



**VILLAGE OF BARTLETT
BIKE AND RUN PLAN ADVISORY COMMITTEE
AGENDA**

**BARTLETT MUNICIPAL CENTER
COUNCIL CHAMBERS
228 MAIN STREET
March 30, 2017**

3:00 P.M.

1. Roll Call
2. Approval of January 19, 2017 meeting minutes
3. Complete Streets Policy Review
4. Old Business / New Business
 - a. Invest in Cook Grant
 - b. Zagster Bike Share
 - c. Kickstand Classic - October 1, 2017
5. Adjournment



Village of Bartlett
Bike and Run Committee Minutes
January 19, 2017

CALL TO ORDER

Chairman Camerer called the regular meeting of the Bike and Run Committee to order at 3:01 pm in the Bartlett Municipal Center Council Chambers.

ROLL CALL

PRESENT: Chairman Camerer, T. Witt, J. Stacy, B. Hendricks and D. Palmer

ABSENT: None

ALSO PRESENT: K. Stone, Angela Zubko and Dan Dinges

APPROVAL OF MINUTES

A motion was made to approve the minutes of the September 29, 2016 meeting.

A comment was made regarding the posting of the minutes before they were approved since it was several months between meetings. In general, meeting minutes are not posted until they have been approved however the recording is posted on our website and is available to the public.

Motioned by: J. Stacy

Seconded by: D. Palmer

Roll call

Ayes: Chairman Camerer, T. Witt, J. Stacy, B. Hendricks and D. Palmer

Nays: None

Motion carried.

DISCUSSION ON ZAGSTER BIKE SHARE PROGRAM

K. Stone stated Jim Plonczynski attended the DuPage Mayors and Managers meeting where Zagster did a presentation talking about some local communities are starting to do bike share programs, a smaller scale than in the city. Since Itasca has started to implement this program **A. Zubko, J. Plonczynski** and **K. Stone** had a conference call with them to get more information such as cost. **K. Stone** went on to say this program is more recreational for communities like ours as opposed to using this for transportation to and from work, since there are more gaps in our bike path system. Currently we are just looking at bringing the bike share program into Bartlett. Bikes would be about \$1800 per bike. Some communities have partnered with businesses and organizations to help with the cost. **J. Plonczynski** put this in our proposed budget with the hopes that the Park District would go in on this with the Village however they have declined at this time. **K. Stone** went on to say some locations would be at the State Park and some of the nodes of the regional trails that go through Bartlett. A feasibility survey is on-line so we can determine if this is something we might want to do in the future, doing Bike share opportunities on a smaller scale. Zagster focuses on smaller communities. Partnering up with other towns may be helpful so there would be stations in various locations.

J. Stacy questioned if there was a fee for the feasibility study and what kind of information will this study show. **K. Stone** answered no there weren't any fees, the study is done online asking you what locations do you have access, what kind of riders do we think we will have, destinations and distance between them.

Discussion continued amongst the member's if there would be an application on a cell phone to charge the bikes, if there is a minimum number of bikes to start the program. Response was the bikes are provided as part of the service and as well as maintenance. More information on this program would be helpful. A point was brought about using the Divvy system in the City, when you get to a station and there isn't any room this can be a problem. This should be addressed as to how this would be handled here.

K. Stone stated that they were looking at the State Park as an option so it would connect with the Prairie Path. Zagster is most likely looking for riders to return the bikes to the same location as they started. For several towns, the first hour is free and the town will set the rate per hour. This program will be a convenience and benefit and will not pay for itself. **T. Witt** stated once more towns/organizations become involved putting in station's there would be an easier way to get around.

State Park is a great trail system to bike and run so this would be a great start. **D. Palmer** questioned the rate of vandalism with such a system and who would be responsible. **A. Zubko** stated that issue has not been addressed directly however they would still be responsible for the bikes which is part of our annual fee. This will be looked into further.

Review of Bike/Pedestrian Ownership and Maintenance Maps

D. Dinges stated **T. Isham** put the maps together but was unable to attend today's meeting therefore he will go over the four maps. The first map shows the Bike Path owner. Staff met with the Park District and Forest Preserve to color code the various paths throughout town. The map is believed to be up to date at this point. The second map shows the width of the various paths. The plowing map show the paths by jurisdictions. Plowing is done by doing the main roads first and if time allows the paths are done. The final map shows who is responsible for the various mowing. Staff is currently working on a

Bike Path rating system of the network, what the Village & Park District maintains. The scale is rated 1 to 10, 1 being in need of most repair. Once the paths have been ranked, there will be a long term program for maintenance put into place. **T. Isham** put the maps together with the help of our GIS staff **K. Stone** and **S. Spradling**.

J. Stacy questioned if the Park District was responsible for plowing anything other than the paths since the path behind Jewel is never plowed. **D. Dinges** stated they do have their parking lots to maintain but will check into the path behind Jewel. **D. Palmer** questioned on some of the busier roads who was responsible for the connectivity. **A. Zubko** noted there is another color coded map that shows the ownership of the paths and where Staff is looking into filling the gaps. Since you cannot legally ride on sidewalks they are not featured on the maps. **D. Palmer** stated he was looking at west side of Rt. 59 where there is more open roads, trucks and higher speeds. **K. Stone** stated W. Bartlett Road between Spitzer and the railroad tracks, some is unincorporated and some is Elgin. Some of this area is on the Elgin Bike plan to put a connection there once it is developed. **J. Stacy** noted there is a section by the Fire Station that has "No Trespassing" signs by the property owner. **K. Stone** commented that she was not aware of the signs posted however it is private property at this time and it is owned by Elmhurst Chicago Stone. **A. Zubko** stated on Spitzer Road, Staff had them put the signs up because people were starting to dump in that area. **J. Stacy** stated that along W. Bartlett Road and Naperville Road there are also no trespassing signs posted even though there are walking paths and fishing. **A. Zubko** stated she will look into it with Elmhurst Stone. **K. Stone** stated the maps will be posted on line and will soon be interactive where you can click on a portion and it will give you information on that area such as who owns it, maintains and plows that area. Everyone commented what a nice job they did on the maps.

2017 KICKSTAND CLASSIC

Staff has already picked a date which is October 1, 2017, last year was September 25, 2016. This is later than last year due to a conflict in schedules. **D. Palmer** stated that since it was so successful perhaps there could be a later start and add food, festival and bands.

Staff of course was trying to get as many local vendors as possible. Some Bartlett vendors did not want to participate being the first time, if it would be worth the effort, time and money. Food trucks must be registered within Cook County. Vendors must sign waivers and have special insurance. There were vendors that signed up but just didn't show up.

Staff added Active Trans did have a bike check. Spin Doctor was already booked for that weekend. **K. Stone** and **A. Zubko** stated everything is still in the talking stages as of right now, more details will follow.

COMPLETE STREETS

K. Stone summarized what has been discussed thus far. Staff has made a recommendation to approve the Bicycle Plan for Wayne Township. Part of this includes an adoption of a Complete Streets Policy. That was also included as a recommendation in the Transit Oriented Development Plan, the TOD Plan that was recently adopted by the Village Board in October, 2016. This was briefly discussed at our last meeting, saying this is something that Staff would like to bring to the Village Board. This would say we are making a commitment that we are planning for all users of streets. Staff looks to make sure there are connections and putting bike paths where applicable. This will make it a Village policy on the books

to show that commitment. **K. Stone** continued stating the benefits of Complete Streets are decreasing transportation costs, improving public health, increasing safety, increasing property values and reducing emissions. This is something that is looked at when a new project comes forward and not added as an afterthought. Complete Streets is tied into part of our capital budget when transportation projects come up. Staff doesn't have a number as to what Complete Streets will cost. This policy is a commitment the Village has made to the walkers, bikers, motorists and people who take public transportation. Staff has done extensive research. One of the best examples of Complete Streets is from Oak Park. The positive aspect with Oak Parks is there is an exemption if a specific item is so cost prohibited. It would take into consideration as to how many people would use such amenities. This will give the Village Engineer or Public Works Director, Village Administrator the option to determine if a project is not financially possible. Staff believes this is the best framework to work from. This will take a sensible approach for Complete Streets. This something IDOT already does as part of their review when looking at projects.

D. Palmer questioned if IDOT had any plans for the bridge on Lake Street & Naperville. **K. Stone** stated she was not aware of anything recently but years ago there were plans for Oak & Lake. **D. Dinges** stated Staff had just met with IDOT on a feasibility study about 390 being extended to Shales Parkway that would include great separation of Shales Parkway and Rt. 20 by redoing the bridge. The funding is in excess of \$200,000,000. Phase one is not even funded at this time so this will be years out.

M. Camerer stated Complete Streets will all be determined by the amount of funding to implement portions of the projects.

T. Witt stated it was a great idea using Oak Parks Complete Streets as guidelines for Bartlett. **D. Palmer** asked if this should be recommended to the Village Board to consider at this time. **K. Stone** stated if the Committee choses to direct Staff to draft an Ordinance then it would be presented back to Committee for review. Then Staff would formally recommend that this policy be moved on to the Village Board.

T. Witt moved to propose a draft for an Ordinance for approval at the next Bike & Run Committee meeting.

M. Camerer stated there is a motion on the floor to draft a Complete Streets Policy for Staff to Review.

Motion: T. Witt
Seconded: D. Palmer

Roll Call

All in favor: Ayes

M. Camerer stated he has been in contact with the Village Administrator in regards to having some of the fuel tax coming to the Bike & Run Committee as a way to fund some projects.

D. Dinges has talked with Administration. Currently the fiscal budget has some bike related items such as the Koehler Fields connection to the State Park which is pending State funding. Stearns Road culvert has a steel bridge which hopefully will be removed extend the box culvert to the north and put in curbs

to move the path away from the road. This will go to bid this spring and hope to have it done when school is out for the summer.

D. Dinges stated the Village has its own paving machine and would like to do our own maintenance of the Bike Paths. Maintenance is shared with the Park District and as of right now the budget is \$20,000. If the Village can get that amount in asphalt and not have to pay a contractor, the budget will go much further. MFT funds can be used for some maintenance.

Also, the Village is hoping to get the parking lot at Ruzicka Field paved this next year. **M. Camerer** stated perhaps the bike paths can be tagged into the company that wins the bid for the parking lot. **D. Dinges** agreed that would be a possibility. **J. Stacy** asked if the maps will show which paths will have priority. **D. Dinges** stated the capital program will rate all of the paths and should be done soon. In regards to the Pipeline bike path by Stearns and S. Bartlett, portions of that have been done and the remainder hopefully will be done soon. **D. Dinges** stated there are plenty of bike paths that need attention. **M. Camerer** stated once the maps and ratings are done then Staff can go to the Village Board and look for more funding. **B. Hendricks** questioned if something could be done to eliminate the root growth that invades the path. **D. Dinges** stated this is something that will keep coming back and will be just something we will need to deal with. Staff can look into another method that would possibly last longer.

M. Camerer introduced **Jessica Ortega** from the Forest Preserve District of DuPage County, Department of Planning. **J. Ortega** was asked to give an update on the North Central Regional Trail, the segment of Pratt's Wayne Woods. Maps were passed out. **J. Ortega** stated she has been working on the North Central Regional Trail with other agencies for quite some time. Now that the County Farm Road bridge is in place, this segment will give about 1 ½ mile trail connection with Pratt's Wayne Woods. This will connect to Forest Preserve Drive near the Woodland Hills area along Munger Road and connect to the Prairie Path, Elgin Branch near Smith & Munger Roads. Runners, walkers, bikers, horseback riders will all be welcome on 10 foot wide, limestone trails that will be located mostly on Forest Preserve property. The grass horse trails will remain separate. There have been talks with the Village of Wayne's engineers and are possibly interested in putting a small neighborhood connector to either Warwick or Bradford Parkway. **J. Ortega** stated there have also been talks with DuPage County how the connection would look at the Illinois Prairie Path, which crosses Smith Road which is not at an intersection. This is not ideal and the County is interested in improving their un-signalized mid-block crossings. Perhaps this would be an opportunity to make some improvements. There is some ComEd right-away near the Illinois Prairie Path. The question is if the trail can be kept off of their property or go into some lease agreement. Details have not been worked out as of yet. Grant funding was approved for construction of the trail in 2015 that needs to be used by 2021. The schedule is for phase one design approval through IDOT, which includes going through the entire Federal Aid process with hope of approval by September 2017. Target construction is September 2018, completion in 2019.

T. Witt asked if the idea of having Woodland Hills path following the pipeline coming out at Forest Preserve was eliminated. **J. Ortega** stated it was eliminated because it would involve a mid-block crossing of Munger and would have too large of an impact on the wetlands and habitats in the area.

T. Witt asked **J. Ortega** if she had any idea of when the grand opening of the County Farm Road Bridge will take place. **J. Ortega** stated the project is in winter shut down mode and the trail was completed before the winter weather hit. If and when the weather cooperates, possibly May.

A. Zubko stated the County Farm Bridge was under the topic of Old Business/ New Business where she had included pictures in the packet. **A. Zubko** also mentioned Public Works was able to put up "Share the Road" signs. **T. Witt** commented how helpful the signs are and thanked Public Works for a job well done.

M. Camerer asked if there is an update on the TOD. **K. Stone** stated it was adopted by the Village Board at the October 2016 meeting. Recommendations have been included in the Complete Streets packet as far as transportation. Task one encouraged walking, biking and transit use in Bartlett. Adopt the Complete Streets Policy that we use. Encourage Complete Streets training for Public Works and Community Development staff. **K. Stone** will be attending a Complete Streets meeting downtown at the end of March.

T. Witt stated "Start Growth America" got the ball rolling on the Complete Streets idea, which is now almost 1000 communities participating. Several communities are getting together to combine a Complete Street Policy. **T. Witt** continued, it may be a good idea to formally reach out to other communities such as Elgin & South Elgin to discuss combining our ideas of Complete Streets. Perhaps in 2018 the Village could apply for the Consortium Grant if there is a Complete Streets plan in place.

M. Camerer asked if any other questions or concerns.

T. Witt stated since the Kickstand Classic was so successful there are other things the Village can do to encourage bicycling & running within Bartlett. The Park District has their Apple Blossom Run, Lions have their Labor Day event. Encouraging more events, maybe adding a biking event to National Night Out.

T. Witt added May is Bike month, also in May is the Ride of Silence, to honor those who have been killed or injured while bicycling. **T. Witt** suggested the Village consider promoting such an event.

T. Witt had a concern about the project on Rt. 59/ Stearns. It is putting bike riders at risk, when left turns are allowed other than at rush hour. If an accident were to happen in that area it would tie up that area for hours. **M. Camerer** stated that intersection will be changing and left turns will not be allowed going into the shopping center. Once IDOT changes the configuration that will not be a problem. **D. Dinges** stated that area will be monitored and if necessary left turns in that area will need to be re-evaluated. **A. Zubko** stated with the road improvements there will be a bike path added, not sure where, but she will get back to Staff with the answer.

ADJOURNMENT

A motion was made to adjourn.

Motioned by: J. Stacy

Seconded by: B. Hendricks

All in favor.

Motion carried.


The meeting adjourned at 4:22 p.m.

COMMUNITY DEVELOPMENT MEMORANDUM

17-054

DATE: March 24, 2017

TO: Chairman and Members of the Bike and Run Advisory Committee

FROM: Kristy Stone, GIS Specialist 

RE: **Complete Streets Policy Review**

BACKGROUND

At the June 30, 2016 Bike and Run meeting, the committee recommended **approval** of the **Bicycle Plan for Wayne Township**. One of the near-term goals of that plan is for municipalities to adopt a Complete Streets Policy. The Village Board passed a resolution supporting the Wayne Township Bicycle Plan on August 16, 2016. The **Transit Oriented Development Plan for Downtown (TOD Plan)**, approved by the Village Board on October 18th, 2016, also includes a recommendation for the Village to adopt a Complete Streets Policy.

The Bike and Run Committee began discussing Complete Streets at their June 30, 2016 meeting. The Committee requested additional information from Staff on Complete Street policies and continued the discussion at their September 29, 2016 meeting.

At the Bike and Run Committee's January 19, 2017 meeting, Staff provided the Committee with examples of Complete Streets policies from several municipalities. The Committee directed Staff to prepare a Complete Street policy for the Committee's review.

DISCUSSION

At the direction of the Bike and Run Committee, Staff has prepared a Complete Streets Policy for the Village.

The Complete Streets Policy:

- States the Village's commitment to creating a transportation network for all users;
- Summarizes the benefits of a Complete Street Policy;
- Outlines how Complete Streets will be incorporated into the Village's planning, review and construction of transportation projects;
- Lists specific exemptions to policy; and
- Includes measures that will be used to document the success of the policy

The draft Complete Streets Policy is attached for your review.

RECOMMENDATION

Staff recommends the Committee review and discuss the attached Complete Streets Policy. If the Committee recommends to move forward with the Complete Streets Policy, Staff would draft an ordinance for the Village Board's review and adoption.

Village of Bartlett

COMPLETE STREETS POLICY

1. PURPOSE

The Village of Bartlett is committed to developing a comprehensive, integrated, and connected transportation network where every roadway user can travel safely and comfortably and where sustainable transportation options are available to everyone by planning, designing, operating, and maintaining a network of Complete Streets.

2. DEFINITION

Complete Streets are facilities designed, operated, and maintained to assure safe mobility for users of all ages and abilities, including pedestrians, cyclists, transit riders, and motorists, appropriate to the function and context of the facility.

3. FINDINGS

Complete Streets provide the following benefits:

- A. Increased Transportation Choices: Streets that provide travel choices can give people the option to avoid traffic congestion and increase the overall capacity of the transportation network.
- B. Improved Safety: Design and accommodation for bicyclists and pedestrians reduces the incidence of crashes.
- C. Quality of Place: Increased bicycling and walking are indicative of vibrant and livable communities.
- D. Economic Development: Complete streets can reduce transportation costs and travel time while increasing property values and job growth in communities.
- E. Improved Return on Infrastructure Investments: Integrating sidewalks, bike lanes, transit amenities, and safe crossings into the initial design of a project spares the expense of retrofits later.
- F. Health: Public health experts encourage walking and bicycling as a response to the obesity epidemic. Streets that provide options for bicycling and walking help people of all ages get physical activity and gain independence.
- G. Equity: Mobility and access to opportunity should not be dependent on owning an automobile. Improved mobility for all users including non-drivers, youth, older citizens and those without access to an automobile.

4. POLICY

The Village of Bartlett's Complete Streets Policy shall incorporate the needs of all users through the planning, design, approval, and implementation processes for any construction, reconstruction, or retrofit of streets, or other portions of the transportation network, including pavement resurfacing, restriping, and signalization operations, if the safety and convenience of users can be improved within the scope of the work.

- A. Create a comprehensive, integrated, connected multi-modal network by providing connections to bicycling and walking trip generators such as employment, education, residential, recreational and public facilities, as well as retail and transit centers.
- B. Provide safe and accessible accommodations for existing and future pedestrian, bicycle and transit facilities.
- C. Establish a checklist of pedestrian, bicycle and transit accommodations such as accessible sidewalks, curb ramps, crosswalks, countdown pedestrian signals, signs, median refuges, curb extensions, pedestrian scale lighting, bike lanes, shoulders and bus shelters with the presumption that they shall be included in each project unless supporting documentation against inclusion is provided and is found to be justifiable.
- D. Establish a procedure to evaluate resurfacing projects for Complete Streets inclusion according to length of project, local support, environmental constraints, total available right-of-way, funding resources and bicycle and/or pedestrian compatibility.
- E. Address the need for bicyclists and pedestrians to cross corridors as well as travel along them. The design of intersections shall accommodate bicyclists and pedestrians in a manner that is safe, accessible and convenient.
- F. Design bicycle and pedestrian facilities to the best currently available standards and practices including the American Association of State Highway Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, the AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, the AASHTO Green Book: A Policy on Geometric Design of Highways and Streets, the Federal Highway Administration (FHWA) Highway Capacity Manual (HCM), the FHWA Manual of Uniform Traffic Control Devices (MUTCD), the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and others as related. Methods for providing flexibility within safe design parameters, such as context sensitive solutions and design, will be considered.
- G. Make provisions for pedestrians and bicyclists when closing roads, bridges or sidewalks for construction projects.
- H. Consider connections for Safe Routes to Schools, trail crossings, and areas or population groups with limited transportation options.
- I. Comply with the Americans with Disabilities Act (ADA).

- J. Complement the context of the surrounding community.
- K. Update all necessary and appropriate codes, standards, and ordinances to ensure that design components for all modified streets follow the intent of the policy.
- L. Identify current and potential future sources of funding for street improvements.
- M. Establish performance measures to evaluate the success of the adopted policy.

5. EXEMPTIONS

Exemptions to the Complete Streets Policy must be documented in writing by either the Director of Public Works or Village Engineer with supporting data that indicates the reason for the decision and are limited to the following:

- A. Non-motorized users are prohibited on the roadway.
- B. There is documentation that there is an absence of current and future need.
- C. The cost of accommodations for a particular mode is excessively disproportionate to the need and potential benefit of a project.
- D. The accommodations for a particular mode would have a negative impact on environmentally sensitive areas.
- E. The project only involves ordinary maintenance activities designed to keep assets in acceptable condition, such as cleaning, sealing, spot repairs, patching, and surface treatments, such as micro-surfacing.

6. EVALUATION

The Village of Bartlett shall document the success of the Complete Streets Policy using the following measures:

- A. Number of new miles of on-street bicycle routes defined by streets with clearly marked or signed bicycle accommodations.
- B. Number of new miles of bicycle and pedestrian side paths and sidewalks.
- C. Number of new bicycle parking spaces.
- D. Number of linear feet of new or reconstructed bicycle and pedestrian accommodations.
- E. Number of new or reconstructed accessible curb ramps.
- F. Total number of funded bicycle and pedestrian projects and new facilities.

COMMUNITY DEVELOPMENT MEMORANDUM

17-055

DATE: March 24, 2017
TO: Chairman and Members of the Bike and Run Advisory Committee
FROM: Tyler Isham, Administrative Intern
RE: **Invest in Cook Grant**

BACKGROUND

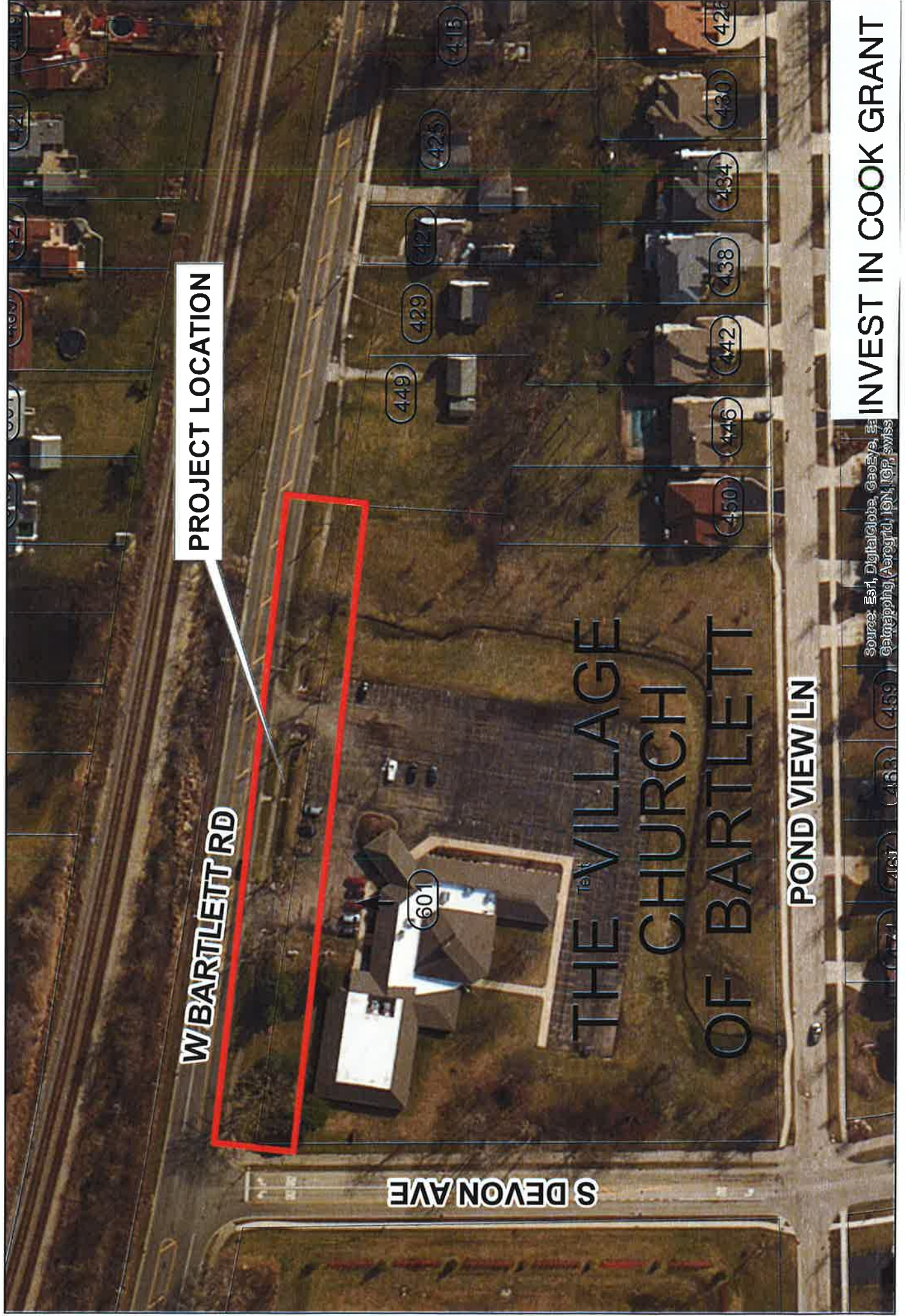
The Cook County Department of Highway and Traffic designated \$8.5 million to assist municipalities and other public organizations through a competitive grant process. The purpose of this grant is to assist in the funding of projects that promote livability, transportation and economic development. The project must be located completely in Cook County, and the funds awarded could be used for any phase of a project and can be applied for annually through this competitive program. There is no maximum or minimum amount to apply for with the grant, and they can adjust the amount provided to the organization should they be selected.

Grant applications were due by March 17, 2017 with grant awarding intended to be in August of 2017 after approval of the Cook County Board in July. At that point, there would be an agreement between Cook County and the awarded organizations. In this agreement, the organization must keep a record of how the funds are used as well as benchmarks for completion. The organization would then report its documentation back to Cook County.

DISCUSSION

The Village of Bartlett applied for the Invest in Cook Grant to assist in the funding of the design engineering for the West Bartlett Road/Devon Ave Drainage Swale and Bike Path Replacement Project. A map of the project location is attached for your reference. Staff feels that this project met many of the criteria within the grant and would also greatly benefit residents and users of the path itself. The project is currently in the 5-Year Capital Improvement Program. If the Village is awarded the funds, the Village will apply again next year for assistance in the construction of the new drainage swale and bike path.

West Bartlett Rd/Devon Ave Drainage Swale and Bike Path Replacement



INVEST IN COOK GRANT