

VILLAGE OF BARTLETT
VILLAGE HALL, 228 S. MAIN STREET
COMMITTEE AGENDA
February 6, 2024
7:00 P.M.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **TOWN HALL:** (Note: Three (3) minute time limit per person)
4. **STANDING COMMITTEE REPORTS:**
 - A. **COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**
 1. Strategic Plan Discussion
 - B. **LICENSE AND ORDINANCE COMMITTEE, CHAIRMAN HOPKINS**
 1. Regulating Unscheduled Bus Drop-Offs
5. **ADJOURNMENT**



Agenda Item Executive Summary

AGENDA ITEM: Strategic Plan Update BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount \$ N/A Budgeted \$ N/A

Fund: N/A Corresponding Activity Measure: N/A

EXECUTIVE SUMMARY

Attached is a staff memo, and a copy of the proposed updated strategic plan for 2024-2027. This memo provides a brief overview of the updated strategic plan for the village, incorporating input from the Village Board and department heads. The full plan is attached for detailed insights into short-term and long-term priorities, including communication strategies, business development initiatives, and infrastructure projects.

ATTACHMENTS (PLEASE LIST)

Memo, Strategic Plan

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: N/A

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION:

Staff: Scott Skrycki, Asst. Village Administrator

Date: January 31, 2024

Memorandum

To: Paula Schumacher, Village Administrator
From: Scott Skrycki, Assistant Village Administrator
Date: January 30, 2024
Re: Strategic Plan Update

Background:

Village staff have been working to update the strategic plan reflecting current goals of the Village Board and staff. The Village Board met on December 12th and department heads on January 22nd to provide their input. The new plan keeps much of the same, while removing goals that have been accomplished, adding new goals, and focusing on adding objectives, more succinctly targeting broad goals.

Summary of Updates:

Short-Term Routine (1-3 Years): The focus on enhancing public awareness remains a priority, with an expanded emphasis on leveraging social media and online marketing. The introduction of the Bartlett Hills website, school outreach programs, and Citizen Village Academy further underscores the commitment to communication. Community events continue to be a key aspect, with an increased internal reporting mechanism, safety practices, and exploration of partnerships on the west side of Bartlett. Financial stewardship, positive relationships with taxing bodies, and service delivery efficiency continue to be emphasized with additional measures such as increased reporting, seeking grants, and evaluating fee structures.

Short-Term Complex (1-3 Years): The business development strategy continues, with added initiatives like downtown streetscape beautification and landscaping, continued implementation of TOD plans, and pre-application meetings for downtown overlay district regulations. The community branding plan is now integrated with Bartlett Hills marketing efforts. Efforts to improve the retail business profile including the establishment of an entertainment district and redevelopment/marketing plans for the Rt. 59 and Rt. 25 corridors. Additionally, the process for establishing a TIF district along Lake Street is continued, along with the initiation of an update to the future land use plan for the village.

Long-Term Routine (3-5 Years): The evaluation and implementation of water, wastewater, and stormwater infrastructure projects are highlighted, including the consideration of Oneida Water Tower redevelopment and wellhouse sites. Another objective is establishing emergency interconnects with South Elgin and Carol Stream.

Long-Term Complex (3-5 Years): Long-term plans involve improving village bike and pedestrian pathways, comprehensive roadway improvement programs, and updating development codes. Efforts extend to evaluate and implement improvements on major roadways, traffic mitigation, and exploration of streetlights along Lake Street as part of IDOT improvements.

Strategic Plan with Objectives 2024-2027

Short-Term Routine - 1 to 3 Years

1. Enhance communication to stakeholders via an education campaign to increase residents' awareness of village services, activities, funding.

(Administration, Police, Public Works, Golf)

- Increase Bartlett Hills social media presence.
- Increase online marketing for Bartlett Hills.
- Implement the new Bartlett Hills website.
- Public Works continuing to increase social media presence for snow events, water mains breaks, etc. and continue Bartlett Connect App. notifications.
- Public Works school outreach program.
- Investigate Citizen Village Academy.
- Track engagement on social media posts utilizing Hootsuite software.
- Continue Citizen and Teen Police Academy.

2. Enhance community events.

(Administration, Public Works, Police, Finance)

- Enhance internal reporting of community events, i.e., personnel costs, etc.
- Continue safety practices surrounding community events.
- Continue to promote events through social media and signage.
- Explore partnerships for an event on the west side of Bartlett, i.e., James Pate Philip State Park.

3. Maintain checks and balances to ensure financial stewardship.

(Finance, Public Works, Planning and Development Services)

- Increase golf course financial reporting.
- Bid out for new auditing firm at the end of current contract.
- Continue to seek grants and evaluate fee structures.
- Continue long term capital improvements forecasting.

4. Maintain positive relationships with all taxing bodies.

(Administration, Public Works, Planning and Development Services and Police)

- Continue to participate in taxing district meetings.
- Maintain collaborative practices with other taxing districts, i.e., bike path maintenance.

5. Continue to enhance and improve efficiency of service delivery methods & approaches.

(Administration, Public Works, Finance, Planning and Development Services, Police, Golf)

- Focus efforts relative to succession planning and employee recruitment and retention.
- Further evaluate options for the future stability of Bartlett Hills.
- Initiate new refuse contract negotiations/RFP.
- Continue Infrastructure asset management program.
- Initiate 2025 Tow Contract RFP.
- Evaluate deferred prosecution program.
- Increase social media recruitment efforts.
- Consolidate landscaping services contracts.
- Establish emergency interconnects with Hanover Park.
- Relocate Bartlett Hills dumpster near garage.
- Continue to implement Technology Utilization Plan initiatives.

Short-Term Complex - 1 to 3 Years

6. Continue the business recruitment strategy to attract developers to invest in the downtown area and provide options for businesses to locate to Bartlett.

(Administration, Planning and Development Services, Public Works, Finance)

- Budget and implement downtown streetscape beautification and landscaping- Metra, downtown sidewalks, and Town Center.
- Continue review, revision, and implementation of (Transit-Oriented Development) TOD plan.
- Revisit, refine and execute the village's overall economic development incentives.
- Pre-application meetings with general contractors, architects, and property owners to review downtown overlay district regulations.

7. Continue implementation of community branding plan.

(Administration, Golf)

- Develop strategy to connect east and west sides of Bartlett.
- Coordinate branding messaging with Bartlett Hills marketing.

8. Work to improve the retail business profile in the village.

(Planning and Development Services)

- Establish an entertainment district to attract visitors to Bartlett.
- Create redevelopment and marketing plans for the Rt. 59 and Rt. 25 corridors.
- Attend ICSC to promote development sites to brokers.
- Outreach to hotel brokers for available sites.
- Promote infill development sites, i.e., village's vacancy database.
- Investigate potential for a children's museum.

9. Continue process for establishing a TIF district along Lake Street.

(Administration, Planning and Development Services)

- Pursue annexation of unincorporated parcels.
- Update the future land use plan along Lake Street.
- Adopt a redevelopment plan.
- Establish the district.

10. Initiate update of the future land use plan for the village.

(Planning and Development Services)

- Hire planning consultant.
- Identify areas of the village that can be redeveloped.
- Hold public hearings for input on sub-areas.
- Propose sub-area updates.
- Adopt the updates.
- Evaluate further annexation of unincorporated properties where possible.

Long-Term Routine - 3 to 5 Years

11. Evaluate, budget, and implement water, wastewater, and stormwater infrastructure projects.

(Finance, Public Works)

- Determine the need for the Oneida Water Tower and possible site redevelopment.
- Determine the redevelopment use of the wellhouse sites downtown.
- Complete the construction of the village's new wastewater treatment plant.
- Continue water distribution improvements.
- Continue sanitary sewer program.
- Establish emergency interconnects with South Elgin and Carol Stream.
- Evaluate storm water funding.

Long-Term Complex - 3 to 5 Years

12. Improve village bike and pedestrian pathways and routes.

(Planning and Development Services, Public Works)

- Evaluate bike/pedestrian connectivity under/over and along Route 59.
- Work with the county on Naperville Road connection, Route 59, Stearns Road., and West Bartlett Road.
- Continue to work with the Park District on bike path maintenance.
- Adopt and implement a wayfinding signage plan.
- Investigate downtown complete streets.

13. Develop a strategy to identify and complete roadway improvement and traffic mitigation programs and design.

(Administration, Planning and Development Services, Public Works, Police)

- Expand corridor plan concept to include other major roadways.
- Continue to work with Stop CPKC on traffic mitigation measures.
- Implement traffic study of Hawk Hollow impact on traffic.
- Continue to evaluate Route 25 and Kenyon Road intersection.
- Pursue streetlights along Lake Street as part of IDOT improvements.

14. Evaluate and update development codes.

(Planning and Development Services)

- Analyze revisions to the ICC Code Books and review current modifications to the adopted codes.
- Adopt an updated Building Code that incorporates recent ICC codes with modifications recommended by the Building Division staff.
- Hire a consultant to draft a Unified Development Code to replace Chapter 10 Zoning Ordinance and Chapter 11 Subdivision Ordinance of the Municipal Code.



Agenda Item Executive Summary

AGENDA ITEM: Regulating Unscheduled Bus Drop-Offs BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount \$0 Budgeted \$0

Fund: Corresponding Activity Measure: N/A

EXECUTIVE SUMMARY

Attached for your consideration is a draft ordinance regarding unscheduled, unannounced, one-way bus stops allowing passengers from outside the village of Bartlett to disembark. The ordinance explains unscheduled stops without pre-arranged provisions such as food and shelter constitutes inhumane conditions, and creates a nuisance and a threat to public safety. Additionally, it outlines a procedure and timeframe to coordinate stops with the village. An application must be completed and submitted to the village 5 days in advance of a bus stop and the bus must receive written approval from the police chief before completing a stop in the village.

ATTACHMENTS (PLEASE LIST)

Memo, Ordinance

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: N/A

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION:

Staff: Samuel Hughes, Sr. Management Analyst

Date: January 31, 2024

ORDINANCE 2024 - _____

AN ORDINANCE AMENDING THE BARTLETT MUNICIPAL CODE REGARDING
UNSCHEDULED BUS STOPS

WHEREAS, the Village of Bartlett ("**Village**") is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970, and has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the Village is further authorized to pass and enforce all ordinances, including necessary police ordinances, and make all rules and regulations proper and necessary, to carry into effect the powers granted to the Village, with such fines or penalties the Village deems proper (65 ILCS 5/1-2-1; 65 ILCS 5/11-1-1); and

WHEREAS, the Village is further authorized to regulate the use of Village streets and other Village property, including the ability to regulate traffic upon Village streets, sidewalks, public places, and municipal property (65 ILCS 5/11-80-2; 65 ILCS 5/11-80-20, 625 ILCS 5/11-207; 625 ILCS 5/11-208(a)); and.

WHEREAS, pursuant to Section 11-42-6 of the Illinois Municipal Code, 65 ILCS 5/11-42- 6, the Village is authorized to license, tax and regulate operators of buses using Village streets; and

WHEREAS, pursuant to Section 11-60-2 of the Illinois Municipal Code, 65 ILCS 5/11-60- 2, the Village is authorized to define, prevent, and abate nuisances; and

WHEREAS, the Village Board finds and determines that the unscheduled, unannounced, one-way routing and dropping off of passengers arriving in the Village from outside the Village's corporate boundaries, without pre-arranged provisions such as food, shelter, or other resources by bus or other transportation providers ("**Unscheduled Stops**"), constitutes inhumane conditions, creates a dangerous condition for the individuals being dropped off in the Village, and otherwise creates a nuisance and a threat to public safety; and

WHEREAS, the Village Board further finds and determines that Unscheduled Stops, without pre-arranged provisions for passengers, may have serious safety consequences when weather conditions are adverse; and

WHEREAS, the Village Board further finds and determines that the health and safety of the passengers disembarking at Unscheduled Stops in the Village is jeopardized when there are no prior arrangements for housing, food, shelter, and other resources; and

WHEREAS, Unscheduled Stops, without advance notice to prepare for passenger arrivals, materially burden Village resources and operations, including, without limitation, police department operations; and

WHEREAS, the Village Board desires to amend the Bartlett Municipal Code ("**Village Code**"), to regulate Unscheduled Stops from buses and other transportation providers; and

WHEREAS, the Village Board has determined that amending the provisions of the Village Code as set forth in this Ordinance is in the best interests of the Village, its residents, and passengers disembarking in the Village.

NOW, THEREFORE, BE IT ORDAINED by the Village Board of Trustees of the Village of Bartlett, DuPage, Kane, and Cook Counties, Illinois, pursuant to its home rule authority, as follows:

SECTION 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

SECTION 2. Amendment to Title 6 of the Village Code. That Title 6, "Motor Vehicles and Traffic," of the Bartlett Municipal Code is hereby amended to add a new Chapter 21 ("Unscheduled Stops") as follows:

"CHAPTER 21: UNSCHEDULED STOPS

6-21-1: Definitions:

For the purposes of this Chapter, the following words or phrases have the meanings ascribed to them, except when the context otherwise indicates. All words or phrases not defined in this Section have the meanings ascribed to them in the Illinois Vehicle Code, 625 ILCS 5/1-100 et seq.

APPLICATION: A request for approval to make a bus stop in the Village on a form to be provided by the Chief that meets all the requirements of this Chapter.

APPROVAL: A written notice signed by the Chief which approves an application submitted in conformance with this Chapter.

CHIEF: The Chief of Police of the Village's Police Department or their designee.

INTERCITY BUS: Any bus used for the one-way transportation of 10 or more passengers originating from a location outside of the Village that is not a regularly scheduled service.

REGULARLY SCHEDULED SERVICE: Bus service involving passengers disembarking in the Village on a predictable and recurring basis either (i) following a schedule that is published in advance and available to the general public, and provides service in exchange for paying a fare; or (ii) provided by a business to the business's workers engaged in commuting to or from work.

UNSCHEDULED STOP: The stopping or standing of an intercity bus within the Village for the purpose of unloading or the disembarking of passengers without prior approval of the Village as required by Section § 21.02 of the Village Code.

6-21-2: Intercity Bus Stops:

A. Prohibited. Unscheduled bus stops of intercity buses are declared to be a nuisance and are prohibited in the Village.

B. Intercity buses may stop to allow passengers to disembark in the Village only if they comply with all of the following conditions and restrictions:

1. Permitted Hours.

a. Intercity buses may only stop or stand to allow passengers to disembark within the Village between the hours of 10:00 a.m. and 4:00 p.m., Monday through Friday, but not on any federal, state, or Village holidays;

b. No intercity bus may allow passengers to disembark except within 30 minutes before or after the time designated in an application that has been approved pursuant to Section § 75.02 (B)(4).

2. Permitted Location. Intercity buses may only stop or stand to allow passengers to disembark within the Village at the Bartlett Metra Station parking lot or such other location as may be approved by the Chief or their designee in their sole discretion.

3. Coordination of Disembarking Passengers. The intercity bus must be met by individuals responsible for coordinating the transportation of the passengers from the stop location in the Village to their final destination(s).

4. Advance Approval. The owner, operator, or driver of an intercity bus must obtain advance written approval of the Village before making a stop and allowing passengers to disembark within the Village. In order to obtain advanced approval of a stop, the owner, operator, or driver of the intercity bus must submit an application to the Chief or their designee at least five (5) days before the date of the proposed stop. The application must include the following information:

a. The full name, full address, and telephone numbers, including mobile telephone numbers of the owner, operator, and driver of the intercity bus;

b. The full name, full address, and telephone numbers, including mobile telephone numbers of any entity or individuals that have either directed, paid for, or financed the transport of persons who will disembark in the Village;

c. The make, model, state registration/plate number, fleet number, and vehicle identification number (VIN) of the vehicle that will be providing the service;

d. The number of persons who are proposed to disembark in the Village;

e. The full name of all persons that are proposed to be dropped-off in the Village;

f. The name, address, or location in the Village where the applicant proposes to allow passengers to disembark;

g. The date and time at which passengers will be dropped off in the Village, which shall be from 10:00 a.m. to 4:00 p.m. on a Monday through Friday, excluding any federal, state, or Village holidays;

h. The full names, addresses, telephone numbers, including mobile telephone numbers, and electronic mail addresses of all entities or individuals who will be present to meet and receive the passengers disembarking in the Village;

i. A detailed, written plan signed by the entity or individuals agreeing to be responsible for providing the plan, identifying how the disembarking passengers will be cared for, housed, and fed, either temporarily or permanently, upon disembarking in the Village;

j. Any additional information that the Chief or their designee may require; and

k. An affirmation by the applicant that the information provided in the application is true and correct. Such affirmation must be attested to by a person authorized to administer oaths or witness affirmations within the state or territory.

5. Review of Application. Upon receipt of the application for an intercity bus stop submitted pursuant to this Chapter, the Chief or their designee will undertake a review of the information contained in the application to verify its truth and authenticity and determine whether the application complies with the regulations in this Chapter. If the application is incomplete, the Chief or their designee will, in writing, advise the applicant of the additional items needed to complete the application. No later than three (3) days after receiving a completed application, the Chief or their designee will inform the applicant, in writing, that the application is approved or denied for the proposed location of disembarkation in the Village.

6. The Chief or their designee may limit the number of applications that are approved for an intercity bus disembarkation to one on any

particular day. Applications will be processed on a first-come, first-served basis, and the approval will be issued to the earliest filed complete and qualifying application.

7. Proof of Application and Approval. The driver of an intercity bus approved pursuant to this Chapter to stop in the Village must have in their possession a physical or electronic copy of an approved application and present it for inspection at the place of disembarkation, upon request by any employee or designee of the Village.

6-21-3: Revocation of Application:

The approval of an application pursuant to this Chapter may be revoked by the Chief or their designee upon the Chief's or designee's determination that the application contains any false or misleading information.

6-21-4: Exemptions:

Nothing in this Chapter will apply to any transportation for hire service which (a) is operated by the Federal government or any department or agency thereof, (b) is for the transportation of students for school purposes, (c) is operated primarily on an on-demand, door-to-door basis for the use of disabled passengers, or (d) under the Constitutions of the United States or State of Illinois, may not be made the subject of this regulation by the Village.

6-21-5: Penalty.

Any person, firm, or corporation that operates a bus in violation of any provision of this Chapter will be fined in an amount of \$750.00 per passenger on the bus.

SECTION 3. Severability. The various provisions of this Ordinance are to be considered as severable, and if any Court of competent jurisdiction shall hold any part or portion of this Ordinance invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION 4. Repeal and Saving Clause. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or cause of action which shall have accrued to the Village of Bartlett prior to the effective date of this Ordinance.

SECTION 5. Effective Date. This Ordinance shall be in full force and effect after its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Kevin Wallace, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2024- _____ enacted on _____, 2024, and approved on _____, 2024, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk