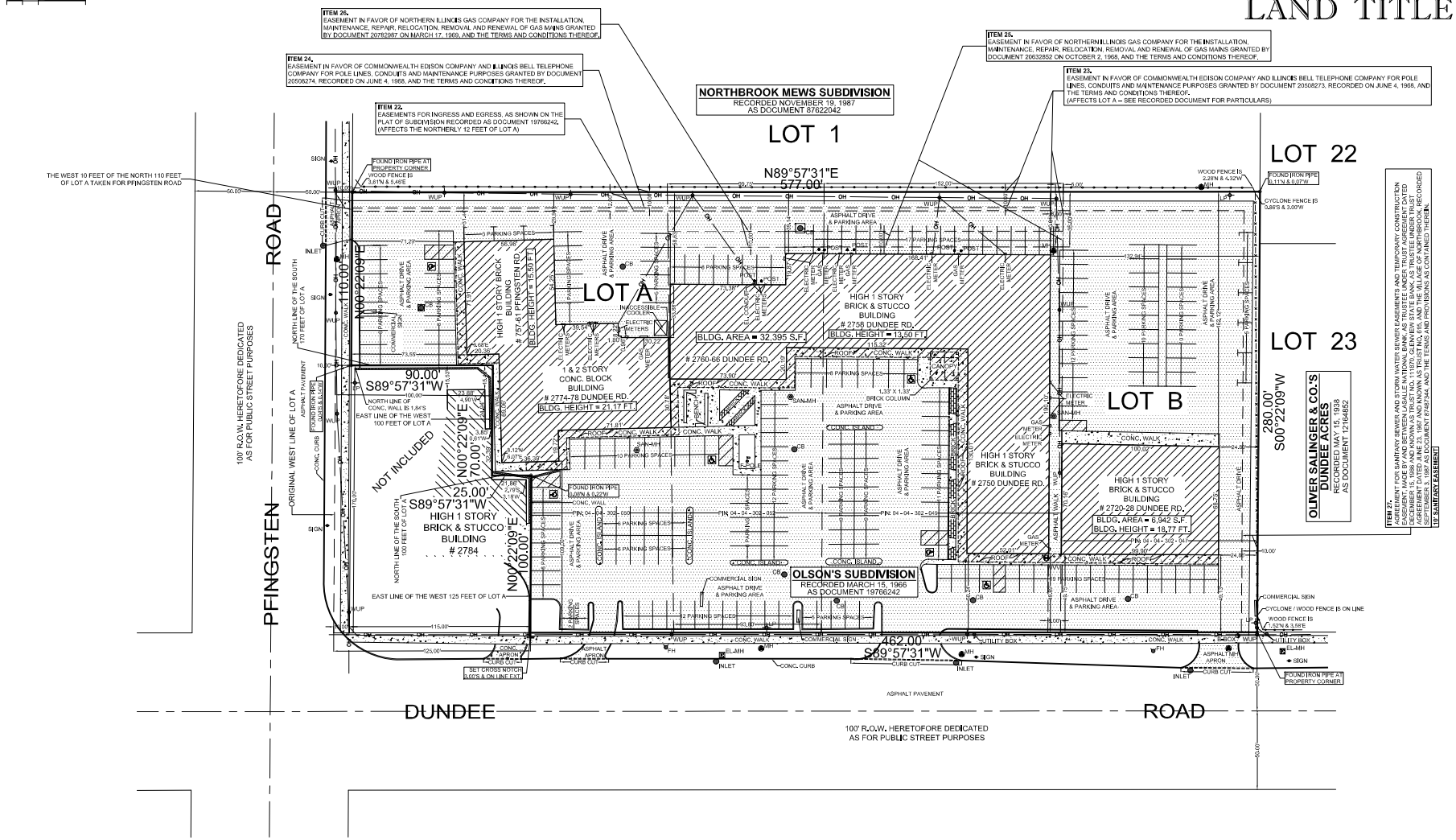
PROPOSED SITE PLAN
SHEET NAME

G1.2
SHEET #

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UNITED SURVEY SERVICE, LLC
CONSTRUCTION AND LAND SURVEYORS
2100 N. 15TH AVENUE, UNIT C, MELROSE PARK, IL 60160
TEL.: (847) 299 - 1010 FAX : (847) 299 - 5887 FAX : (244) 633 - 5048
E-MAIL: USURVEY@USANDCS.COM

ALTA / NSPS LAND TITLE SURVEY



LEGEND	ABBREVIATIONS
SAN-MH	SANITARY MANHOLE
CB	CATCH BASIN
INLET	INLET
WV	WATER VALVE VAULT
B-BOX	B-BOX
FH	FIRE HYDRANT
LP	LIGHT POLE
WUP	WOOD UTILITY POLE
EL-MH	ELECTRIC MANHOLE
MH	MANHOLE
SIGN	SIGN
POST	METAL GUARD POST
FLPOLE	FLAG POLE
	HANDICAPPED PARKING SPACE

ORDERED BY: BONNIE J. BONA ATTORNEY AT LAW	
SCALE : 1" = 30'	
DATE : JANUARY 23, 2016	10/6/16 REVISED PER NEW TITLE COMMITMENT
FILE No.: 2016 - 22950	7/26/16 RE-CERTIFIED SURVEY
	3/4/16 REVISED PER 2016 ALTA/NSPS STANDARD REQUIREMENTS
	DATE REVISION

SHEET 2 OF 2

102

Archived: Wednesday, January 14, 2026 2:11:02 PM
From: noreply@civicplus.com
Sent: Wednesday, January 14, 2026 1:52:02 PM
To: Managers Office Public Comments; Kohlstedt, Michaela; Pandey, Swati; McEwan, Amy; Trustees; jennifer.maisch@northbrook.il.us
Subject: Online Form Submittal: Public Comment Form
Sensitivity: Normal

Beware External Email - Think Before You Act

Public Comment Form

The Village Board likes hearing from you and encourages you to provide our board, committees, and commissions with your thoughts and ideas. We make better decisions when you get involved.

Because we know you can't always get to a meeting, we've created a way for you to share your comments with us via this web form. Comments will be delivered to all members of your selected board, committee, or commission if applicable.

Written comments will not be read aloud during a public meeting. If you want to make a 'live' comment, you can do so by attending a meeting and asking to be heard during public comment time.

Thank you for providing your valuable feedback.

(Section Break)

Select the Board, Committee, or Commission you wish to address:	Plan Commission, Public Safety Committee, Zoning Board of Appeals
Name	diane weintraub
Email Address	weint5@comcast.net
Address	748 Greenwood Rd
City	Northbrook
State	IL
Zip Code	60062-2629
Comment:	Docket # PCD 25-19 Dunbrook Center Day Care operation with outdoor play area: Our property back yard backs to the Mews drainage open area. The proposed location for out door play area would be located in

the shopping centers back space which to me is like an alley/parking space, delivery space, storage space. We deal with noise from deliveries, and often the garbage service picking up large dumpsters in the EARLY morning hours, along with rodents who routinely leave their pizza and rolls in various places in our yard, deck, and window sills. Everyone knows the traffic flow is terrible in this center. Adding parent drop off and pick ups would only add to that already crowded traffic flow. This does not seem to be a good space for small children to play even if they fence the space.
Thank you.

Email not displaying correctly? View it in your browser.

APPROVED
RESOLUTION NO. 26-PC-01

VILLAGE OF NORTHBROOK PLAN COMMISSION
DOCKET NO. PCD-25-19
(2750 DUNDEE ROAD)

WHEREAS, an application has been filed by S2 Partners LLC (the "Applicant") as lessee of a portion of the property (Unit #9) commonly known as Dunbrook Center located at 755 – 761 Pfingsten Road and 2720 – 2780 Dundee Road (collectively the "Subject Property"), which is owned by Shiner Dunbrook LLC (the "Owner"), and

WHEREAS, the Applicant has filed an application (Docket No. PCD-25-19) with the Village of Northbrook requesting:

A. Special Permit for Day Care in the C-2 Neighborhood Commercial District; and
B. Approval of any such variations, waivers, and zoning relief as may be necessary to accomplish development and use of the Subject Property as requested by the Applicant.

WHEREAS, the Subject Property is designated as appropriate for Community Retail uses in the Village of Northbrook Comprehensive Plan; and

WHEREAS, a public notice for this docket was duly published on the Northbrook Public Notice webpage and a public hearing was held on January 20, 2026; and

WHEREAS, the Applicant has submitted evidence that signs were properly posted on the Subject Property, indicating the time and date of the Commission hearing, and that all property owners within 250 feet of the Subject Property were notified of the Commission hearing by first class U.S. mail; and

WHEREAS, the Plan Commission has considered all the evidence presented to it, including, but not limited to, the following:

1. Village of Northbrook Plan Commission Application form & attachments received December 5, 2025, and all subsequent additions and revisions to these application materials and attachments.
2. Comments made by the Board of Trustees during its review of the preliminary application regarding this request.
3. All written and oral testimony concerning the application.

NOW, THEREFORE, BE IT RESOLVED by the Plan Commission of the Village of Northbrook, Cook County, Illinois, THAT:

1. Findings:

A. Comprehensive Plan Compliance. The Northbrook Plan Commission does hereby find that with respect to Docket No. PCD-25-19 the proposed application **is in general compliance** with the Northbrook Comprehensive Plan, and specifically in compliance with the Future Land Use Map.

B. Special Permit. With respect to Docket No. PCD-25-19A, the Plan Commission does hereby find that the Special Permit standards established in Article 2-113.E. of the Zoning Code, for the proposed child daycare facility (the "Facility"), are **satisfied** as follows:

1) The Facility will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the C-2 Neighborhood Commercial District were established, and with the general purpose and intent of the Official Comprehensive Plan.

2) The Facility will not have a substantial or undue adverse effect upon adjacent property, the public health, safety and general welfare.

3) The Facility will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.

4) The Facility will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools.

5) The Facility will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.

6) The Facility will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance.

7) The Facility complies with all additional standards imposed on it by the particular provisions of the Zoning Code authorizing such use.

C. Other Relief. With respect to Docket No. PCD-25-19B, the Plan Commission does hereby find that no other relief is necessary.

2. Recommendations: The Northbrook Plan Commission does hereby recommend to the Board of Trustees of the Village of Northbrook **approval** of Docket No. PCD-25-19A based on the findings established herein, to allow a Special Permit for Day Care Services to be issued to the Applicant for the Subject Property.

ADOPTED THIS 20th day of January 2026.

AYES: (8) Braiman, Earley, Halperin, Melnick, Morgen, Pipito, Walden, Elisco

NAYS: (0)

ABSENT: (1) Karavitis

ABSTAIN: (0)

____/s/ Steven Elisco _____
Steven Elisco, Chairman
Northbrook Plan Commission

ATTEST:
___/s/ Amy McEwan _____
Amy McEwan, Director
Development and Planning Services

MEMORANDUM

To: Plan Commission
From: Swati Pandey, Senior Planner
CC: Michaela Kohlstedt, Deputy Director
Date: January 20, 2026
Subject: PCD-25-19: 2750 Dundee Road – Child Day Care Facility with Outdoor Playground

Requested Action

On January 20, 2026 the Plan Commission will conduct a public hearing on an application filed by S2 Partners LLC (the "Applicant") as lessee of a portion of the property (Unit #9) commonly known as Dunbrook Center located at 755 – 761 Pfingsten Road and 2720 – 2780 Dundee Road (collectively the "Subject Property"), which is owned by Shiner Dunbrook LLC (the "Owner"). The Applicant proposes to occupy a tenant space within the shopping center and operate a child daycare facility with outdoor playground on the Subject Property requiring the following relief:

A. Special Permit for Day Care in the C-2 Neighborhood Commercial District; and

B. Approval of any such variations, waivers, and zoning relief as may be necessary to accomplish development and use of the Subject Property as requested by the Applicant

Proposed Scope of Work

- S2 Partners, LLC has proposed to occupy a tenant unit at Dunbrook Center to operate a child day care facility. The tenant unit was previously occupied by a salon and is currently vacant. The applicant will be a tenant on the property and the property owner has provided approval to pursue a zoning relief request with the Village. A Day Care facility is a special permit use in the C-2 Neighborhood Commercial District. Details regarding the proposed request are outlined in the attached material submitted by the Applicant.
- The proposed daycare will occupy 4,394 square feet in the northeast portion of the existing shopping center building. The facility shall serve children between the age range of six weeks to five years old; divided into five classrooms with a total of 40 children within the facility. The class sizes would comply with the student/staff ratio as required by the DCFS guidelines.
- The only exterior building modification is the installation of a door on the east side of the building to provide direct access for patrons into the tenant space from the parking lot on the east side of the building.
- The facility will have five classrooms, a lobby area, and a warming kitchen. Food will be catered and delivered daily in the morning. The food will be delivered via a van or box truck within the parking lot near the rear entrance (north side of the building) of the facility, which will be received by staff.
- The applicant has proposed to remove 13 parking spaces on the north and east side of the tenant space (portion of the rear parking lot), to install an outdoor playground area enclosed with a six-foot commercial grade wrought iron fence, in an "L" shape wrapped around their tenant space. The play area will be directly accessed through the childcare facility. There will be bollards installed around the fence for safety within the parking lot. A portion of the playground will have a small shaded areas with children's picnic table. The surface will be poured-in rubber with nature-based play equipment.
- The Applicant has stated that the parents and guardians will park in the parking lot (primarily the east rear parking lot and use east entrance door) and accompany the children in and out of the facility. The facility will have an assigned drop-off/pick-up schedule for the parent/family during peak drop-off/pick-

up period, based on their preferences. This helps staff manage the drop-off/pick-up process efficiently and is staggered for the facility.

- The proposed hours of operation are 7:00am – 6:00pm Monday through Friday; closed on weekend.
- The facility will be staffed by a total of seven employees at peak capacity.
- There are 213 parking spaces provided on the property. The applicant has proposed to remove 13 spaces, therefore, the remaining spaces would be 200 spaces. The parking requirement for a day care facility is 1 space per 250 square feet. The proposed daycare requires 18 parking spaces. The applicant has provided the current tenant information for Dunbrook Center. Based on the data provided, including the proposed use, a total of 196 spaces would be required for the entire shopping center. Therefore, there will be a surplus of four spaces within the shopping center. Parking is in compliance with the requirements of the Zoning Code.

Property Description

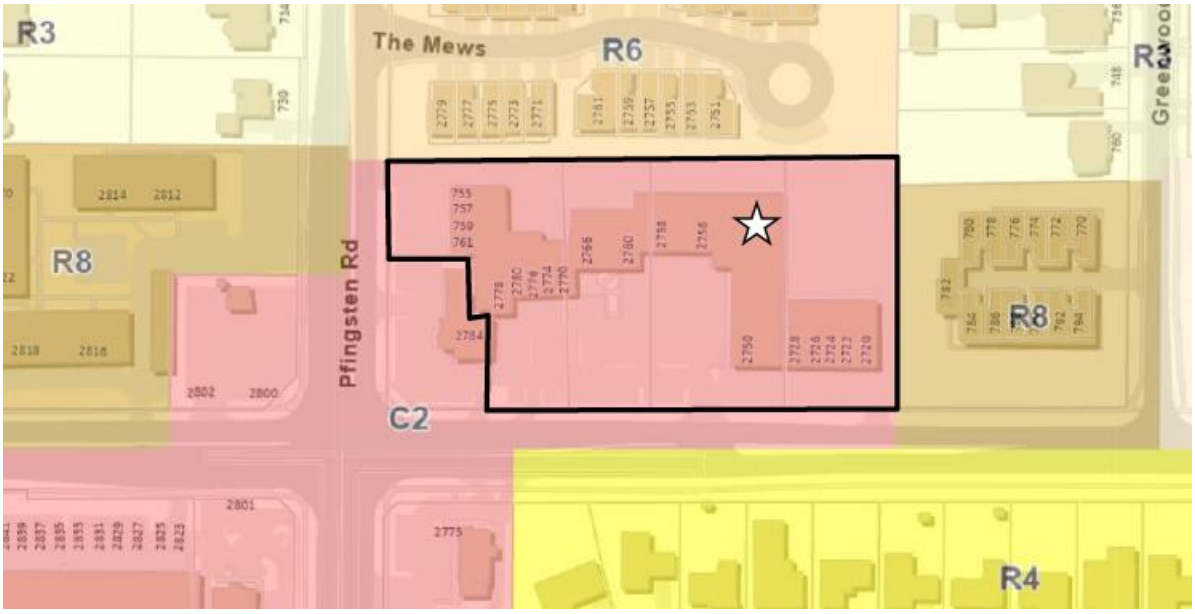
The Subject Property is identified as being:

- approximately 147,000 square feet (approximately) in size;
- zoned C-2 Neighborhood Commercial District;
- located at the northeast corner of Dundee Road and Pfingsten Road;
- developed with an existing multi-tenant shopping center (40,000 square feet building approximately) and parking lot (213 spaces);



- zoned C-2 Neighborhood Commercial District;

- surrounded by:
    - North: R-6 Multi-Family Residential; townhomes
    - East: R-8 Multi-Family Residential; townhomes
    - South: R-4 Single Family Residential; single-family
    - West: C-2 Neighborhood Commercial; commercial uses



- designated as appropriate for Community Retail uses in the Comprehensive Plan;



Preliminary Review

On October 28, 2025, the Board of Trustees conducted a preliminary review of the request for a child daycare facility at the property. The Board found the request to be appropriate but recommended drop-off/pick-up plan review. An excerpt of the Board of Trustees minutes is attached for reference, and the meeting can be viewed on the Village website as well to hear the actual commentary from the Trustees.

The following is a table of the comments made by members of the Board of Trustees:

Trustee	Title	Status	Comments
Kathryn Ciesla	Village President	Absent	N/A
Robert Israel	Trustee	Present	Drop-off/pick-up to be reviewed
Heather Ross	Trustee	Present	In favor of the request; address safety concerns
Johannah Hebl	Trustee	Present	Drop-off/pick-up and safety; fire and emergency access to be reviewed during PC; Use is good;
Joy Ebhomielen	Trustee	Present	Drop-off/pick-up; Use is good
Michelle Kohler	Trustee	Present	Drop-off/pick-up; internal circulation plan of traffic at the back
Matt Cassidy	Trustee	Present	Drop-off/pick-up to be reviewed; access around playground and safety measures to be assessed due to traffic in that area; Use is good

The proposal and the general layout of the plan presented at preliminary review have not changed with the formal application, however, the scope of minor work on the Subject Property and the level of detail has expanded which is discussed in the report.

Staff Review

Prior to scheduling a public hearing the application underwent the standard review process and was reviewed by the following departments/entities. Staff found the proposed plan acceptable for a public hearing and any outstanding items can be addressed at the time of building permit:

- ✓ Development and Planning Services (Planning & Zoning)
- ✓ Fire
- ✓ Police

Compliance with Village Plans

- The Comprehensive Plan identifies the property for Community Retail uses which is intended to accommodate the provision of goods and services to serve day-to-day shopping and consumer service needs of the residential neighborhoods of the Village. The primary land uses will be retail, restaurant, and personal and business services. A child day care would be classified as a personal service use.
- The Village's Bicycle and Pedestrian Plan is applicable and as noted earlier in this memo, it designates Dundee Road in front of the Subject Property and Pfingsten to the west for a future side path.
- The Subject Property is not located within the 100-year flood plain, nor is it located within a stormwater project area as identified in the Master Stormwater Management Plan.

ZONING RELIEF

Special Permit

The Applicant is requesting approval for a child daycare facility as a special permit in C-2 District. When considering a special permit application, it is important to assess the following standards outlined in Article 2 of the Zoning Code. The Applicant has provided a written response to the above standards for consideration.

Zoning Code Article 2-113 Special Permit
2-117.E Review Criteria

a. The proposed use and development will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the district in question were established and with the general purpose and intent of the Official Comprehensive Plan.

b. The proposed use, drainage and development will not have a substantial or undue adverse effect upon adjacent property, the public health, safety and general welfare.

c. The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.

d. The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant will provide adequately for such services.

e. The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.

f. The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic feature of significant importance.

g. The proposed use and development complies with all additional standards imposed on it by the particular provision of this Code authorizing such use.

In addition to the above criteria, the following are additional items to be considered when reviewing a request for a special permit for a daycare facility. The Applicant has also provided a written response to the below statements as well.

1. **Day Care.**

   a. **Required Approvals.**

      i. No child day care service shall be established without the prior licensing, certification or other approval of every public agency charged with the regulation or supervision of any facet of the activity of the proposed service.

      ii. Every application for a Special Permit for a child day care service shall set forth each agency that must approve the establishment or operation of the service and shall be accompanied by a formal acknowledgment of approval from each such agency.

      iii. In the event any such approval has been delayed, the application shall set forth the status of each such application, and shall state any facts known to the applicant that might have contributed to the delay of any required approval that has not been obtained as of the time of the filing of the application for a Special Permit.

   b. **Supervision.** Every child day care service shall provide qualified supervisory personnel in sufficient numbers to ensure the safety, well-being and appropriate behavior of all children enrolled in the service. The Special Permit may establish minimum supervision requirements.

c. **Outdoor Play Area.**

   i. Every child day care service shall provide at least 75 square feet of open space per child, exclusive of any open space located in a required front yard,

   ii. Open Space shall be completely enclosed by a fence or other suitable barrier sufficient to prevent access by children to neighboring properties or to traffic or other hazards.

   iii. An existing fence or barrier on a neighboring property shall not be relied upon to satisfy this requirement.

d. **Recreational Devices.** No recreational device shall be located within 20 feet of any abutting residential property, nor shall a recreational device be located closer to the public right of way than the front, or corner side façade of the principal structure on the same lot.

e. **Landscape Buffer.** A Type C Landscape Buffer as specified in Section 10-106 shall be provided along property lines abutting a residential district.

SUMMARY

A sign has been posted on the Subject Property indicating the time and date of the Plan Commission public hearing. The Applicant has submitted evidence that the mailed notice requirements of the Zoning Code have been satisfied. The Plan Commission hearing was properly noticed on the Northbrook Public Notice Webpage.

Staff has received one public comment for this application, which is attached. The concerns include: location of the outdoor playground, noise, and safety.

In reviewing this request, staff suggests the Plan Commission consider the following policy questions:

1) Is the proposed child daycare use appropriate on the Subject Property?

2) Is it acceptable to grant a special permit for a child day care on the Subject Property in the C-2 District?

   a) If so, should there be any operational limitations?

3) Is the proposed outdoor play area in an appropriate location with acceptable layout and adequate screening?

Staff has prepared the attached draft resolution for consideration by the Commission. If the Commission should choose to amend and/or take action on this resolution, it would be **Resolution No. 26-PC-01.**

The Applicant and staff will attend the January 20, 2026 Plan Commission meeting to answer any questions.

Village Board of Trustees Minutes

Sandra "Sandy" Frum Board Room
1225 Cedar Lane Northbrook, IL 60062
Tuesday, October 28, 2025

Village Clerk Derek Gau called the meeting to order at 7:33 PM

1. ROLL CALL

Attendee Name	Title	Status
Kathryn Ciesla	Village President	Absent
Robert Israel	Trustee	Present
Heather Ross	Trustee	Present
Johannah Hebl	Trustee	Present
Joy Ebhomielen	Trustee	Present
Michelle Kohler	Trustee	Present
Matt Cassidy	Trustee	Present

MOTION:	APPOINT ROBERT ISRAEL, TRUSTEE AS ACTING CHAIR [5 - 0 - 1]
MOVER:	Johannah Hebl, Trustee
SECONDER:	Heather Ross, Trustee
AYES:	Ross, Hebl, Ebhomielen, Kohler, Cassidy
NAYES:	None
ABSTAIN:	Robert Israel, Trustee
ABSENT:	Kathryn Ciesla, President

2. PLEDGE OF ALLEGIANCE

3. MINUTES APPROVAL
   A. October 14, 2025 Regular Board Meeting Minutes for Approval

RESULT:	APPROVED [6 ±0]
MOVER:	Johannah Hebl, Trustee
SECONDER:	Michelle Kohler, Trustee
AYES:	Israel, Ross, Hebl, Ebhomielen, Kohler, Cassidy
NAYES:	None
ABSTAIN:	None
ABSENT:	Kathryn Ciesla, President

4. PUBLIC COMMENT TIME ±None

5. MANAGER'S REPOR T
   A. Weekly Village Manager Reports
      - x Week Ending October 17
      - x Week Ending October 24

9. ADMINISTRATION AND FINANCE

A. Resolution 2025-R-175 Supporting and Consenting to Approval of a Class 6b Classification and Approving a Class 6b Incentive Agreement (3100-3150 Commercial Avenue - Bornquist, Inc.)

RESULT:	MOVED TO CONSENT AGENDA [6 ±0]
MOVER:	Johannah Hebl, Trustee
SECONDER:	Matt Cassidy, Trustee
AYES:	Israel, Ross, Hebl, Ebhomielen, Kohler, Cassidy
NAYES:	None
ABSTAIN:	None
ABSENT:	Kathryn Ciesla, President

10. PLANNING AND ECONOMIC DEVELOPMENT

A. Preliminary Review of a Request by S2 Partners LLC for a Special Permit for a Child Daycare Facility at 2750 Dundee Road Unit #9

Amy McEwan, Director of Development & Planning Services, discussed an application submitted by S2 Partners LLC for the property located at 2750 Dundee Road Unit #9. The applicant is requesting a Special Permit for a Child Daycare Facility. She provided a brief overview of the I R O O R Z L Q J S U R S H U W \ ¶ V K L V W R U \ ] R Q L Q J D Q G S U R S R V H G X \

The Board supported the application, noting concerns about pick-up and drop-off safety but encouraged by the potential for a beneficial relationship with nearby restaurants.

RESULT:	MOVED TO PLAN COMMISSION [6 ±0]
MOVER:	Heather Ross, Trustee
SECONDER:	Michelle Kohler, Trustee
AYES:	Israel, Ross, Hebl, Ebhomielen, Kohler, Cassidy
NAYES:	None
ABSTAIN:	None
ABSENT:	Kathryn Ciesla, President

11. COMMUNITY AND SUSTAINABILIT Y ±None

12. HOUSING ±None

13. LABOR RELATIONS ±None

14. PUBLIC WORKS AND FACILITIES ±None

15. PUBLIC SAFET Y ±None

16. COMMUNICATIONS AND OUTREACH ±None

17. REMARKS FOR THE GOOD OF THE ORDER ±None

18. CLOSED SESSION ±None

MEMORANDUM

To: Village Board of Trustees
From: Village Manager Cara Pavlicek
Date: 2026-02-10
Subject: Review and Discussion of Possible Changes to Shermer-Walters Public Forum

Overview

As discussed at the January 27, 2026 Regular Meeting of the Village Board, a discussion is scheduled related to Northbrook's Shermer-Walters Public Forum including history, current regulations, possible changes to the same, gathering public feedback and discussion of a temporary moratorium which is part of a separate agenda item at this same meeting.

Fiscal Impact

While there is no fiscal impact associated with this agenda discussion, it is noted that the cost to the Village related to the maintenance of the property is de minimis. There can be a relatively high administrative cost when signs are permitted that contain speech that invokes a significant public reaction and staff spends unscheduled time to affirm to the public that the Public Forum is a location where up to two signs may be permitted for a maximum of thirty days as "the expression of Constitutionally Protected Free Speech... and that the Village of Northbrook does not Sponsor, Finance, or Endorse these expressions".

Recommendation

Discussion.

Background

On January 27, 2026, as part of the Regular Meeting of the Village Board, a discussion was held and the Board directed staff to scheduled further public discussion on February 10, 2026 at Village Hall at 6 p.m. to begin a process to study the best use of the Shermer-Walters property in order to balance the administrative burden of the existing process to reserve space on the Public Forum for a sign/display and the limited public participate allowed currently as well as the Village's commitment to protecting and supporting the First Amendment rights of all individuals. Pursuant to the Board discussion, this item will include the following:

1. Review of historical background related to Northbrook's Shermer-Walters Public Forum;
2. Review of the current Village rules for signs/displays at the Shermer-Walters Public Forum and Federal laws the Village must adhere to; and

3. Review of possible alternative Village rules/uses of the property as generally described in this memo to the Village Board .

Scheduled under a separate agenda item at this meeting, is the discussion, and possible adoption of, a temporary moratorium on the placement of signs/displays at the Public Forum for a period of time during which further Board and public discussion may be scheduled.

Historical Background

Since 1995, the Village of Northbrook owns property at the northwest corner of the intersection of Shermer and Walters which was part of a Village public works project to improve the Shermer and Walters intersection (the "Parkway"). The Parkway land was transferred by intergovernmental agreement from the Park District to the Village.

In mid 1996, after considerable public discussion, the Village Board determined that it would be in the best interest of the Village to officially designate the newly created Parkway as a public forum, subject to reasonable time, place, and manner restrictions as allowed by constitutional jurisprudence. In general terms, this means that the Village cannot regulate the content (language used/image displayed) of a sign/display because they are Constitutionally protected free speech.

This was followed in late 1996, by adoption of Resolution No. 96-R-179 designating the Parkway as a public forum (the "Public Forum"), and the Village Manager's office enacted a "Standard Operation Procedure" (SOP) setting for lawful rules and regulations governing use and display.

Rules for Signs/Display

Today, the Parkway continues to be designated as the Village's Public Forum pursuant to the 1996 Resolution. The administratively issued SOP has been amended on several occasions after review by the Village Board. The most current version of the SOP, dated October 11, 2023, is attached and provides that advance reservations are required and shall be submitted on a form prepared by the Village in order to place a display on the Public Forum. The reservation must be submitted not less than 10, nor more than 30, days in advance of the desired installation date. No more than two displays may be installed at any one time, and no display may be installed for more than 30 consecutive days. Size restrictions for signs are provided for in the SOP as well.

In a review of 2022-2025, the Village has had as few as ten signs reserved/permitted at the Public Forum and as many as 22 in a single calendar year. Under the SOP, it is unlikely that more than 24 signs/displays could be installed in a single calendar year. Attached is a listing of the signs that have received a reservation in the 2022-2025.

As part of this meeting, the Village Attorney will provide information about the legal standards that limit the Village's ability to regulate the content of a sign or display.

Alternatives for Discussion

Below are three alternatives that the Board is asked to put forward for public discussion on the evening of February 10, 2026 at Village Hall.

1) Reconstitute and redesign the Parkway to be a *Council Ring* along with updated policies on the purpose of the space. The new purpose would be to provide a physical location for individuals to engage in-person and to peacefully exchange open ideas. No permanent or unattended display, sign, or banner would be allowed at any time. The Village could consider hours of operation and other reasonable time, place, and manner restrictions. The Parkway would no longer be a "public forum" for the placement of unattended displays. This would be in contrast to and discontinue the current practice of individuals or groups making an online application for an advance reservations on a form prepared by the Village in order to place an unattended display on the Parkway.

Council Rings can be described as a circular seating area and can be found at the University of Illinois Champaign Urbana Arboretum (see attached images). Their website notes:

From The Garden Club of America - " *The council ring is a signature element in many of the gardens designed by the Danish landscape architect Jens Jensen (1860-1951). Jensen developed the idea of council rings to work in both public and private spaces. The council ring is a symbolic representation of both ancient Danish traditions of village gatherings and newer ideals of American democracy. The circular design of the structure invites people to come together in an egalitarian way. Just as a circle has no beginning or end, there is no hierarchy within a group gathering around a council ring. Jensen placed council rings in the Chicago-area parks he designed during the late nineteenth and early twentieth centuries as a way to encourage neighbors to come together as equals to share ideas, experiences, and stories and to enjoy the beauty of nature."*

2) De-designation of the Parkway as a public forum and discontinue the allowance of any and all private signs and displays at any time on the Parkway.

3) Make no changes to the use of the Parkway as a Public Forum, and continue with the current reservation practice of permitting no more than two signs/displays at any one time, and no display may be installed for more than 30 consecutive days. This action acknowledges that if the Village allows the Public Forum designation, in accordance with the Supreme Court decisions, the Village may not limit the content of the signs/display (only the size and time duration).

Under this option, it is recommended that the Village enlarge the size of the current permanent Village sign on the property which states:

This Village Owned property is a

Public Forum for the Expression

Of Constitutionally Protected Free

Speech. The Village of

Northbrook does not Sponsor,

Finance, or Endorse these

Expressions.

Temporary Moratorium

While the discussion and consideration of a temporary moratorium is scheduled for a separate agenda item, it is noted that in the case of options 1 and 2, the Village Board may want to consider imposing a temporary moratorium on any use of the Public Forum as it considers the future of the Shermer-Walters Public Forum. It is recommended that the following steps be taken to adopt a temporary moratorium:

a. Impose the temporary moratorium by adoption of an ordinance by the Village Board. The Village Attorney has prepared the ordinance, which is included as a separate agenda item at this same meeting, in the event the Village Board wishes to consider it as soon as February 10, 2026.
b. The ordinance must apply to all potential applicants and users, *without any exceptions.*
c. The ordinance must allow for any and all reservations that have been properly completed and submitted to the Village Manager prior to the date of adoption of the ordinance to be fulfilled. The ordinance can then provide that, as of the effective date of the ordinance, no new reservations will be honored or accepted during the moratorium period.

SOP Shermer-Walters Public Forum Use and Reservation Process - October 2023
Exhibit A Public Forum Reservations 2022 - 2025
Exhibit B - Council Ring Examples

Shermer-Walters Public Forum Use and Reservation Process

Effective Date: October 11, 2023

APPROVAL

Deputy Village Manager

Village Manager

POLICY

Encroachments on and obstructions of public property within the Village are governed by Chapter 22 of the Northbrook Municipal Code. In 1996 the Village Board adopted Resolution No. 96-R-179 allowing for encroachments on and obstructions of that certain parkway area located at the northwest portion of the intersection of Shermer Road and Walters Avenue (the "***Parkway***"), but only upon the prior issuance of a reservation therefor by the Village Manager, subject to such restrictions that the Village Manager may impose. In doing so, the Village established the Parkway as a designated public forum.

The purpose of this Standard Operating Procedure is to specify the restrictions and the procedures that the Village Manager will implement in considering and processing a reservation for use of the Parkway.

The erection, placement, construction, operation, use or maintenance of any public or private display, structure, exhibit, sign or other encroachment upon the Parkway shall be governed by all applicable statutes, ordinances and resolutions regarding encroachments and obstructions on public property, including specifically those restrictions set forth in this Standard Operating Procedure.

PURPOSE

Any individual, group, or entity seeking to erect, place, construct, operate, use or maintain a display, structure, exhibit, sign or other encroachment, herein referred to as "***Displays***", on the Parkway must first obtain a reservation from the Village Manager specifying in detail the nature of any such Display. The Village Manager shall have the authority to make decisions and determinations regarding the issuance of a reservation therefor in accordance with Chapter 22 of the Northbrook Municipal Code and Northbrook Resolution No. 96-R-179.

PROCEDURE

The erection, construction, placement, maintenance, operation, or use of a display, structure, exhibit, sign or other encroachment (a "***Display***") on, at, or within the Parkway shall be subject to, and conditioned upon, each and all of the following conditions

and restrictions:

A. Reservation Required. A reservation, issued by the Village Manager, shall be required prior to the erection or maintenance of any Display on the Parkway, in accordance with the following procedures:

1. Reservation Request. The reservation request shall be in writing on a form prepared by the Village, and shall be filed in the Village Manager's Office. The reservation request must include the name of the individual or group sponsoring the Display ("***Responsible Party***"), and the name, address, and telephone number of a member of the Responsible Party who will be the Village's "***Primary Contact***" for the reservation request and the Display after it is installed.

2. Submission Date. The reservation request must be submitted not less than 10, nor more than 30, days prior to the desired installation date for the Display.

3. Specifications and Description of Display. The reservation request must include specifications and a description of the Display that accurately depict the Display:

a. Preliminary Specifications and Rendering. At the time of the reservation request, the Responsible Party may submit preliminary specifications and a drawing or plan for the Display that includes the following:

i. Approximate dimensions of the Display;

ii. The manner in which the Display will be mounted or secured to the ground;

iii. The construction materials to be used;

iv. The lighting, if any, that will be a part of, or that will illuminate, the Display; and

v. A narrative and graphic description of the Display, including any and all written content, graphics, and art or architectural features that will be included on or within the Display.

b. Final Specifications and Rendering. No later than seven calendar days prior to the proposed installation date of the Display, the Responsible Party will provide the Village Manager's Office with updated specifications and an accurate and fully dimensioned (including height, width, and depth) rendering of the Display. The final specifications and rendering must incorporate and address all Village staff comments provided during the reservation review process. Failure to provide these final specifications and rendering by the required deadline will result in the revocation of the reservation.

4. Review by Village Departments. Prior to approval of any reservation, the Village Manager shall cause the reservation request to be reviewed by all departments of the Village or code enforcement officials that the Manager deems to be appropriate or necessary to determine (a) whether the proposed Display meets all applicable laws governing encroachments and obstructions to public property and (b) whether the proposed Display will create a danger or hazard to vehicular or pedestrian traffic in the vicinity of the Parkway. As part of the reservation process, the Village Attorney may review submittals to assist staff in determining compliance with provisions of this Standard Operating Procedure.

5. Action on Reservation Request. After reviewing a reservation request for a Display permit, the Village Manager may:

    a. issue the reservation for the proposed Display;

    b. request modifications to the reservation request or Display specifications and require resubmission of the reservation request;

    c. issue the reservation with conditions for the installation and maintenance of the proposed Display reasonably necessary to allow the Display to be in compliance with the intent of this Standard Operating Procedure; or

    d. deny the issuance of a reservation for the proposed Display if the Village Manager determines that (i) the proposed Display does not comply with any or all of the conditions or requirements set forth in this Standard Operating Procedure, or (ii) the proposed Display will present a clear and present danger to the public health or safety of the Village, its residents, or the pedestrians or operators of vehicles in the vicinity of the Parkway.

6. Not Transferable or Assignable. Any Display reservation issued by the Village Manager is solely for the benefit and use of the Responsible Party and may not be transferred or assigned to any other individual, group, or entity. Any Display reservation issued by the Village Manager will only be valid for the time period specified in the reservation confirmation letter.

7. Revocation. The Village Manager may revoke a Display reservation request in the event that the Village Manager determines that any or all of the conditions set forth in this Standard Operating Procedure, or any additional conditions included in the reservation confirmation, have been violated.

8. Appeals. The determination or action of the Village Manager, or his or her designee, to grant, deny, or revoke a reservation request may be appealed to the Village Board of Trustees in accordance with the same rules and procedures governing Building Code appeals set forth in Sec. 6-14 of the Northbrook Municipal Code. The decision of the Village Board of Trustees on an appeal shall be final.

9. Reservation Fee. A non-refundable fee in the amount set forth in the Annual Fee Resolution shall be due and payable at the time of reservation request.

B. Size of Display. A Display, including all support structures, must completely fit within a volume bounded by an imaginary cube that is six feet wide, six feet deep, and six feet high. Displays that exceed these dimensions must be altered to fit within that volume.

C. Support for Banners. Displays that are banners must use support structures, consisting of removable posts, provided by the Village. Displays consisting of solid objects or structures may utilize their own support structures so long as they are approved by the Village.

D. Number of Displays.

1. No more than two Displays may be installed and maintained in the Parkway at any one time. If multiple Display reservation requests are received for the same time period, reservation requests that are deemed to be in full compliance with this Standard Operating Procedure will be given preference in the order that they are received by the Village Manager's office, as indicated by the date/time stamp applied by Village staff upon receipt.

2. No Responsible Party will be allowed to maintain more than one Display on the Parkway at the same time.

3. No Responsible Party will be allowed to install and maintain more than one Display on the Parkway in a 365-day period. This provision does not apply to Displays that are installed directly by the Village of Northbrook.

E. Duration. No Display may be maintained within the Parkway for a time period exceeding 30 consecutive days. All installation, deconstruction, and removal of the Display must be completed prior to end of the 30-day Display period. No Display may be maintained on the Parkway for more than a total of 30 days in any 365-day period.

F. Removal and Restoration. Prior to the expiration of the 30-day period, the Responsible Party must, at its sole cost and expense, deconstruct and remove the Display, and restore the Parkway to its condition prior to the installation of the Display.

G. Obscenity Prohibited. No Display may contain any matter, in writing or in a depiction, that, when considered as a whole, predominantly appeals to prurient interests and lacks serious literary, artistic, political, or scientific value.

H. Advertising Prohibited. No Display that directs attention to or identifies a business, commodity, service, or entertainment that is an off-site Commercial Use (as defined in Article XII of the Village Zoning Code) as opposed to a Civic Use (as defined in Article XII of the Village Zoning Code) shall be permitted to be installed and maintained in the Parkway. This prohibition includes Displays promoting the off-site sale of commercial or residential property.

I. Disclaimer Sign. The Village maintains a permanent sign on the Parkway disclaiming any Village interest in the operation, use or maintenance of the Displays erected on the Parkway ("***Disclaimer Sign***"). The Responsible Party may not remove, relocate, obstruct, or in any way tamper with the Disclaimer Sign.

J. Construction Materials. The construction and structural elements of the Display must be in full compliance with the standards and regulations of the Village Building Code. Specifically, and without limitation, the Display must be (a) constructed of fire-resistant materials, (b) capable of withstanding wind pressures of at least 30 pounds per square foot of surface area, and (c) capable of receiving dead loads based on the actual weight of the structure.

K. Lighting Restrictions. No flashing, blinking or intermittent lights shall be permitted on, or illuminating, the Display. All Displays shall be in full compliance with the signage illumination provisions set forth in Section 9-106 D 1 of the Village's Zoning Code. No Display may be illuminated in a manner that directs light into vehicular traffic on streets adjacent to the Parkway.

L. Responsible Party's Risk. The Responsible Party shall acknowledge and agree that the installation and physical maintenance of the Display will be at the sole and exclusive expense and risk of the Responsible Party. The Village will not be responsible for damage of any kind caused to, or for any damage, injury, or loss as a result of, the Display.

M. No Damage to Surrounding Property. Displays may only be installed in one of the two areas in the Parkway designated for Displays. The Responsible Party shall cause the Display to be installed and maintained in a manner that does not permanently damage or disturb the Parkway, including any vegetation or landscaping, or damage or disturb any public or private property surrounding the Parkway. In the event of any such damage or disturbance, the Responsible Party must promptly repair and remedy the damage or disturbance at its sole cost and expense.

N. Removal of Damaged or Unsafe Display. The Responsible Party shall, at its sole cost or expense promptly (but in no event more than 24 hours after receipt of notice from the Village Manager) remove or repair any Display that is either (i) defaced with graffiti or other markings in such a manner as to render the Display obscene or (ii) is damaged or destroyed by any cause (whether intentional or unintentional, by natural causes or by deliberate causes) in such a manner as to render the Display unsafe. If a Display is defaced, damaged, or destroyed, and the Responsible Party does not either remove or repair the Display within 24 hours after receiving notice from the Village Manager, the Village will have the right to disassemble and remove the Display from the Parkway. Any Display removed by the Village will be preserved, to the extent feasible, and stored at the Village's Department of Public Works Center at 655 Huehl Road where it may be retrieved by the Responsible Party during regular business hours for five business days after removal.

2022			
#	Display Title	Organization	Display Type
1	"Love the Mommies, Save the Babies!"	Catholic Community of Northbrook	Banner
2	"Northbrook Garden Club Perennial Plant Sale Fri & Sat - May 13 & 14 Village Green - 1810 Walters"	Northbrook Garden Club	Banner
3	"Paws for Patrick supports Mental Health Awareness Month - Turn Our Towns Green"	Paws for Patrick	Banner
4	"Support and Enjoy *your* Northbrook Farmers Market northbrookfarmersmarket.org"	NB Farmers Market	Banner
5	"my red said initiative Start the Conversation. Share a message. Our Mental Health Matters. School stations sponsored by: Northfield Township Non-profit Service Agency Grant. Catchiscommunity.org"	CATCH	Banner
6	"Bringing Business and Community Together - Illinois Celebrates Chamber of Commerce Week September 11-17, 2022 Learn More at northbrookchamber.org"	NBK Chamber of Commerce	Banner
7	"October Domestic Violence Awareness Month LOVE SHOULDN'T HURT."	Our Lady of the Brook Parish	Banner
8	"Stixrud & Johnson Coming To Northbrook Thursday, October 20 Glenbrook North H.S. Center for the Performing Arts - A Conversation for Students During the School Day - Creating a Life You Want - A Community Conversation for Parents 7PM It's Time for a Reset"	GBN	Banner
9	N/A	Knights of Columbus	Nativity Scene
10	N/A	Lubavitch Chabad of Northbrook	Hanukah Display

*Display Titles are as submitted by reservation requester

2023			
#	**Display Title**	**Organization**	**Display Type**
1	"Love the Mommies, Save the Babies"	Catholic Community of Northbrook	Banner
2	"Northbrook Garden Club Perennial Plant Sale Fri & Sat - May 18 & 19 Village Green - 1810 Walters"	Northbrook Garden Club	Banner
3	"Celebrate National Small Business Week - Shop Local in Northbrook!"	Northbrook Chamber of Commerce	Banner
4	"my red said initiative Start the Conversation. Share a message. Our Mental Health Matters. School stations sponsored by: Northfield Township Non-profit Service Agency Grant. Catchiscommunity.org"	CATCH	Banner
5	"One Book One Northbrook Oct. 1 - 31 @ Northbrook Public Library We invite the community to read Clark and Division and then to jion us at the library in October to explore its themes through a series of events including lectures, concerts, films, and discussions. www.northbrook.info/onebook sponsored by Friends of the Northbrook Public Library and the Thomas J and Kathleen M. Laird Familiy Foundation."	Northbrook Public Library	Banner
6	"Lobster Sale Sept 25, Eat Lobster, Help People! Stjamestheless.org"	St. James Episcopal Church	
7	"Support and Enjoy *your* Northbrook Farmers Market NorthbrookFarmersMarket.org"	Northbrook Farmers Market	Banner
8	"October Domestic Violence Awareness Month LOVE SHOUDN'T HURT"	St Norberts	Banner
9	N/A	Lubavitch Chabad of Northbrook	Hanukah Display
10	N/A	Knights of Columbus	Nativity Scene

*Display Titles are as submitted by reservation requester

2024			
#	**Display Title**	**Organization**	**Display Type**
1	"Love the Mommies, Save the Babies!"	Individual	Banner
2	"Northbrook Chamber of Commerce 2024 Annual Awards Dinner Celebrating the Magic of Small Business! Monday, March 11 5:00 - 7:30pm Renaissance Chicago North Shore Hotel 933 Skokie Blvd., Northbrook. Join us for a magical evening, our Board Installation & Business Awards!"	Northbrook Chamber of Commerce	Banner
3	"Northbrook Garden Club Perennial Plant Sale Fri & Sat - May 18 & 19 Village Green - 1810 Walters"	Northbrook Garden Club	Banner
4	"Support and Enjoy *your* Northbrook Farmers Market NorthbrookFarmersMarket.org"	Northbrook Farmers Market	Banner
5	"Lobster Sale Sept 25, Eat Lobster, Help People! Stjamestheless.org"	St. James Episcopal Church	Banner
6	"Northbrook Brewfest September 7"	Village of Northbrook	Banner
7	"Our Bodies Our Choice Your Vote Matters!"	Individual	Banner
8	"Vote Jim Carris For Congress. Illinois 10. Independence. Compassion. Common Sense."	Students for Carris	Sign
9	"October Domestic Violence Awareness Month. LOVE SHOULDN'T HURT."	St. Norbert Our Lady of the Brook Domestic Violence Ministry	Banner
10	"Choose Life"	Individual	Banner
11	N/A	Knights of Columbus	Nativity Scene
12	N/A	Lubavitch Chabad of Northbrook	Hanukah Display

*Display Titles are as submitted by reservation requester

2025			
#	Display Title	Organization	Display Type
1	"Love the Mommies, Save the Babies!"	St. Norberts	Banner
2	"Northbrook Community Commission present Cultural Fair February - 2705 Techny Road"	Village of Northbrook	Banner
3	"Kaplan President Zivin Trustee Your Vioce. Your Future. Northbrook Focused. Vote 4/1."	Northbrook Focused	Sign
4	"Go Spartans!"	Individual	Sign
5	"Vote. You can do something at home. VOTE in municipal elections. VOTE! Early Voting March 17-31 @ Village Hall Election Day April 1 @ Your Polling Place"	Northbrook Caucus	Banner
6	"Support and Enjoy your Northbrook Farmers Market NorthbrookFarmersMarket.org"	The Northbrook Garden Club	Banner
7	"(triangle colored blue) Northbrook Stands With Migrants. Hand-lettered sign - painted"	Individual	Wooden Display
8	"Northfield Township 175 years Celebrate With Us. June 17th 4 - 6 PM 2550 Waukegan Road, Glenview 175 years of service and the unveiling of the new Township Food Pantry!"	Northfield Township & the Northfield Township Food Pantry	Banner
9	"Love is Love"	Individual	Banner
10	"June is National PTSD Awareness Month"	American Legion	Banner
11	"Northbrook Grand Prix Thursday July 24, 2025 11am - 8pm. Get ready for the return of a thrilling day of criterium bike races on the streets of downtown Northbrook"	Village of Northbrook	Banner
12	"2025 National Night Out Police Community Partnerships Tuesday August 5, 2025"	Village of Northbrook	Banner
13	"Peace"	Individual	Banner

14	"Support and Enjoy your Northbrook Farmers Market NorthbrookFarmersMarket.org"	Northbrook Farmers Market	Banner
15	"Compassion Calm Curiosity Connection Confidence Courage Clarity Creativity"	Individual	Banner
16	"One Book One Northbrook Read the book. Join the conversation, Meet the author. Read Symphony of Secrets and then join us at the library in October to explore its themes through films, concerts, lectures, and discussions. See the program lineup at northbrook.info/onebook Sponsored by the Laird Family Foundation and the Friends of the Northbrook Public Library."	Northbrook Public Library	Banner
17	"Lobster Sale Sept 21, Eat Lobster, Help People! Visit website to order stjamestheless.org"	St. James Episcopal Church	Banner
18	"We are all neighbors. Be kind. Be gentle."	RAIN	Banner
19	"October Domestic Violence Awareness Month. LOVE SHOULDN'T HURT."	St. Norbert and Our Lady of the Brook Domestic Violence Ministry	Banner
20	Cook County United Against Hate. Foster welcoming communities. Report discrimination. Champoin justice. Join the movement. www.cookcountyunitedagainsthate.com"	Cook County Commissioner Scott Britton	Banner
21	"Illuminate Northbrook Northbrook Downtown Cornero of Shermer & Meadow RD Friday, November 5:30pm - Lights at 6PM"	Village of Northbrook	Banner

22	"Village of Northbrook Strategic Plan Public Forums - The Village is developing a community-driven Strategic Plan to guide decisions and investments for the years ahead - and your input matters. Ways to Contribute: Share your ideas at a community forum, Post on the online Ideas Wall, Take the Community Survey online or at Village Hall visit url-------- to learn more or scan"	Village of Northbrook	Banner
23	N/A	Lubavitch Chabad of Northbrook	Hanukah Display
24	N/A	Knights of Columbus	Nativity Scene

*Display Titles are as submitted by reservation requester



Council Ring at the University of Wisconsin, Madison campus just above the easternmost wing of Elizabeth Waters Residence Hall.

Photo by William Cronon.



Council Ring at Columbus Park, Chicago.

Photo by James Iska

MEMORANDUM

To: Village Board of Trustees
From: Village Manager Cara Pavlicek
Date: 2026-02-10
Subject: An Ordinance Establishing a Moratorium on the Issuance of Reservations for the Placement of Displays within the Shermer Road and Walters Avenue Parkway

Overview
As discussed at the January 27, 2026 Regular Meeting, an Ordinance has been prepared by the Village Attorney should the Village Board deem it in the best interest of the Village to institute a temporary moratorium on the placement of signs/displays at the Public Forum for a period of time during which further Board and public discussion may be scheduled.

Fiscal Impact

N/A.

Recommendation
Policy Decision.

Background
On January 27, 2026 as part of the Regular Meeting of the Village Board, a discussion was held and the Board directed staff to schedule further public discussion on February 10, 2026 at Village Hall at 6 p.m. to begin a process to study the best use of the Shermer-Walters property in order to balance the administrative burden of the existing process to reserve space on the Public Forum for a sign/display and the limited public participate allowed currently as well as the Village's commitment to protecting and supporting the First Amendment rights of all individuals. Pursuant to the Board discussion, this meeting includes, under a separate agenda item, the following discussion items:

1. Review of historical background related to Northbrook's Shermer-Walters Public Forum;
2. Review of the current Village rules for signs/displays at the Shermer-Walters Public Forum and Federal laws the Village must adhere to; and
3. Review of possible alternative Village rules/uses of the property as generally described in this memo to the Village Board.

This item is a Ordinance for which the Board may choose to take action on, and if approved, a

temporary moratorium would pause the display of signs/displays as follows:

a. Any and all reservations that have been properly completed and submitted to the Village Manager prior to the date of adoption of the Ordinance would be fulfilled.
b. As of the effective date of the Ordinance, no new reservations will be honored or accepted during the moratorium period.
c. The temporary moratorium would apply to all potential applicants and users, *without any exceptions.*
d. If approved, it is recommended that the temporary moratorium remain in effect as defined in the Ordinance for one-year or earlier should the Village Board approve successor action.

Ordinance Establishing a Moratorium on the Issuance of Reservations for Placement of Displays within the Shermer Road and Walters Avenue Parkway

Ordinance No. 2026-

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Establishing a Moratorium on the Issuance of Reservations for the Placement of Displays within the Shermer Road and Walters Avenue Parkway

shall be, and is hereby, adopted as follows:

Section 1. RECITALS.

The Village of Northbrook is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution and is the owner of the parcel of land located at the northwest corner of the intersection of Shermer Road and Walters Avenue within the Village ("***Parkway***").

In 1996, by adoption of Resolution No. 96-R-179, the Village Board designated the Parkway as a public forum ("***Public Forum***") and the Village Manager's office enacted a "Standard Operation Procedure" ("***SOP***") governing the erection, placement, construction, operation, use and maintenance of any public or private display, structure, exhibit, sign or other encroachment ("***Display***") within the Public Forum.

The SOP, which was most recently updated on October 11, 2023, requires that any individual, group, or entity seeking to place a Display within the Public Forum must first obtain a reservation from the Village Manager ("***Reservation***").

The Village Board desires to study the best use for the Parkway in order to balance the administrative burden of the Reservation system, the limited public participation allowed within the current Public Forum, and the Village's commitment to protecting and supporting the First Amendment rights of all individuals.

The Village Board is committed to ensuring that it is able to undertake a thorough examination of this complex and important issue, and it anticipates that the study and development of the best use for the Parkway will take a significant amount of time and effort on the part of the Village Board and Village staff.

During the time period that the Village studies if and how to continue to regulate, to modify, or to de-designate and eliminate the Public Forum, the Village Board has determined that the imposition of a temporary one-year moratorium on the issuance of Reservations for Displays within the Public Forum is in the best interests of the Village and its residents ("***Temporary Moratorium***").

The Village Board has considered the Temporary Moratorium and finds and determines that it is in the best interest of the Village and the public to establish the Temporary Moratorium. These matters pertain to the Village's government and affairs and are approved pursuant to the Village's home rule powers under the Illinois Constitution of 1970.

Section 2. TEMPORARY MORATORIUM.

A. Purpose. The purpose of this Temporary Moratorium is to establish a study and Reservation abeyance period to ensure that the Village Board has time to adequately analyze and adopt any ordinances, resolutions, code amendments, or regulations related to the Public Forum and to examine the effects and impact of the Public Forum and any possible modification to or de-designation of the Public Forum on the Village and its residents.

B. Establishment. During the limited time period established in this Ordinance, the Village will not accept applications for, or issue Reservations for, the erection, placement, construction, operation, use or maintenance of any public or private Display within the Public Forum.

C. Limited Time Period. The Temporary Moratorium, unless sooner terminated by Ordinance duly adopted by the Village Board without further notice or hearing, will remain in full force and effect for a limited period of _____, 2026 to _____, 2027.

D. Recognition of Pending Reservations. The Temporary Moratorium does not and will not apply to any applications for Reservations that have been fully and properly completed and submitted to the Office of the Village Manager on or before _____, 2026.

Section 3. EFFECTIVE DATE.

This Ordinance shall be in full force and effect after its passage, approval, and publication in the manner provided by law.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Deputy Village Manager Jim Hawkins
Date: 2026-02-10
Subject: A Resolution Approving the 125th Anniversary Village Logo

Overview
This Resolution approves a special 125th Anniversary Village Logo as recommended by the Ad Hoc 125th Anniversary Commission.

Fiscal Impact
The FY26 budget includes $10,000 for 125th Anniversary planning activities in FY26. With activities / celebrations occurring throughout calendar year 2026, it is likely that additional funding will be included in the recommended FY27 budget that is expected to be presented to the Village Board in March 2026 with adoption in April 2026.

Recommendation
Approval

Background
At the February 4, 2026 Ad Hoc 125th Anniversary Commission meeting, the Commission took action to recommend a 125th Anniversary Logo to the Village Board for approval. During the meeting, Village Staff and a representative from the Village's strategic communications consultant presented 125th Anniversary Village Logo options for Commission consideration. The Commission provided small adjustments to the Logo as presented to the Commission. The adjustments will be incorporated in the final Logo design to be presented to the Village Board. While still adhering to the Village's established brand, the 125th Anniversary Logo will be used on various platforms such as social media, the Village website, apparel, signage, and official communications from the Village throughout calendar year 2026.

At the January 21, 2026 meeting, the Ad Hoc 125th Anniversary Commission provided feedback to Village Staff on two initial logo options. Following this meeting, Village Staff worked with the consultant to incorporate the Commission's feedback.

The Village's 125th Anniversary of incorporation is on November 18, 2026 and the Board of Trustees established a community-wide Ad Hoc 125th Anniversary Commission to plan and implement celebratory events throughout calendar year 2026. The purpose of the Ad Hoc Commission is to recommend to the Village Board, and subject to Board approval, a plan that includes implementation, coordination, publicity, and fund raising to support the Village's 125th Anniversary celebration activities. The Village Manager has designated staff and resources to

support the Ad Hoc Commission.

The members of the Ad Hoc 125th Anniversary Commission were appointed by the Village Board at the December 9, 2025 Village Board meeting. The Resolution establishing the Ad Hoc 125th Anniversary Commission was approved by the Village Board at the October 14, 2025 Village Board meeting.

The Village Staff Liaisons to the Ad Hoc 125th Anniversary Commission will be present at the meeting to answer questions.

A Resolution Approving the 125th Anniversary Village Logo

Resolution 2026-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the 125th Anniversary Village Logo

is hereby adopted, as follows:

Section 1. RECITALS.

The Village's 125th Anniversary of incorporation is on November 18, 2026 and the Board of Trustees established a community-wide Ad Hoc 125th Anniversary Commission (the "*Ad Hoc Commission*") to plan and implement celebratory events throughout calendar year 2026.

The purpose of the Ad Hoc Commission is to recommend to the Board of Trustees, and subject to Board approval, a plan that includes implementation, coordination, publicity, and fund raising to support the Village's 125th Anniversary celebration activities. The Village Manager has designated staff and resources to support the Ad Hoc Commission.

As part of 125th Anniversary planning, the Ad Hoc Commission has reviewed options for a special 125th Anniversary Village Logo to be used throughout calendar year 2026. The special 125th Anniversary Village Logo will support and supplement the Village's established brand standards and will be used on various platforms such as social media, the Village website, apparel, signage, and official communications from the Village.

At the February 4, 2026 Commission meeting, the Ad Hoc Commission took action to recommend a 125th Anniversary Village Logo to the Board of Trustees for approval.

The President and Board of Trustees have considered the 125th Anniversary Logo and determined that it is in the best interest of the Village and the public to approve the 125th Anniversary Logo for use throughout calendar year 2026.

Section 2. APPROVAL OF LOGO.

The 125th Anniversary Village Logo shall be, and is hereby, approved in substantially the form as presented to the Board of Trustees and in a final form approved by the Village Manager.

ATTEST:

_____
Village President

_____
Village Clerk