

**VILLAGE OF BARTLETT**  
**VILLAGE HALL, 228 S. MAIN STREET**  
**COMMITTEE AGENDA**  
**November 5, 2024**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **TOWN HALL:** (Note: Three (3) minute time limit per person)
4. **STANDING COMMITTEE REPORTS:**
  - A. **BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN**
    1. Downtown Property Discussion
  - B. **PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE**
    1. Asset Management Presentation
    2. Bartlett Wayfinding Signage Plan
5. **ADJOURN TO EXECUTIVE SESSION**
  - A. Executive Session pursuant to Section 2(c) 5 of the Open Meetings Act to discuss the Purchase or Lease of Real Estate Property for the use of the Public Body, including Meetings held for the purpose of discussing whether a particular parcel should be acquired
6. **ADJOURNMENT**



# Agenda Item Executive Summary

AGENDA ITEM: Downtown Property Discussion BOARD OR COMMITTEE: Committee

## BUDGET IMPACT

Amount \$N/A

Budgeted \$N/A

Fund: N/A

Corresponding Activity Measures: Continue review, revision, and implementation of TOD Plan

## EXECUTIVE SUMMARY

The Village received a technical assistance grant from the Regional Transportation Authority (RTA) in 2015 to develop a downtown transit-oriented development plan. The TOD Plan was adopted on October 18, 2016.

The presentation will also cover Village-owned properties in downtown, explain staff's approach with privately owned properties, and recommend steps for the Village Board.

## ATTACHMENTS (PLEASE LIST)

PDS Memo, presentation slides

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Continue the business recruitment strategy to attract developers to invest in the downtown area

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only - To review and provide direction to staff
- Resolution
- Ordinance
- Motion

Staff: Kristy Stone, PDS Director

Date: October 24, 2024

**PLANNING & DEVELOPMENT SERVICES MEMORANDUM**  
**24-88**

DATE: October 25, 2024  
TO: Paula Schumacher, Village Administrator  
FROM: Kristy Stone, PDS Director  
RE: **Downtown Property Discussion**

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The Village received a technical assistance grant from the Regional Transportation Authority (RTA) in 2015 to develop a downtown transit-oriented development plan. The TOD Plan was adopted on October 18, 2016.

Staff will be giving a presentation highlighting development opportunities resulting from Metra's announcement to eliminate the split platform. The presentation will also cover Village-owned properties in downtown, explain staff's approach with privately-owned properties and recommend next steps for the Village Board.

*The presentation slides are attached for your reference.*

—  
Making Transit  
Orientated  
Development a  
Reality in  
Downtown  
Bartlett



# Metra Announcement Spurs Redevelopment Opportunities



# 2024 - Metra Announces Station Platform Change

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- Metra plans to remove the split platform and have both inbound and outbound platforms located on the east side of Oak Avenue.
- This change has prompted the re-analysis of commuter parking lot locations in the downtown.
- Staff anticipates that demand for parking spaces will concentrate east of the Metra Station and parking demand on the west side of Oak Avenue will decrease significantly.
- Metra should have final plans for the platform in the Summer of 2025.
- Metra has indicated the current amount of commuter parking is sufficient for future growth and does not see the need to require additional parking.





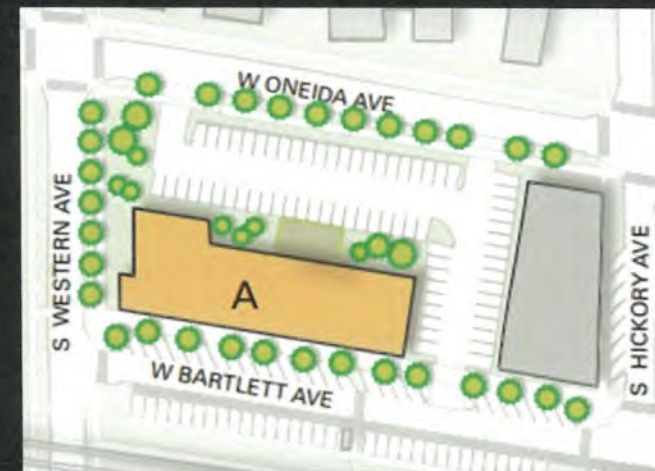
# Opportunity Site A

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- Village-owned commuter lot 11
- Approximately 0.9 acres
- Contains 86 parking spaces
- The Village and Metra have an agreement (M30103-1) *that the Village is required to replace the 86 spaces if this lot is redeveloped.*

**TOD potential for multi-family development, possibly 1<sup>st</sup> floor retail**

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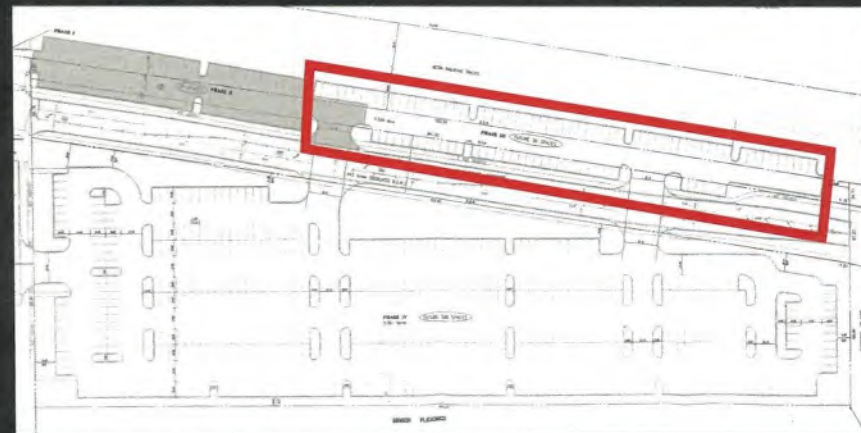
# Opportunity Site F

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- **Owned by Metra and within E Railroad Ave right of way (part of “Flexonics parcel”)**
- Approved for 99 parking spaces as Phase 3 of the station parking plan
- Metra has indicated that they do not see the need to construct additional parking (Phases 3 and 4) *however they would still require the space replacement per agreement M30103-1*

**TOD potential for commuter parking**

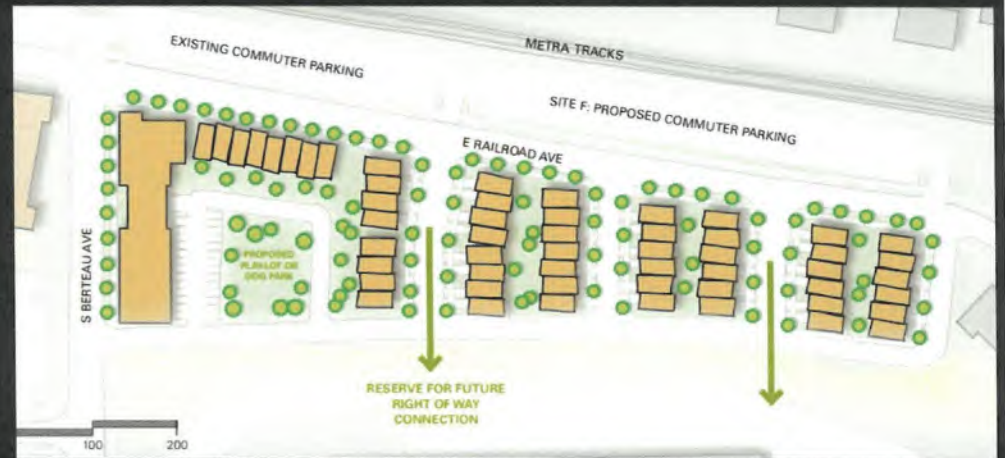
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# Opportunity Site D

- **Owned by Metra** – originally Phase 4 of the station parking plan
- Metra has indicated that they would consider exchanging this parcel for some of the Village-owned commuter lots
- Approximately 5 acres

**TOD potential for townhomes, condos, and/or apartments**



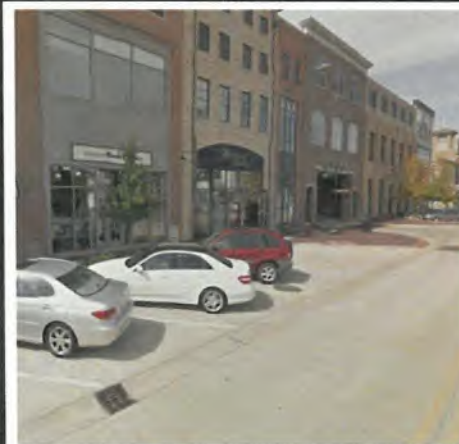
# Opportunity Site C

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- **Owned by the Village** – Commuter lots 5 and 13
- The Village would need to maintain the current number of commuter spaces these lots provide

**TOD potential for parking garage integrated with residential and/or retail and reconfigured surface parking when water tower removed**

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Parking Structure with Retail, St Charles, IL



Parking with Residential, Wheaton, IL

# Staff Recommendations

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## Meet with Metra

- Determine platform construction timeframe
- Confirm the replacement of 86 spaces from Site A (Lot 11) with 99 spaces on Site F
- Discuss which Village-owned lots could be exchanged for Site D
- Gauge support for mixed-use development with parking garage for Site C

## Future Village Board actions

- Enter into agreement with Metra on exchange of properties
- Budget for design and construction of 99 spaces on Site F
- Start request for proposals (RFP) process for Site A
- Start RFP process for Site D once exchange is complete
- Start RFP process for Site C
- Budget for removal of water tower





# Considerations for Village Owned Properties in Downtown

DAVE  
SHIGKORY AVE  
SHIG  
SOAK AVE  
SO  
W BARTLETT AVE  
W RAILROAD AVE  
N I R C  
BARTLETT  
E RAILROAD AVE  
HILLCREST LN  
STATGE AV

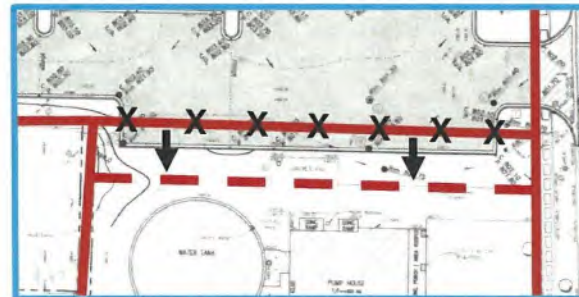
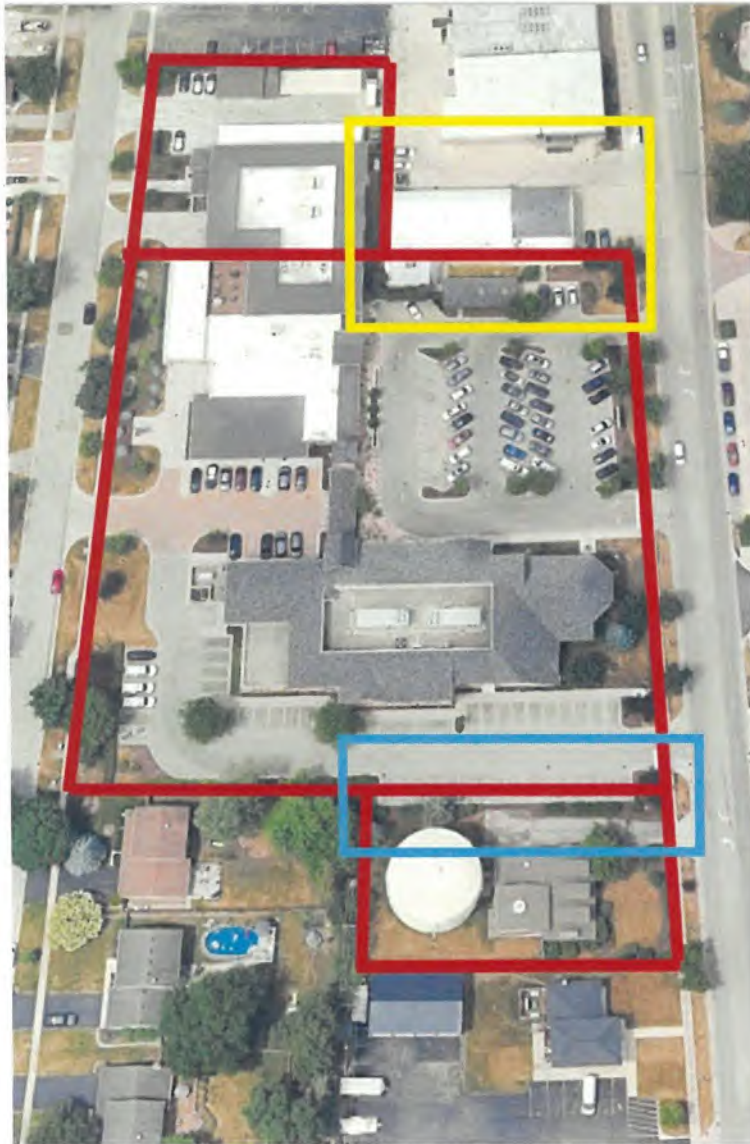


## S. Oak Ave Parking Lots

- In 2016 and 2017 the Village purchased properties on the west side of S. Oak Ave to construct a police parking lot and expand the public parking lot.
- An agreement was not reached with the owner of 214 S Oak Ave. so the building remains between the 2 parking lots.

### **CONSIDERATIONS**

- Cost to acquire property
- Cost to demolish existing structures
- Cost to design and construct new parking lot and reconfigure the parking lot built in 2023



## 2004 Bartlett Municipal Center Subdivision

- A portion of the Fire Barn is located on Lot 1
- A portion of the south employee parking lot encroaches into Lot 2

### **CONSIDERATIONS**

- Timing for demolition of the pump houses and water tank
- Resubdivision of Lot 1 and 2
  - Create a new lot that could be sold in conjunction with any future redevelopment of the Fire Barn
  - Move the property line between Lots 1 and 2 in order for parking to be on a single lot
  - The new lot 2 could be marketed for sale now or later in conjunction with any future redevelopment of 310 S. Main Street



# Main St Village Vehicle Parking Lot

- The Village owns Lots 15 and 16 in the Town Center Subdivision which includes a portion of the Town Center parking lot and a parking lot used for Village vehicles.
- A sanitary sewer runs through the site and is within an easement covering 0.11 acres of the site. Buildings cannot be placed over easements.

### **CONSIDERATIONS**

- Cost to relocate sanitary sewer
- Size of property limits the likelihood of redevelopment opportunities



# Staff's Approach for Privately Owned Properties in the Downtown

Downtown Bartlett is made up of multiple parcels with individual owners

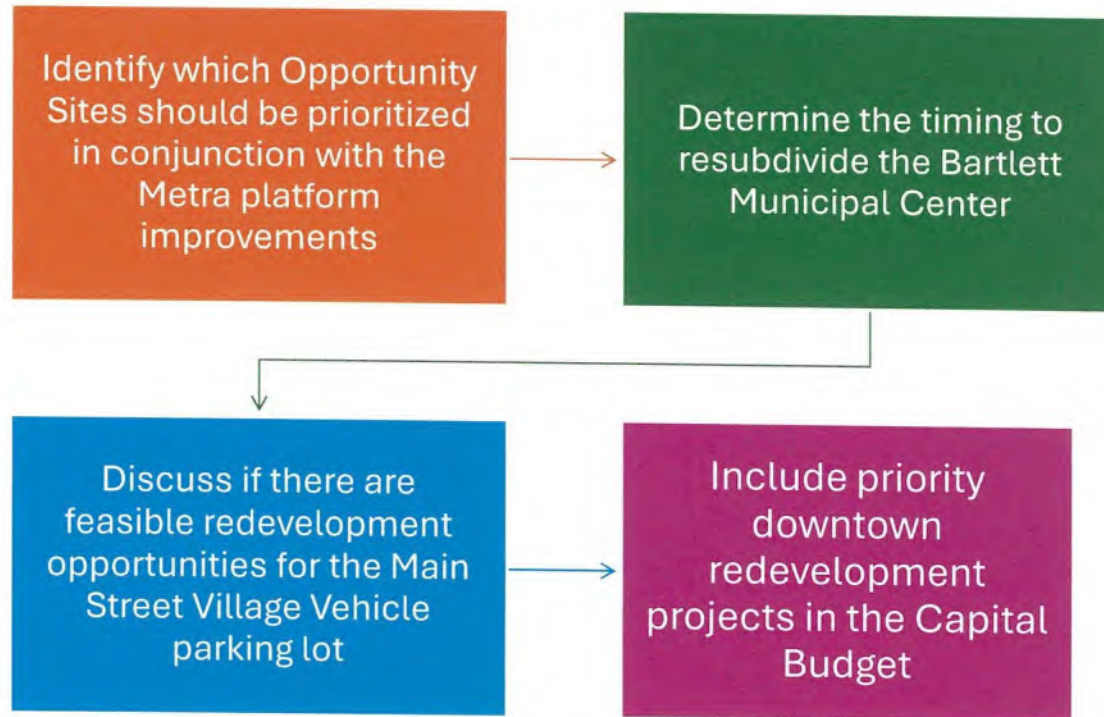
Economic Development staff routinely contacts downtown property owners to see if they are interested in selling or redeveloping their property

Staff will provide the property owner's contact information to developers only if the property owner has authorized disclosure

Planning & Development Services staff meets with property owners and developers to discuss potential downtown redevelopment opportunities

Staff does not recommend preparing conceptual plans and site layouts for privately-owned property without the owner's authorization

# Village Board Next Steps....





# Agenda Item Executive Summary

AGENDA Asset Management Presentation  
ITEM: \_\_\_\_\_

BOARD OR  
COMMITTEE: Committee

## BUDGET IMPACT

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

Fund: All Corresponding Activity Measure:

## EXECUTIVE SUMMARY

As an objective of the strategic plan goal to "Continue to enhance and improve the efficiency of service delivery methods and approaches", public works continues to look into our asset management and that typically coincides with the village's Capital Improvement Plan (CIP).

The Village of Bartlett owns and maintains approximately \$2 billion dollars of infrastructure. Staff has prepared a table for review and presentation to go over the process of maintaining, planning and budgeting for necessary improvements.

## ATTACHMENTS (PLEASE LIST)

Memo, Asset Table, Presentation

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Continue to enhance and improve efficiency of service delivery methods and approaches

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Tyler Isham, Assistant Director of Public Works

Date: October 28, 2024

# Memo

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**To:** Paula Schumacher, Village Administrator  
**From:** Tyler Isham, Assistant Director of Public Works  
**Subject:** Asset Management Presentation  
**Date:** October 28, 2024

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## **BACKGROUND**

As an objective of the strategic plan goal to “Continue to enhance and improve the efficiency of service delivery methods and approaches”, public works continues to look into our asset management and that typically coincides with the village’s Capital Improvement Plan (CIP).

The Village of Bartlett owns and maintains approximately 2 billion dollars of infrastructure. Staff has prepared the table attached for review and presentation to go over the process of maintaining, planning and budgeting for necessary improvements and rehabilitation of the village’s systems to maintain long term success and prevent large-scale failures of the different systems. It is highly unlikely to ever have to replace a whole system, but by knowing the totals and life cycles of a specific asset, it allows the village to plan and fund infrastructure improvements/maintenance to coincide with the life cycles of each asset.

## **DISCUSSION**

As will be explained in the presentation and is shown on the attached table, the village maintains numerous types of assets that the public works department’s job is to maintain and enhance. These items include everything from things that are seen, assets such as roads, sidewalks, bike paths, parkway trees, streetlights, streets signs, fire hydrants, manholes, lift stations and much more. It also includes assets not visible without digging into the ground such as storm sewers, sanitary sewers, water main, valves, pumps, and other items. Village assets also include public facilities, equipment, vehicles and personnel.

All of these different items have an anticipated life span before needing complete replacement or risk failure of the asset. Public Works staff maintain these assets through everyday maintenance (e.g. cycle trimming parkway trees) to larger construction projects (road resurfacing, pavement preservation, sewer main lining). Assets are prioritized and scheduled to the best of the department’s abilities based off need, budget, asset life cycles and board priorities.

Once an asset is installed, unless decommissioned, it is the Village’s to maintain in perpetuity. It is with that in mind that while we prepare an annual operating budget and a 5-year CIP, these assets will need continued maintenance as items age. Bartlett saw a vast amount of growth in the late 80’s, into the late 90’s/early ‘00s. As these assets age, the cost to maintain these assets that residents rely on increase. Though this does not cover all of our assets, below is a brief synopsis about our current funding levels for major infrastructure in transportation, roads, sewer and storm.

**TABLE 1: ASSET TYPE AND FUNDING SOURCE**

<b>Asset Type</b>	<b>Dedicated Funding Source</b>	<b>Funds Received By</b>	<b>Amt. Received Annually</b>
Transportation	MFT	IDOT	\$1.8 M
Storm	General Fund	N/A	N/A
Water	Water Fund	Water Rates	\$13.5 M
Sewer	Sewer Fund	Sewer Rates	\$10.7 M

Transportation

Transportation assets are typically considered to be roads, sidewalks and bike paths. The Village receives approximately \$1.8 million annually in Motor Fuel Tax (MFT) dollars that goes towards “general maintenance” of our roadways. These items include road resurfacing, crack filling, pavement preservation and concrete replacement. Public Works staff also complete various sidewalk replacements in house. Public Works Streets Division staff costs are through the General Fund. Village staff also conduct bike path resurfacing, allowing the dollars allocated to go further, though some paths (like the recently widened, South Bartlett Road Trail) were contracted out and MFT funds were utilized for that project.

The Village owns and maintains approximately 150 miles of road, 250 miles of sidewalk and 30 miles of bike path. For the roads, In an ideal scenario, a road would last approximately 20 years, before needing to be resurfaced, however, a safe range with the weather and freeze/thaw of the area would be 15-20 years. The Village utilizes Pavement Core Indices (PCI) to determine how the road is faring with a “0” being the worst, and a “100” being a newly constructed/reconstructed road. MFT allotments have stayed relatively steady over the last few years (\$1.8M), with no indication of an increase from the state. At our current budgetary constraints, village roads are on a 38-year resurfacing cycle. The Village last completed a PCI rating in 2022, and the most recent average PCI is 74. A PCI score between the range of 71-85 is considered satisfactory, and it is a range staff would recommend maintaining for the long term.

Storm

Storm assets include storm sewers, culverts, detention ponds, inlets, catch basins, etc. There is no dedicated funding source for storm sewer, so all major capital projects utilize General Funds to complete. Public Works staff complete minor storm sewer and inlet frame repairs as well as storm sewer cleaning, but major projects, like the Munger Road culvert replacement, are bid out and put into the CIP.

Water

Water assets include water mains, valves, b-boxes, hydrants, pump stations, etc. Water assets and Water Division staff utilize the water fund for the funding source. Water main replacement is the most typical project completed and is currently budgeted at \$3.6 million dollars every 2 years. The Village can cover about 2 miles of replacement with that cost, and with over 200 miles of water main to maintain, that puts the water main at a 100-year replacement cycle. Water main is intended to last 60-80 years, but with ground conditions, varying pressures, material and disruptions in the soil, the lifespan can be much less than that. The water main replacement project along Oak and North, was a little less than 2 miles of water main replaced and cost approximately \$3.5M.

Sewer

Sewer assets include sanitary sewer mains, sewer manholes, lift stations, check valves and the water reclamation facility (WRF). Sewer assets and staff utilize the sewer fund as its lone funding source. Sewer division staff conduct most of the sewer cleaning, manhole repairs and manhole cover replacements. A typical capital project for sanitary sewer is the lining of the gravity sewer mains. The village budgets

approximately \$500 thousand per year, and with nearly 170 miles of sanitary sewer main, that puts the budgetary cycle at 75 years, which is very close to the expected asset life of the mains and should be something the village continues to fund at its current level.

**TABLE 2 : ASSETS & REPLACEMENT COST**

Type of Asset	~ Total #	Unit of Measurement	Total Replacement Cost
<b>Roads</b>	150	Miles	1,319,164,199.00
Sidewalks	5,280,000	Square Feet	68,640,000.00
Bike Paths	158,400	Linear Feet	4,876,075.00
Storm Sewer Main	1,056,000	Feet	223,657,806.00
Storm Culverts	35	Each	17,500,000.00
Inlets/Catch Basins	13,500	Each	6,750,000.00
Public Trees	15,000	Each	18,000,000.00
Streetlights	1,937	Each	2,837,705.00
Traffic Signals	8	Each	4,000,000.00
Street Signs	5,000	Each	1,000,000.00
Columbarium	1	Each	85,000.00
<b>Sanitary Sewer Main</b>	820,000	Feet	31,073,034.00
Sanitary Force Main	58,000	Feet	2,413,380.00
Sanitary Manholes	4,500	Each	9,000,000.00
Lift Stations	21	Each	21,000,000.00
Water Rec. Facility	1	N/A	36,000,000.00
<b>Water Main</b>	1,100,000	Feet	126,688,194.00
Valves	2,561	Each	4,655,898.00
B-Boxes	14,500	Each	11,165,000.00
Pump Stations	3	Each	8,000,000.00
Hydrants	2,324	Each	20,409,368.00
Water Storage	8	Each	4,400,000.00
<b>INFRASTRUCTURE TOTAL (\$) *</b>			<b>\$1,941,315,659.00</b>

\*Does not include buildings/facilities, equipment, or vehicles  
**Bold items to be discussed in greater detail in the presentation**

# Village of Bartlett State of the Infrastructure

We Belong in Asset Management



# WHAT IS AN “ASSET”?

- An “Asset” is property owned by a person or organization, regarded as having value and available to meet debts
  - Physical, Financial, Human, Information, and Intangible
- Public Works exists to maintain and improve Village infrastructure
- Once the village puts something in, it’s ours forever

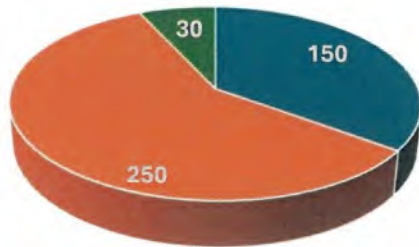
<b>Asset Management <u>IS</u></b>	<b>Asset Management <u>is NOT</u></b>
EVERYDAY AND ONGOING	ONE-TIME SPECIFIC PROJECTS
PRIORITIZING AND PLANNING	CONDITION ASSESSMENTS
PROACTIVE AND FISCALLY RESPONSIBLE	REACTIVE OR CHECKLISTS



# EXISTING VILLAGE ASSETS: A SNAPSHOT

## Streets/Sidewalks/Paths

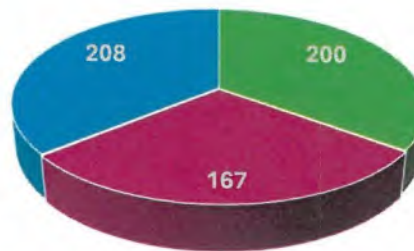
Transportation Miles



■ Road ■ Sidewalk ■ Bike Path

## Utility Mains

Miles of Main



■ Storm ■ Sanitary ■ Water

## Unit Assets

Individual Items



■ Storm Inlets ■ Public Trees  
 ■ Street Lights ■ Street Signs  
 ■ Sanitary Manholes ■ Water Valves  
 ■ B-Boxes ■ Hydrants

ESTIMATED TOTAL VALUE IN CURRENT VILLAGE ASSETS\*: **\$1,941,315,659.00**

\*Does not include vehicles, equipment, or facilities

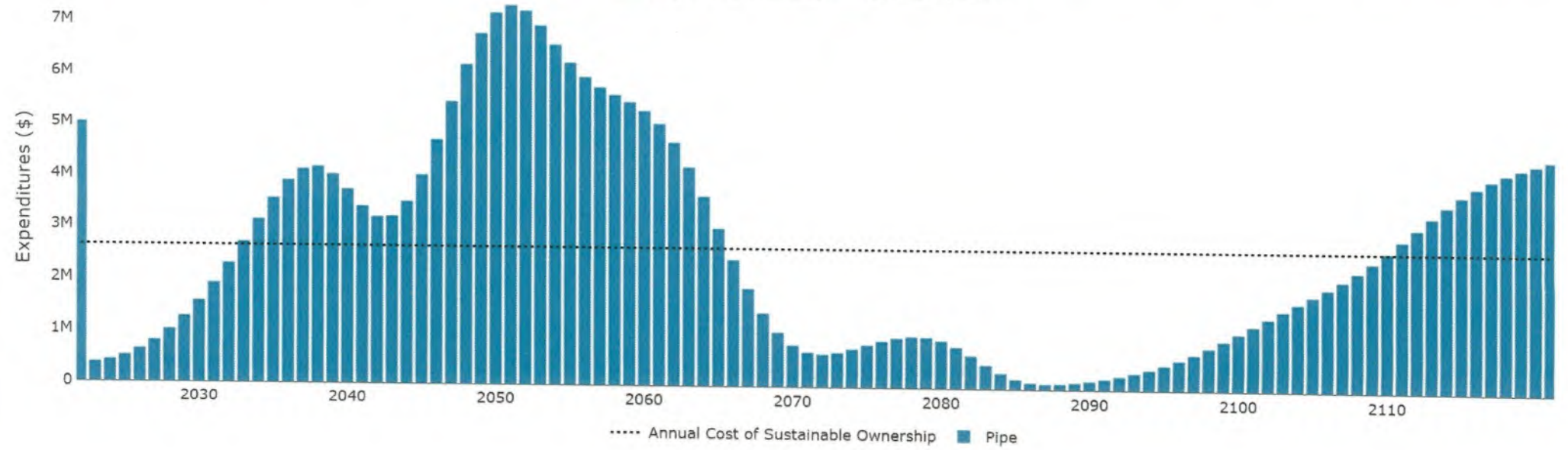
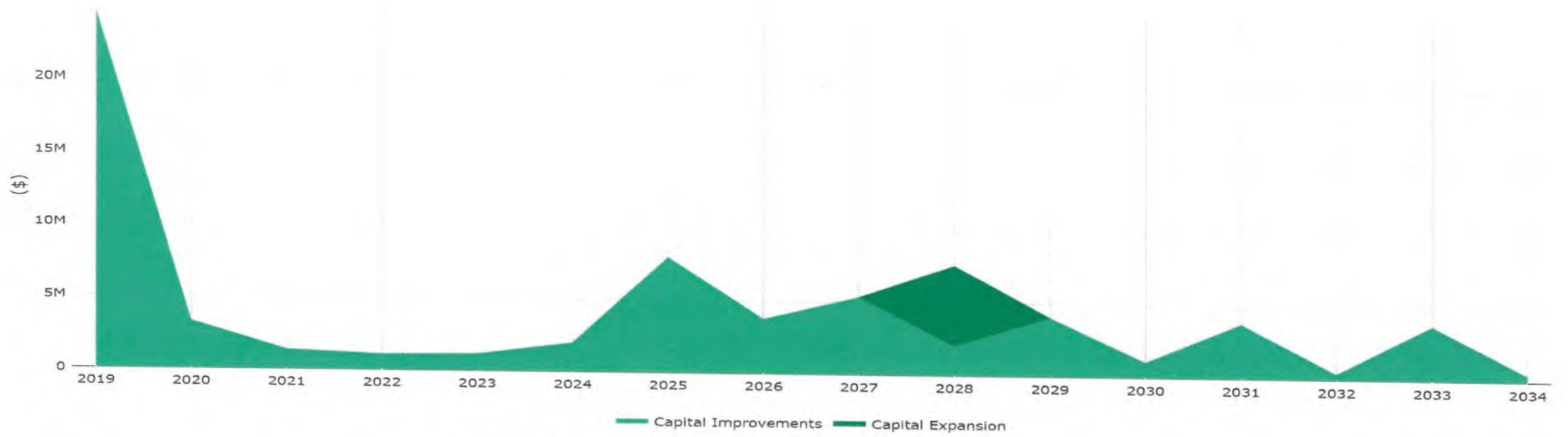
# MAINTAINING HOW WE “GO”

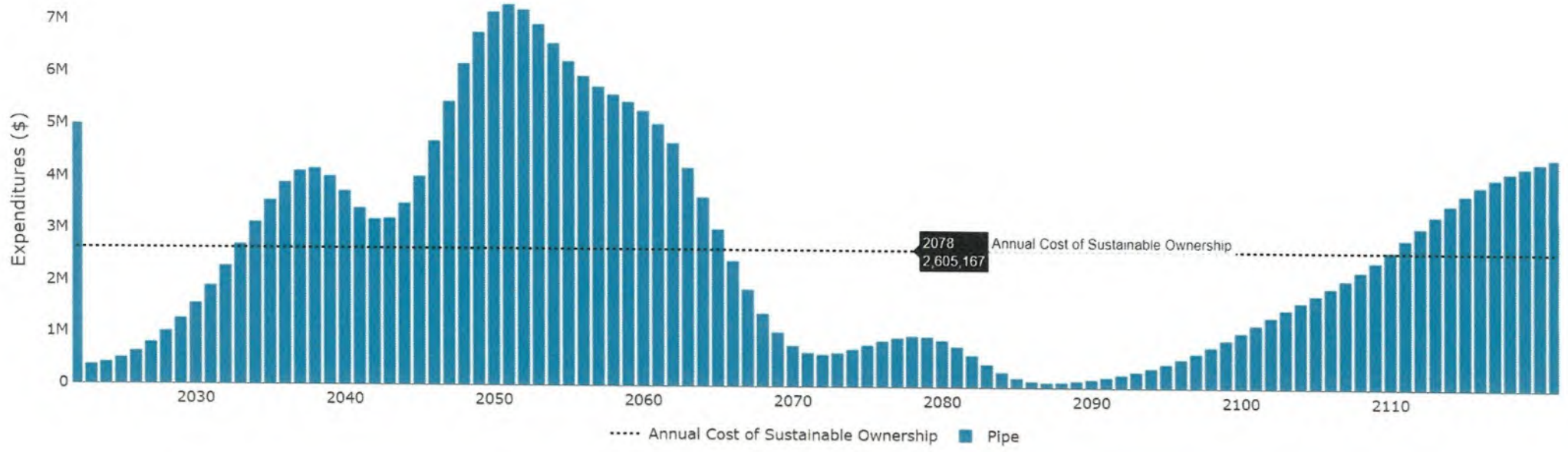
ASSET TYPE	~ # of MILES	HOW WE DECIDE	\$ SOURCE	AMT. REC. ANNUALLY	TYP. PROJECT	PROJECT BUDGET	MILES/ BUDGET
ROADS	150	PCI	MFT	\$1.8M	RESURFACING	\$3.5M / 2 YEARS	8*
WATER	208	BREAKS, LEAD	WATER FUND	VARIES	WATER MAIN REPLACEMENT	\$3.6M / 2 YEARS	2*
SEWER	167	CLAY, I/I, MWRD	SEWER FUND	VARIES	LINING	\$500K	2*

\*assumes all same size for water/sewer main: 8"

## MAINTENANCE LIFE CYCLES

ASSET TYPE	ASSET FUNDING LEVEL	EXPECTED ASSET LIFE*	CURRENT BUDGETARY CYCLE*	OPTIMAL PROJECT BUDGET	CURRENT BUDGET SHORTFALL
ROADS	\$3.5M/2YEARS	~20 YEARS	38 YEARS	\$6.56M/2 YEARS	\$3.06M/2 YEARS
WATER	\$3.6M/2 YEARS	~60 YEARS	104 YEARS	\$10.4M/2 YEARS	\$6.8 M/2 YEARS
SEWER	\$0.5M/YEAR	~75 YEARS	75 YEARS	0.5M/YEAR	N/A





Id	Item Descriptor	Category	Inflation	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1	Water Main Replacement	Capital Improvements	2.00%	\$1,242,594	\$479,294	\$1,144,437	\$1,030,191	\$1,105,904	\$300,000	\$3,600,000	\$200,000	\$3,600,000	\$200,000	\$3,600,000	\$200,000	\$3,600,000	\$250,000	\$3,600,000	\$300,000
2	Schick Water Tower Painting	Capital Improvements	0.00%	\$587,801	\$2,200			\$3,000	\$30,000	\$1,355,000									
2.2	Stearns Rd. Pump Station	Capital Improvements	0.00%						\$1,150,000										
3	Leak Survey	Capital Improvements	0.00%		\$15,213	\$21,594	\$26,781	\$22,622	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
4	DWC Transition	Capital Improvements	0.00%	\$18,634,829	\$1,227,289	\$101,405													
5	Village System Imprvmts	Capital Improvements	0.00%	\$3,806,657	\$1,563,847	\$93,580	\$31,549	\$18,690	\$10,000										
6	Lead Service Replacement	Capital Improvements	0.00%			\$16,685	\$5,568				\$100,000	\$100,000	\$100,000						
7	Infrastructure Removals	Capital Improvements	0.00%				\$3,558	\$2,959	\$25,000	\$185,000		\$100,000	\$100,000	\$300,000					
8	Hydrant Painting	Capital Improvements	0.00%				\$14,280	\$19,430	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
9	Meter Program	Capital Improvements	2.00%					\$22,954	\$1,500,000	\$1,500,000	\$2,250,000	\$750,000							
10	Misc	Capital Improvements	0.00%	\$299,423															
11	Stearns Ground Storage Painting	Capital Improvements	2.00%								\$985,000								
13	Oneida Water Tower Removal	Capital Improvements	0.00%									\$375,000							
13	Villa Olivia Water Tower Painting	Capital Improvements	0.00%												\$700,000				
14	Southwind Water Tower Painting	Capital Improvements	0.00%										\$1,500,000						
15	Lake Michigan Pump Station	Capital Improvements	0.00%																
15	LMPS Ground Storage Tanks	Capital Improvements	0.00%																
17	Lake St. Pump Station	Capital Improvements	0.00%																
19	Kent Circle Water Tower	Capital Improvements	0.00%																
20	New Water Tower	Capital Expansion	0.00%										\$5,500,000						
21	Hanover Park Interconnect	Capital Improvements	0.00%								\$75,000	\$250,000							
22	South Elgin Interconnect	Capital Improvements	0.00%										\$100,000						
23		Capital Improvements	0.00%																
Totals				\$24,571,304	\$3,287,843	\$1,377,701	\$1,111,927	\$1,195,559	\$2,015,000	\$7,965,000	\$3,785,000	\$5,350,000	\$7,575,000	\$4,075,000	\$1,075,000	\$3,775,000	\$425,000	\$3,775,000	\$475,000

# LEVELS OF SERVICE

Poor (<20)



Mid (60.5)



Current Avg. (72)



Like New (>90)



# WHERE DO WE GO FROM HERE?



**"Great plan. Could we get some more details?"**

- Budgeting, Planning and Preparing for the Future
- Aligning Funding and Level of Service Goals with Capital Projects







# Agenda Item Executive Summary

AGENDA ITEM: Bartlett Wayfinding Signage Plan BOARD OR COMMITTEE: Committee

## BUDGET IMPACT

Amount \$N/A

Budgeted \$N/A

Fund: N/A

Corresponding Activity Measures: **Adopt and implement a wayfinding signage plan**

## EXECUTIVE SUMMARY

The Bike and Run Plan Advisory Committee has been working with Planning & Development and Public Work staff on a Wayfinding Signage Plan for the Village's bike path network. The plan also includes wayfinding signage for major roadway corridors.

The Bike & Run Advisory Committee reviewed the final draft at their October 17, 2024 meeting and made a recommendation that the Village Board adopt the plan.

## ATTACHMENTS (PLEASE LIST)

PDS Memo, Bartlett Wayfinding Signage Plan

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Improve village bike and pedestrian pathways and routes

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only - To review and forward to the Village Board
- Resolution
- Ordinance
- Motion


Staff: Kristy Stone, PDS Director

Date: October 24, 2024

**PLANNING & DEVELOPMENT SERVICES MEMORANDUM**  
**24-87**

DATE: October 24, 2024

TO: Paula Schumacher, Village Administrator

FROM: Brian Krause, Associate Planner 

RE: **Bartlett Wayfinding Signage Plan**

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**Background**

A long term, complex goal of the Village of Bartlett Strategic Plan is to improve the bike and pedestrian pathways and routes. At the beginning of the process of creating the Wayfinding Signage Plan, Planning and Development Services (PDS) and GIS staff created an interactive web map for Bike & Run Committee members to give their initial feedback on the best locations for wayfinding signage around the Village. PDS staff then began drafting a wayfinding signage policy document based on this feedback in early 2024 to achieve one of the activity measures. At the June 27, 2024 Bike & Run Plan Advisory Committee Meeting, PDS staff presented a preliminary draft of the Bicycle Wayfinding Plan and received feedback and suggestions from Committee members and members of the public.

This feedback was then incorporated into the final plan as staff prepared it for the October 17 Bike & Run Committee Meeting. PDS staff worked in collaboration with the Administration Department to ensure the plan and sign design incorporated the We Belong in Bartlett branding materials, and with the GIS department to include updated bikeways maps into the plan. Staff from the Public Works Department were also heavily involved in the process of designing and determining the placement of the signs.

The final draft of the Bartlett Wayfinding Signage Plan was presented at the October 17 Bike & Run Committee Meeting. In addition to discussing the suggested changes to the plan implemented since the presentation of the preliminary draft, further discussion was had between committee members, members of the public, Public Works staff, and PDS staff.

**Discussion**

The Bartlett Wayfinding Signage Plan:

- Reiterates the importance of the Village's Strategic Plan goals
- Provides designs, locations, and text for Bicycle Wayfinding signs and Corridor Wayfinding signs

- Outlines design guidelines and standards
- Establishes a rough cost estimate for the implementation of the plan

### **Recommendation**

1. The Bike & Run Plan Advisory Committee held a meeting on October 17, 2024, reviewed the plan with staff, and passed a formal recommendation for the Village Board to adopt the plan.
2. The Bartlett Wayfinding Signage Plan is attached for your reference.



Wayfinding signs for Bartlett:

- ← Bartlett Trl 0.9
- ← Downtown / Metra 2.5
- ↑ DuPage Trl 0.9
- ← Community Center 1.7
- ← Downtown / Metra 2.4
- Rte 59 Underpass

You Belong in  
**Bartlett**

- Community Center / Library
- Downtown / Metra
- ← State Park

# Bartlett Wayfinding Signage Plan

October 2024

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Installing wayfinding signage at key intersections of the Village of Bartlett's trail and roadway network would greatly improve the Village's navigability and sense of place. To guide this project, the Bartlett Wayfinding Signage Plan was created, meeting goal number 12 of the Village of Bartlett Strategic Plan 2024-2027: Improve the Village bike and pedestrian pathways and routes.

Part 1 of this document is the Bicycle Wayfinding Plan, a plan supported by the Bartlett Bike & Run Plan Advisory Committee to advertise the accessibility of Bartlett's points of interest from the bike network. The proposed signs are all located within Bartlett right-of-way, and installation can begin immediately.

Part 2 of this document is the Corridor Wayfinding Plan, which proposes the installation of signs at the major roadway entrances to the community and gives incoming travelers directions to important locations. These signs will require intergovernmental agreements prior to installation.

Finally, the Bartlett Wayfinding Signage Plan includes cost estimates for the construction and installation of each of the proposed signs, as well as a detailed appendix listing the specifics of each sign and their locations.

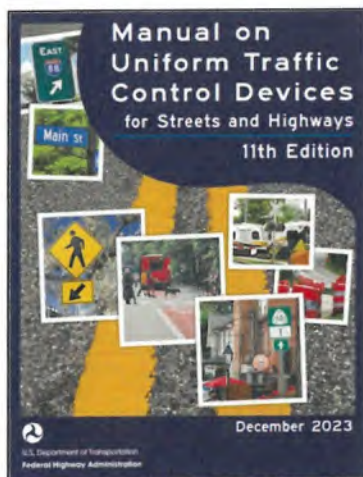


Figure 1: Cover page of the MUTCD

To create the Bartlett Wayfinding Signage Plan, the 11th edition of the Manual of Uniform Traffic Control Devices was heavily consulted. This document from the U.S. Department of Transportation sets standards for the design and placement of wayfinding signage.



## Acknowledgements:

Bike & Run Plan Advisory Committee:

Trustee Adam Hopkins, Chairman

Jay Doherty

John Goetz

Barry Krall

Dan Palmer

Village of Bartlett:

Administration Department

Planning & Development Services Department

Public Works Department



# Bicycle Wayfinding Plan

## Bicycle Wayfinding Plan - The Process

Under the direction of the Bartlett Bike & Run Plan Advisory Committee, Planning and Development Services (PDS) staff compiled a map of potential locations for signage along the community's shared-use paths. These signs were to be created to point path users in the direction of Bartlett's many bicycle-friendly locations, including the Bartlett Community Center, the Bartlett Metra Station, and the North Central DuPage Regional Trail.

Then, staff worked with committee members to find suitable locations for signs at intersections of the Bartlett shared-use trail network. This was done by committee members on a digital map (Figure 2), and then again by staff on a paper map (Figure 3).

Figure 2: Wayfinding locations committee proposal



Figure 3: Wayfinding locations proposal in progress



A draft version of the Bartlett Bicycle Wayfinding Plan was then presented to the Bike & Run Plan Advisory Committee on June 27, 2024. At that meeting, staff received useful comments and suggestions on creating this final draft.

## Style and Design

Following the standards included in the MUTCD, and in collaboration with the Village of Bartlett's Planning & Development Services Department, Public Works Department, and Bike & Run Plan Advisory Committee, the design shown below has been chosen.



Figure 4: Completed Bicycle Wayfinding design

# Bicycle Wayfinding Plan

The following map presents the key locations along the path network that the proposed bicycle wayfinding signs will point the path users towards. These locations were chosen based on accessibility from the path, high usage, and overall significance to the community.

## Key Destinations

Map 1: Key Destinations of Bartlett - Bicycle Plan

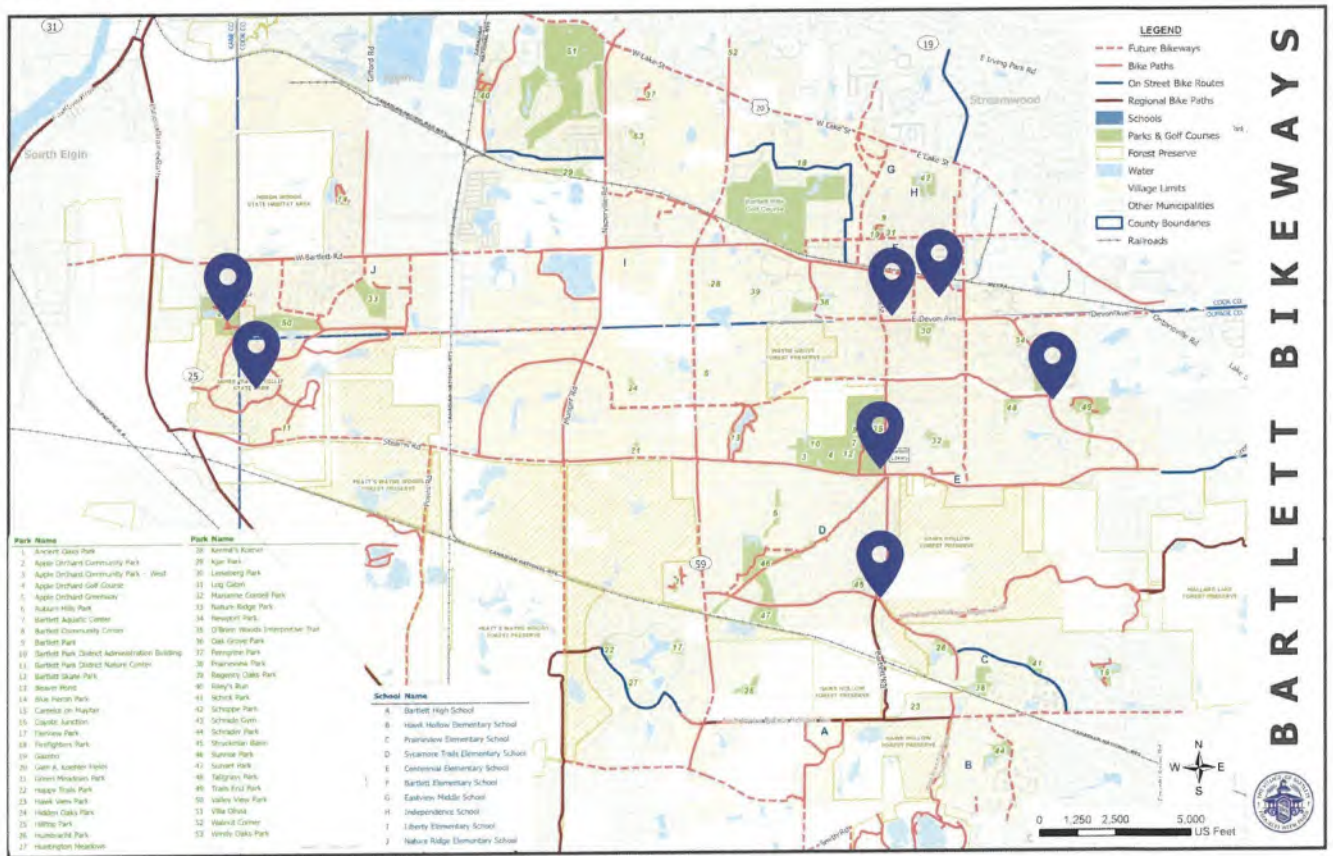


Table 1: Key Destinations of Bartlett - Bicycle Plan

Key Destination	Bartlett Community Center	Bartlett Trail	Downtown Bartlett	Bartlett Metra Station	Glen A. Koehler Fields of Bartlett*	North Central DuPage Trail	James "Pate" Philip State Park*
Abbreviation	Community Center	/	Downtown	Metra	Koehler Fields	/	State Park

\*While Koehler Fields and the State Park are not currently accessible to the entire path network, they will be added to signs installed when the missing connections are made.



# Bicycle Wayfinding Plan

The following map depicts the proposed locations for each of the initial six signs in the Bicycle Wayfinding Signage Plan. Additional locations will be reviewed by the Bike & Run Advisory Committee when additional bike paths are installed.

## Sign Locations

Map 2: Bicycle Wayfinding Sign Locations

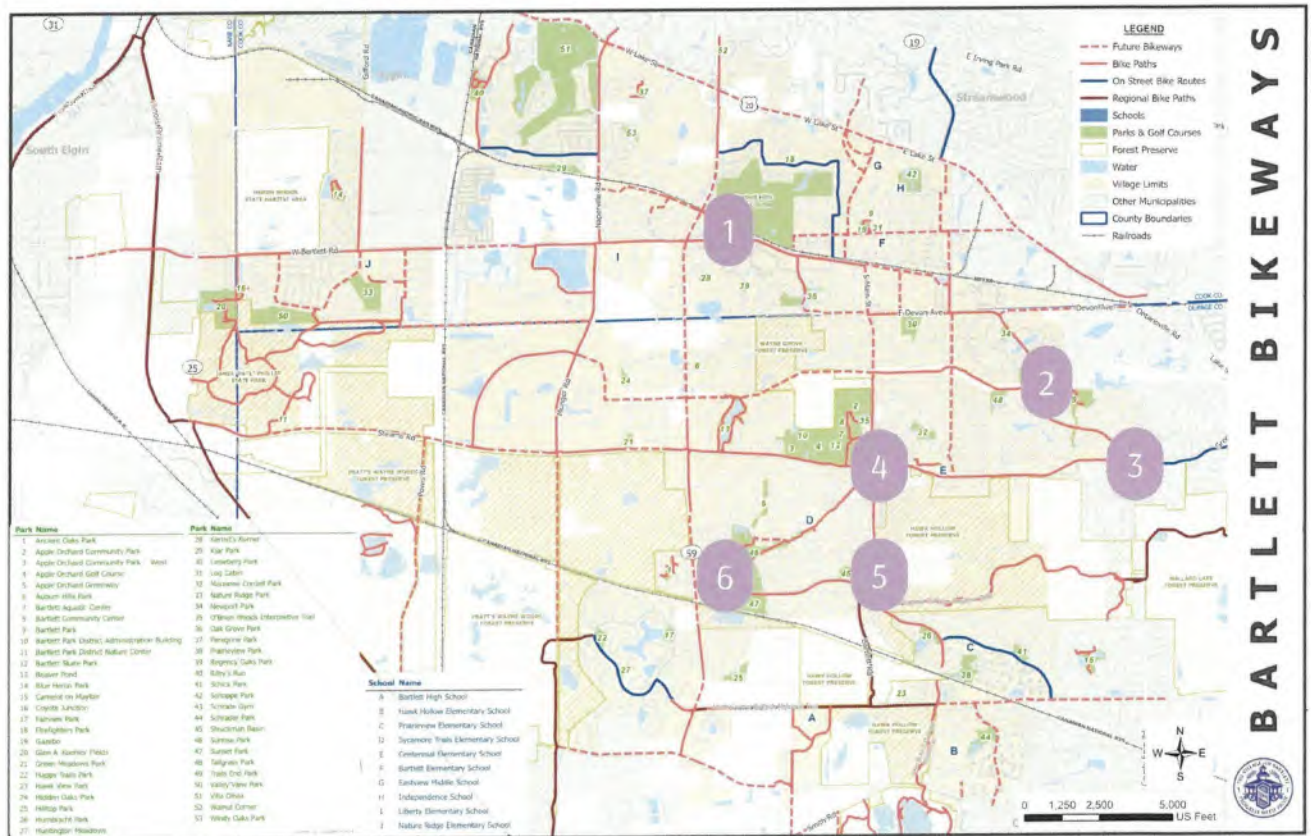


Table 2: Bicycle Wayfinding Sign Locations

#	1	2	3	4	5	6
Cross Streets	W Bartlett Rd, East of Route 59	Newport Blvd, The Bartlett Trail	Newport Blvd, Stearns Rd	S Bartlett Rd, Stearns Rd	S Bartlett Rd, Struckman Blvd	Struckman Blvd, The Bartlett Trail
Number of Signs	1	1	1	2	1	1

# Corridor Wayfinding Plan

## Corridor Wayfinding Plan - Purpose and Goals

The Bartlett Wayfinding Signage Plan was created in direct response to the Village of Bartlett Strategic Plan 2024 - 2027. Where the Bicycle Wayfinding Plan helps shared-path users to navigate Bartlett's points of interest internally, the signs proposed in the Corridor Wayfinding Plan help residents and visitors entering the community from the outside establish routes to those same points of interest.

Figure 5: Goal 12 from the Village of Bartlett Strategic Plan 2024 - 2027

### Long-Term Complex - 3 to 5 Years

#### 12. Improve village bike and pedestrian pathways and routes.

- 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.

There were several important components staff determined to be essential pieces to include in the corridor signage. First, the signs' placement at the entrances to the Village necessitates the inclusion of easily readable branding material, for both navigation and place demarcation. Second, the list of place names should include popular and significant destinations across Bartlett, so that recreational, industrial, or residential travelers are able to find where they need to go with ease. Finally, directional arrows indicate the shortest route to reach those destinations, cutting travel time and circuitous paths.

## Style and Design

The design of the Corridor Wayfinding Signs is intended to be simple and elegant. The final design shown to the right was chosen by staff based on its ability to cleanly present information while also matching the existing signage and branding of the community.

Figure 6: Completed Corridor Wayfinding design



# Corridor Wayfinding Plan

The following map presents the key locations that the proposed corridor wayfinding signs will point roadway users towards. These destinations were chosen based on high usage, and overall significance to the community.

## Key Destinations

Map 3: Key Destinations of Bartlett - Corridor Plan

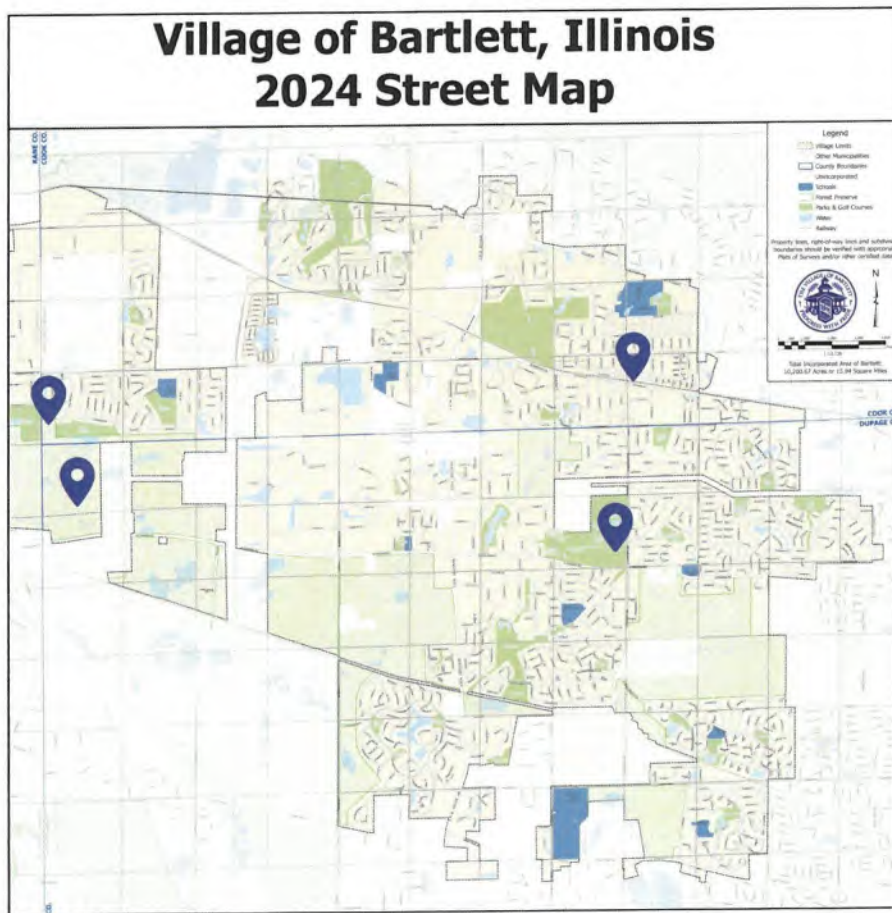


Table 3: Key Destinations of Bartlett - Corridor Plan

Key Destination	Bartlett Community Center / Bartlett Public Library	Downtown Bartlett / Bartlett Metra Station	Glen A. Koehler Fields of Bartlett	James Pate Phillip State Park
Abbreviation	Community Center / Library	Downtown / Metra	Koehler Fields	State Park

# Corridor Wayfinding Plan

The following map presents the proposed locations for each of the 9 signs in the Corridor Wayfinding Signage Plan. With the exception of Sign 6, all of these signs are located in the right-of-way not under the jurisdiction of the Village of Bartlett, specifically the counties of Cook, DuPage, and Kane, and the Illinois Department of Transportation (IDOT). Each of these signs will require intergovernmental agreements prior to installation, and will likely need to meet additional design codes and permit fees.

## Sign Locations

Map 4: Corridor Wayfinding Sign Locations

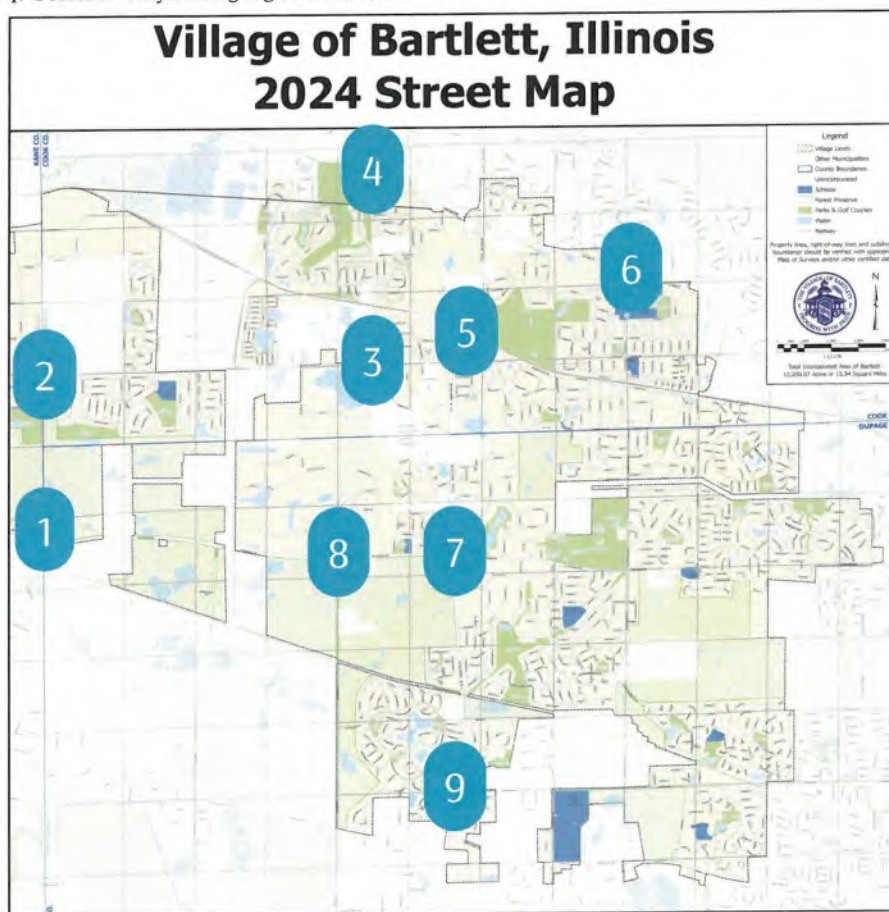


Table 4: Corridor Wayfinding Plan Sign Locations

#	1	2	3	4	5	6	7	8	9
Cross Streets	Stearns Rd, Dunham Rd	W Bartlett Rd, Route 25	W Bartlett Rd, Naperville Rd	W Lake St, Naperville Rd	W Bartlett Rd, Route 59	W Lake St, Oak Ave	W Stearns Rd, Route 59	W Stearns Rd, Munger Rd	Route 59, W Schick Rd
Jurisdiction	Kane County	Kane County	Cook County	IDOT	IDOT	Village of Bartlett	IDOT	DuPage County	IDOT

# Design Specifics

The following standards were incorporated into the design and placement of all wayfinding signs:

- Signs should adhere to the standards set in the 11th edition of the Manual on Uniform Traffic Control Devices\*
- All signs should be uniform in their style, both in design and placement
- Signs should include the following elements:
  - The name of a key destination within Bartlett\*\*
  - A directional arrow indicating the shortest path
  - The mileage from the sign to each key destination\*
- Destinations should be stacked, sorted first by direction of the destination, and then by distance, with the nearest destinations listed first.
- Signs should be placed at or near key intersections and decision points

\*Bicycle Wayfinding Plan signs only

\*\*Including only bicycle accessible locations for the Bicycle Wayfinding Signs

## Bicycle Wayfinding Plan Signs



Figure 6: Bicycle Wayfinding design, detailed

## Corridor Wayfinding Signs

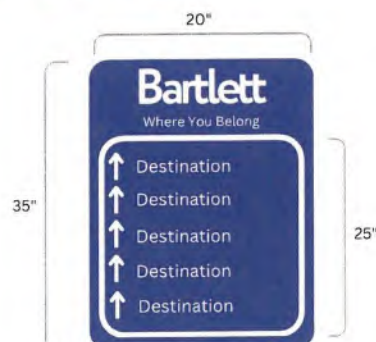


Figure 7: Corridor Wayfinding design, detailed

# Cost Estimates

The following page includes estimated costs for both signage plans. Each are based on the following cost assumptions:

Estimated Price Per Square Footage	\$50
Estimated Price Per Post	\$100

## Bicycle Wayfinding Plan Signs

Table 5: Cost Estimates - Bicycle Wayfinding Signs

	Square Footage	Cost Per Sign Face	Number of Signs	Total Face Cost
Single Destination (30" X 12")	2.5	\$125.00	2	\$250.00
2 Destinations (30" X 18")	3.75	\$187.50	7	\$1,312.50
3 Destinations (30" X 24")	5	\$250.00	2	\$500.00

Number of Posts	Total Post Cost
7	\$700.00

Total Costs
\$2,762.50

## Corridor Wayfinding Signs

Table 6: Cost Estimates - Corridor Wayfinding Signs

	Square Footage	Cost Per Sign with Post	Number of Signs	Total Cost
Corridor Sign (20" X 35")	4.86	\$343.00	9	\$3,087.00

# Sign Location Listings

## Bicycle Wayfinding Signs

### Location 1

- West Bartlett Rd, east of IL Route 59
- Village of Bartlett right-of-way
- 1 sign



Sign 1, Facing West



Sign 1, Facing East



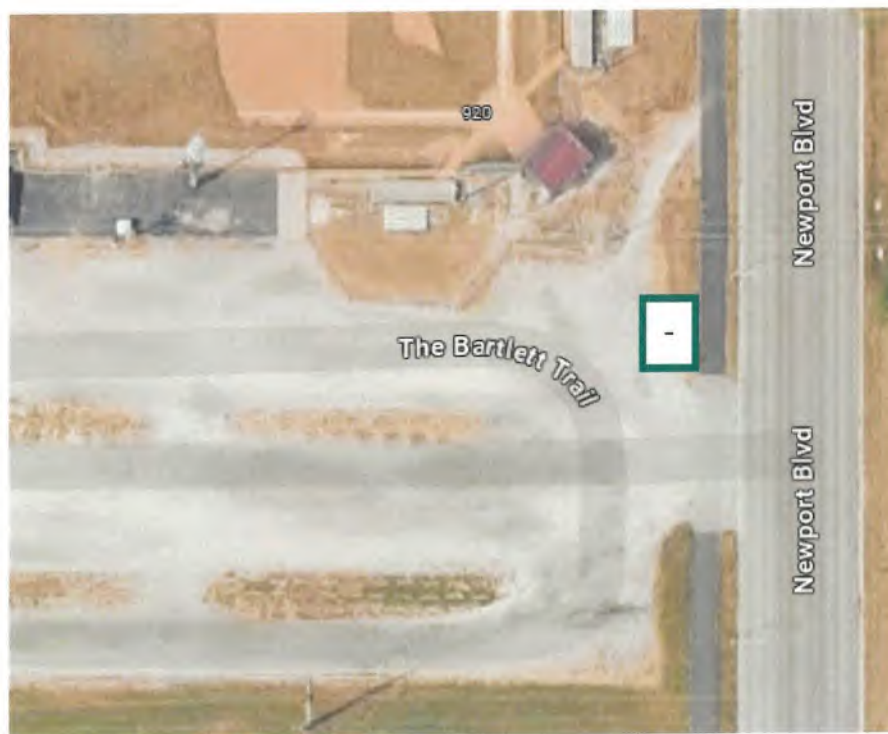
\*Added after Underpass is completed

# Sign Location Listings

## Bicycle Wayfinding Signs

### Location 2

- Newport Blvd and The Bartlett Trail
- Village of Bartlett right-of-way
- 1 sign



Sign 2, Facing South



Sign 2 - Facing North



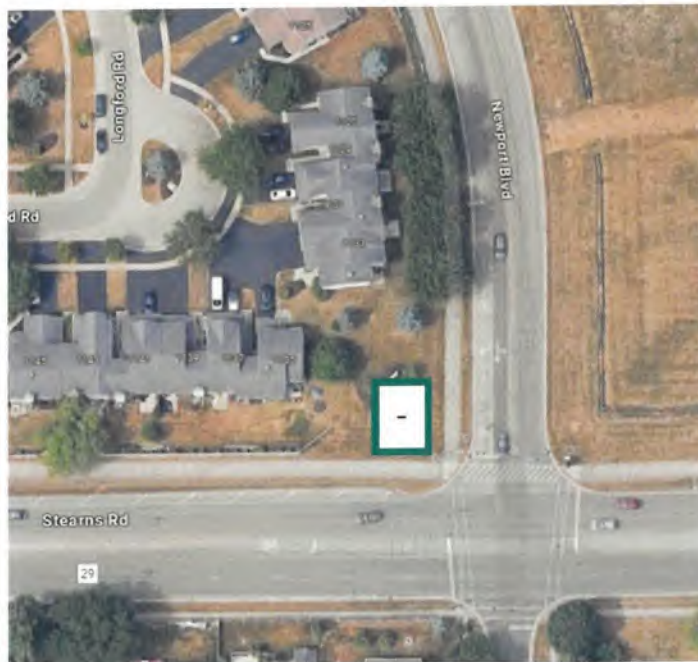


# Sign Location Listings

## Bicycle Wayfinding Signs

### Location 3

- Newport Blvd and Stearns Rd
- Village of Bartlett right-of-way
- r Sign



Sign 3 - Facing West



Sign 3 - Facing East



# Sign Location Listings

## Bicycle Wayfinding Signs

### Location 4

- Stearns Rd and South Bartlett Rd
- Village of Bartlett right-of-way
- 2 signs



Sign 4A - Facing South

Sign 4B - Facing East



# Sign Location Listings

## Bicycle Wayfinding Signs

### Location 5

- Struckman Blvd and South Bartlett Rd
- Village of Bartlett right-of-way
- I sign



Sign 5, Facing West

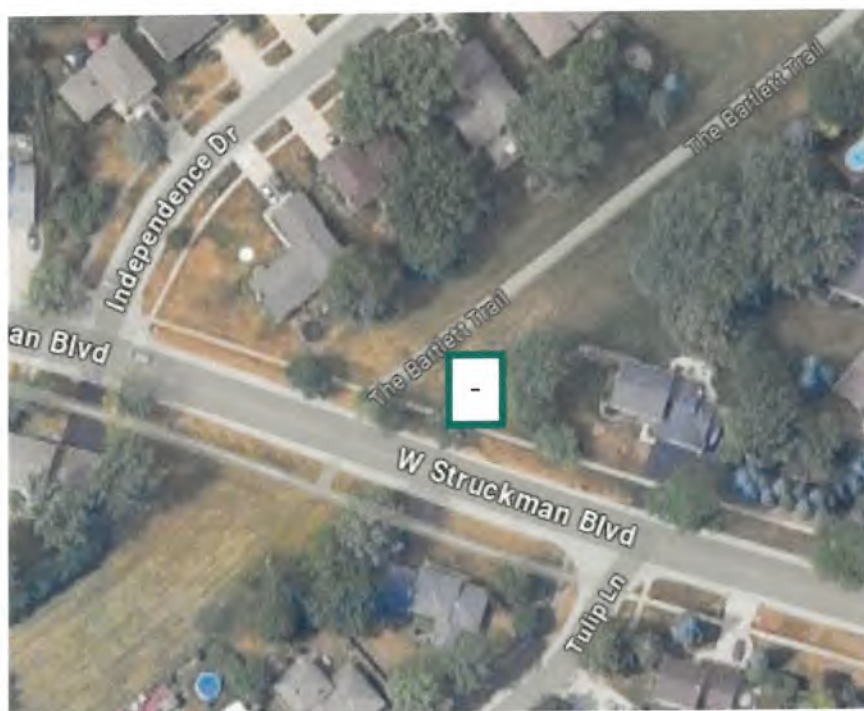


# Sign Location Listings

## Bicycle Wayfinding Signs

### Location 6

- Struckman Blvd and The Bartlett Trail
- Village of Bartlett right-of-way
- I sign



Sign 6, Facing West



Sign 6, Facing East

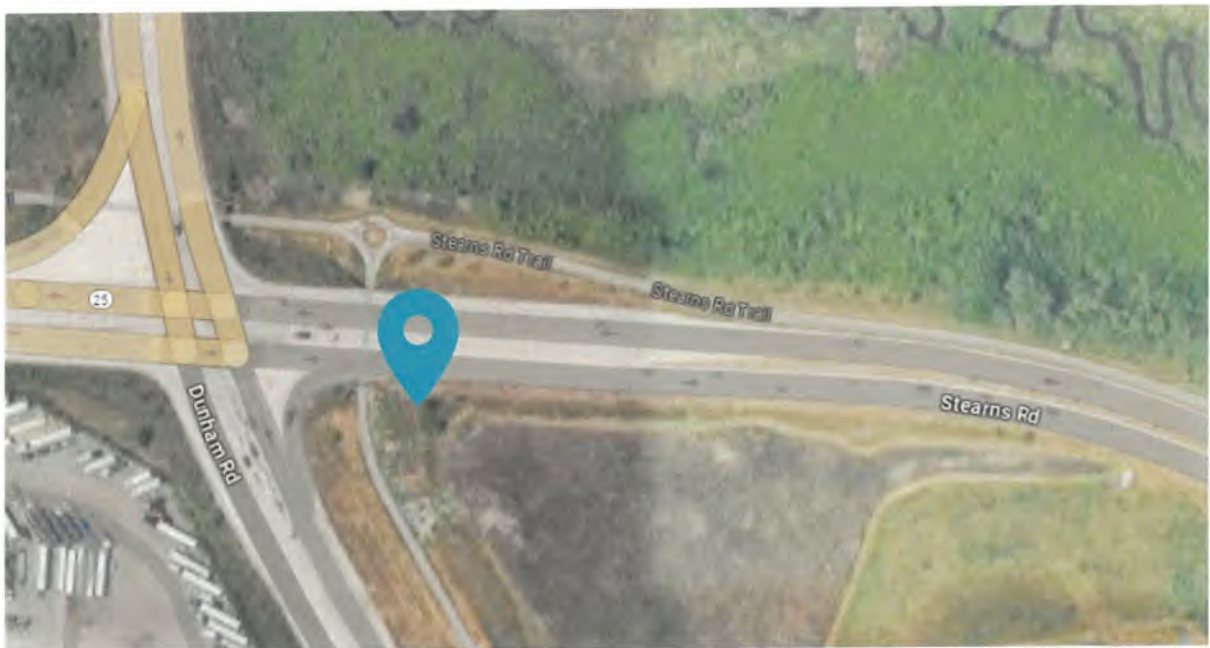


# Sign Location Listings

## Corridor Wayfinding Signs

### Location 1

- Stearns Rd and Dunham Rd
- Kane County DOT right-of-way



Sign 1 - Facing West

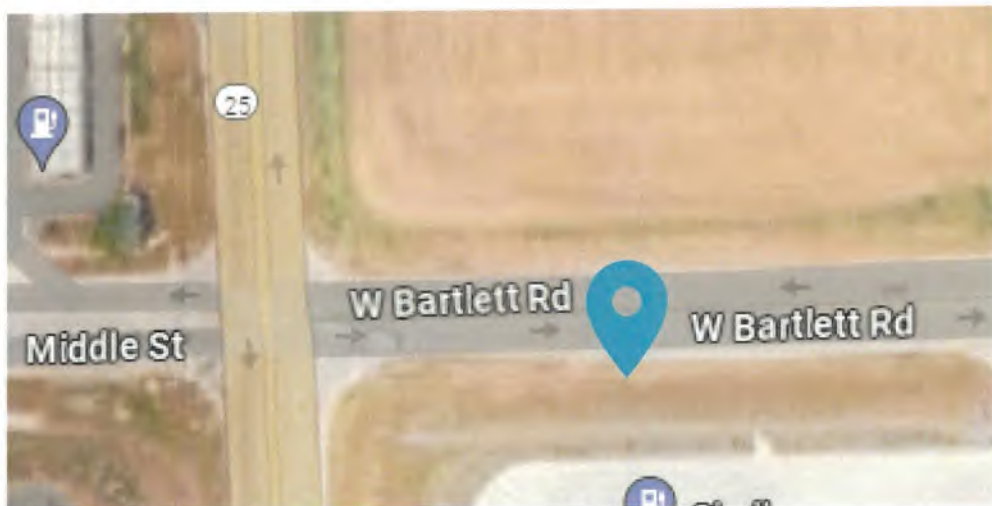


# Sign Location Listings

## Corridor Wayfinding Signs

### Location 2

- West Bartlett Rd and IL Route 25
- Kane County DOT right-of-way



Sign 2 - Facing West

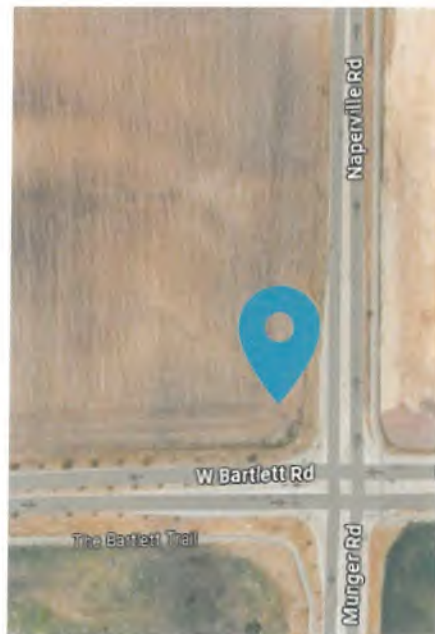


# Sign Location Listings

## Corridor Wayfinding Signs

### Location 3

- W Bartlett Rd and Naperville Rd
- Cook County DOT right-of-way



Sign 3 - Facing North

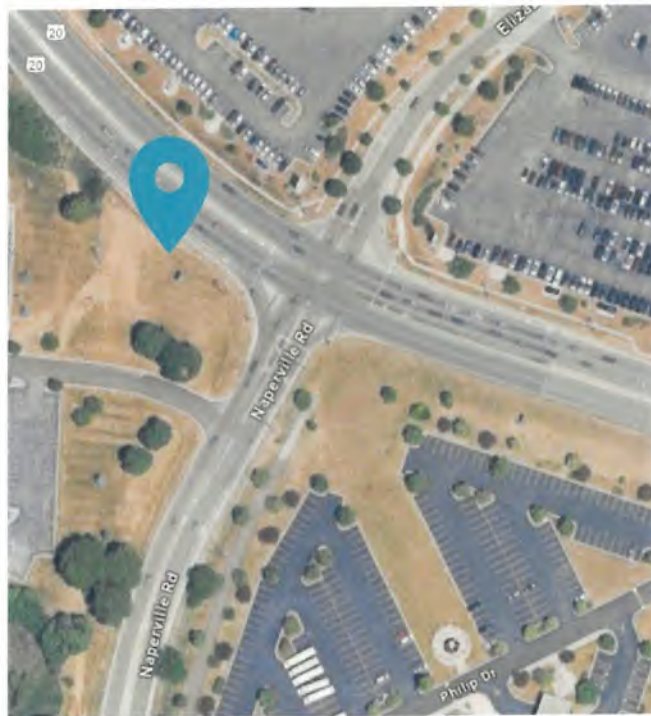


# Sign Location Listings

## Corridor Wayfinding Signs

### Location 4

- West Lake St and Naperville Rd
- IDOT right-of-way



Sign 4 - Facing West



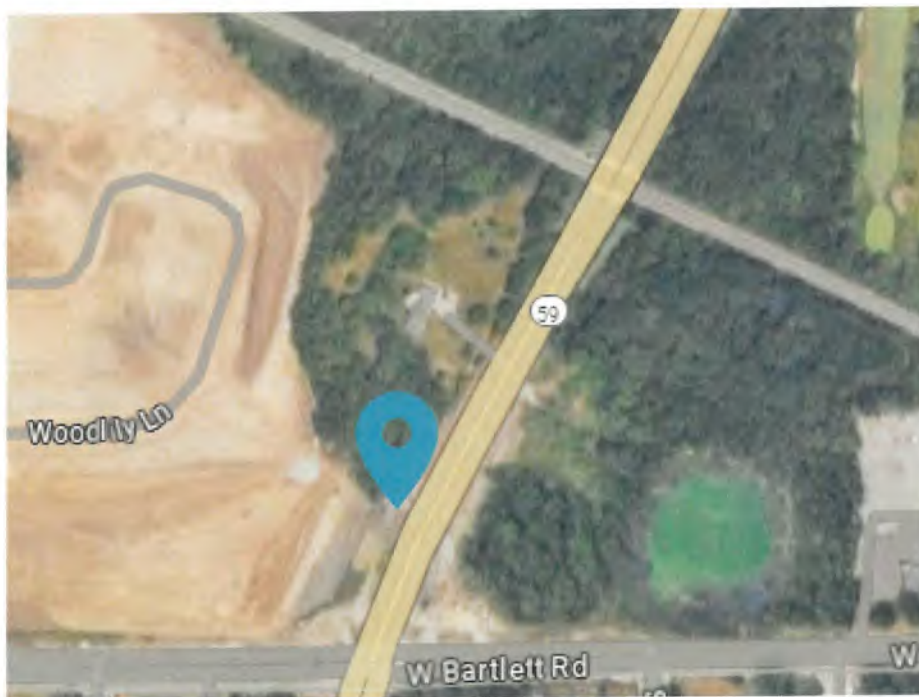


# Sign Location Listings

## Corridor Wayfinding Signs

### Location 5

- West Bartlett Rd and IL Route 59
- IDOT right-of-way



Sign 5 - Facing North



# Sign Location Listings

## Corridor Wayfinding Signs

### Location 6

- West Lake St and North Oak Ave
- Village of Bartlett right-of-way



Sign 6 - Facing North



# Sign Location Listings

## Corridor Wayfinding Signs

### Location 7

- W Stearns Rd and Route 59
- IDOT right-of-way



Sign 7 - Facing South

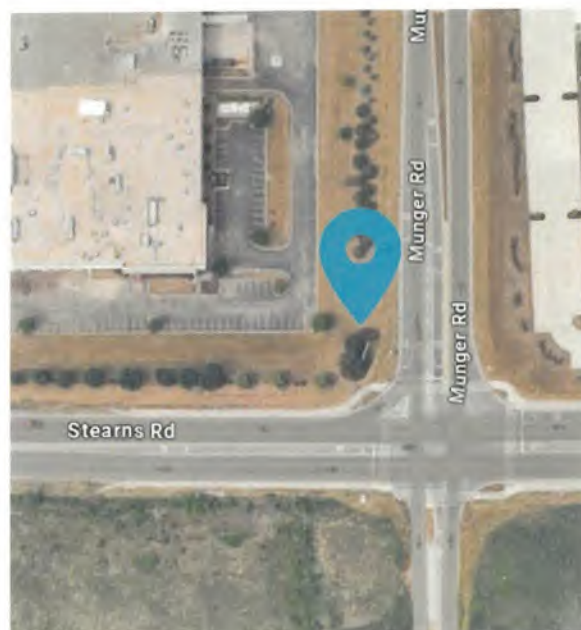


# Sign Location Listings

## Corridor Wayfinding Signs

### Location 8

- W Stearns Rd and Munger Rd
- DuPage DOT right-of-way



Sign 8 - Facing North



# Sign Location Listings

## Corridor Wayfinding Signs

### Location 9

- Schick Rd and IL Route 59
- IDOT right-of-way



Sign 9 - Facing South

