

VILLAGE OF BARTLETT

COMMITTEE AGENDA

MAY 16, 2017

PLANNING & ZONING, Chairman Hopkins

1. Everwash Car Wash
2. Residential Rental Registration
3. Complete Streets Policy

PUBLIC WORKS, Chairman Reinke

1. Waste Hauler Contract Discussion



Agenda Item Executive Summary

Item Name Everwash Committee or Board Committee

BUDGET IMPACT

Amount: N/A Budgeted N/A

List what fund N/A

EXECUTIVE SUMMARY

The Petitioner is requesting a Preliminary/Final PUD Plan Review and a Special Use Permit for a carwash to be located along the west side of Rt. 59, north of Schick Road (directly north of the Chesterbrook Academy).

ATTACHMENTS (PLEASE LIST)

CD Memo, Letter, Application, Location Map, Preliminary/Final PUD Plan, Color Renderings, Building Elevations/Floor Plan and Landscape Plan

ACTION REQUESTED

- For Discussion Only - To review the Petitioner's requests and forward to the Plan Commission for further review and to conduct the required public hearing.
- Resolution
- Ordinance
- Motion

Staff: Jim Plonczynski, Com Dev Director Date: May 2, 2017

COMMUNITY DEVELOPMENT MEMORANDUM

17-90

DATE: May 2, 2017
TO: Paula Schumacher, Acting Village Administrator
FROM: Jim Plonczynski, Community Development Director
RE: **(#17-07) Everwash**

PETITIONER

Thomas Kim on behalf of Everwash, LLC2

SUBJECT SITE

West side of Rt. 59, north of Schick Road (directly north of the Chesterbrook Academy)

REQUESTS

Preliminary/Final PUD Plan Review and a Special Use Permit for a carwash

SURROUNDING LAND USES

	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
Subject Site	Vacant	Commercial	PD
North	Vacant/Commercial	Commercial	PD
South	Day Care	Commercial	PD
East	Single Family*	Estate Residential	R-1*
West	Townhomes	Attached Residential - Low Density	PD

(*Residential - DuPage County)

ZONING HISTORY

The subject property was annexed to the Village in 1988 and zoned PD (Planned Development) as part of the Woodland Hills Property by Ordinances 1988-13 & 1988-14 (An Ordinance Annexing the Wayne Joint Venture Property to the Village of Bartlett and An Ordinance Approving and Granting Special Uses for the Planned Development of the Woodland Hills Property.) All development within this area is guided by the approved Preliminary Site Plan for the Woodland Hills Planned Development; unless otherwise amended.

In 1997, the subject property was identified as part of Lot 3 of a three (3) lot subdivision known as the Preliminary/Final Plat of Subdivision for Illini Partners VII, Unit 2 and was approved by Ordinance 1997-81.

In 2001, the subject property was included in a Resubdivision of Lot 3 of the Illini Partners VII, Unit 2 Subdivision for Chesterbrook Academy (Ordinance 2001-52) which created the lot as it exists today.

DISCUSSION

1. The Petitioner is requesting a **Preliminary/Final PUD Plan** review and a **Special Use Permit** for a carwash to be located on 1.4 acres along the west side of Rt. 59, north of Schick Road.
2. The carwash would include a tunnel wash with accompanying vacuums and two indoor pet wash spaces located along the south side of the building.
3. The 19 foot tall building would be constructed with white concrete masonry with brown wood siding providing an architectural accent to the façade. Windows would be incorporated along both the north and south elevations to provide a clear view through the building while vehicles are accessing the tunnel wash.
4. Access to the site would be via two full curb cuts along Quincy Bridge Road (a private drive). The first is located along the north property line adjacent to the existing right-in/right-out along Rt. 59 that currently provides access to Goodwill and Chesterbrook Academy. The second access would be located along the west side of the property that would allow patrons to enter/exit the site via Schick Road and ultimately to a signalized intersection.
5. Internal circulation on the site would primarily consist of a one-way pattern along the north half of the property with all passenger vehicles queuing at the pay stations and then entering the building from the west side. Vehicles would travel through the tunnel wash and then exit the building from the east side. Vehicles would then either turn left or right to exit the site to the right-in/right-out on Rt. 59 or to Schick Road.
6. The Petitioner has designed the carwash to keep the dryer portion of the tunnel wash furthest away from the residential uses. In addition, the central vacuum mechanical unit, located adjacent to the trash enclosure on the west side of the property, would be screened on all four sides and would have an exhaust silencer installed on the apparatus. The arched vacuums located along the south side of the building would contain no motors but would be run from the central vacuum system.
7. A berm with landscaping is proposed at the northwest corner of the site which would screen vehicles and headlights waiting to enter the carwash from the residential properties located west of this site. (An existing six (6) foot tall wood fence is also located along the townhomes' east property lines to provide screening from future adjacent uses and the existing private drive (Quincy Bridge Road).

8. A six (6) foot high wood fence with steel posts would be installed along the south property line along with landscaping that would provide a buffer between this use and the adjacent outdoor play area of the Chesterbrook Academy located directly to the south.
9. General hours of operation for the carwash would be from 7:00 a.m. until 9:00 p.m. Monday through Saturday and 7:00 a.m. until 5:00 p.m. on Sunday. Two (2) employees will generally be on site and the carwash will always have an employee available while it is operational.
10. Engineering and Landscape plans are currently being reviewed by the Staff.

RECOMMENDATION

1. The Staff recommends forwarding the Petitioner's requests to the Plan Commission for further review and to conduct the required public hearing.
2. Background information is attached for your review and consideration.

rbg/attachments

x:\comdev\mem2017\090_everwash_vbc1.docx



Everwash LLC 1
ATTN: Thomas Kim
1440 S. Route 59
Bartlett, IL 60103

February 28, 2017

Village of Bartlett
ATTN: Roberta Grill
228 S. Main Street
Bartlett, IL 60103

To the Village President and Board of Trustees,

I've been working with the village staff for the past 7 months to understand the village's processes and ordinance and am pleased to present my request for a Special Use Permit at the SWC of IL-59 and Quincy Bridge Road.

As the developer and owner, I'm proposing to replace a vacant lot that has been idle for over 15 years with EVERWASH, a state-of-the-art, environmentally-friendly, community-based car wash and pet wash. I'm proud to say Bartlett will be the 3rd location with sites in Lake in the Hills and St. Charles, where it received the **2016 Civic Image Award** from the St. Charles Chamber of Commerce. Needless to say, this is atypical for a car wash.

EVERWASH will create 10 new jobs and employ local labor for the benefit of the community. The facility is constructed with modern materials, design, and branding for an appealing visual enhancement to the community while also providing first-class car washing services.

I look forward to working with you to bring EVERWASH to the Village of Bartlett!

Sincerely,

Thomas Kim

RECEIVED
COMMUNITY DEVELOPMENT

MAR 13 2017

VILLAGE OF
BARTLETT



VILLAGE OF BARTLETT DEVELOPMENT APPLICATION

For Office Use Only
Case # 2017-07
RECEIVED
COMMUNITY DEVELOPMENT
MAR 13 2017
VILLAGE OF
BARTLETT

PROJECT NAME Everwash LLC 2

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: Thomas Kim

Street Address: 1440 S. Route 59

City, State: Bartlett IL

Zip Code: 60103

Email Address: info@everwashcarwash.com

Phone Number: 224-616-2024

Preferred Method to be contacted: Email

PROPERTY OWNER INFORMATION

Name: Illini Partners VII Limited Partnership

Street Address: 3201 Old Glenview Rd.

City, State: Wilmette, IL

Zip Code: 60091

Phone Number: (847) 256-8800

OWNER'S SIGNATURE: *see owner authorization letter **Date:** 1/30/2017
(OWNER'S SIGNATURE IS REQUIRED OF A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

ACTION REQUESTED (Please check all that apply)

- Annexation
 - PUD (preliminary)
 - PUD (final)
 - Subdivision (preliminary)
 - Subdivision (final)
 - Site Plan (please describe use: commercial, industrial, square footage):
Commercial Car Wash and Pet Wash. Lot total = 62,463 SF
 - Unified Business Center Sign Plan
 - Other (please describe) _____
- Text Amendment
 - Rezoning See Dropdown to See Dropdown
 - Special Use for: car wash
 - Variation: _____

SIGN PLAN REQUIRED? Yes

(Note: A Unified Business Center Sign Plan is required for four or more individual offices or businesses sharing a common building entrance or private parking lot.)

PROPERTY INFORMATION

Common Address/General Location of Property: SWC of IL-59 & Quincy Bridge Road

Property Index Number ("Tax PIN"/"Parcel ID"): 01-16-203-089

Zoning: Existing: PD
(Refer to Official Zoning Map)

Land Use: Existing: Vacant

Proposed: PD

Proposed: Commercial

Comprehensive Plan Designation for this Property: Commercial
(Refer to Future Land Use Map)

Acreage: 1.29

For PUD's and Subdivisions:

No. of Lots/Units: _____

Minimum Lot: Area _____ Width _____ Depth _____

Average Lot: Area _____ Width _____ Depth _____

APPLICANT'S EXPERTS (If applicable, including name, address, phone and email)

Attorney Dainius Dumbrys One North Franklin Street
ddumbrys@boodlaw.com

Engineer Bono Consulting Inc. 710 E. Ogden Ave. STE 570, 331-229-3512
rwalker@bonoconsulting.com

Other

FINDINGS OF FACT (Standards)

The Village of Bartlett Zoning Ordinance requires that certain findings of fact, or standards, must be met before a special use permit, variation, site plan or planned unit development may be granted. Each application for a hearing before the Plan Commission or Zoning Board of Appeals for a special use, variation, site plan or planned unit development must address the required findings of fact for each particular request. The petitioner should be aware that he or she must present specific testimony at the hearing with regards to the findings. **(On the following pages are the findings of fact, or standards, to be met. Please respond to each standard, in writing, as it relates to the case.)**

****PLEASE FILL OUT THE FOLLOWING FINDINGS OF FACT AS THEY
RELATE TO YOUR PETITION****

Findings of Fact for **Site Plans**: Pages 4-5

Findings of Fact for **Planned Unit Developments**: Pages 6-9

Findings of Fact for **Special Uses**: Page 10

Findings of Fact for **Variations**: Pages 11-12

FINDINGS OF FACT FOR PLANNED UNIT DEVELOPMENTS

Both the Plan Commission and Village Board must decide if the requested Planned Unit Development meets the standards established by the Village of Bartlett Zoning Ordinance.

The Plan Commission shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Plan Commission and Village Board to review.)**

1. The proposed Planned Unit Development is desirable to provide a mix of uses which are in the interest of public convenience and will contribute to the general welfare of the community.

The new development will replace a vacant lot that has been idle for over 15 years. This dead space will turn into a productive commercial facility that serves the community. The development of a state-of-the-art, highly efficient, and environmentally sensitive car wash and pet wash will be under the name "EVERWASH". Bartlett will be the 3rd location with sites in Lake in the Hills and St. Charles, where it received the 2016 Civic Image Award from the St. Charles Chamber of Commerce. EVERWASH will create 10 new jobs and employ local labor for the benefit of the community.

2. The Planned Unit Development will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.

The onsite queuing of vehicles will be in excess of the code requirements, optimize traffic flow, and minimize impact to the road. The car wash will use eco-friendly chemicals that are at the highest industry standards.

3. The Planned Unit Development shall conform to the regulations and conditions specified in the Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

The site will be fully served by all utilities serviced by local service providers. The special use will fully adhere to all zoning regulations of the applicable zoning Business District as well as all applicable federal, state, and local legislation.

4. The proposed uses conform to the Comprehensive Plan and the general planning policies of the Village for this parcel.

The proposed use is a special use for a car wash and will conform to the submitted plans.

5. Each of the proposed uses is a permitted or special use in the district or districts in which the Planned Unit Development would be located.

This will be a special use permit for a car wash.

6. The Planned Unit Development is designed, located and proposed to be operated and maintained so that the public health, safety and welfare will not be endangered or detrimentally affected.

The new facility will create over 10 jobs with constant employee oversight and will follow the same operating hours as surrounding businesses (7AM-9PM)

7. It shall not substantially lessen or impede the suitability for permitted use and development of, or be injurious to the use and enjoyment of, or substantially diminish or impair the value of, or be incompatible with, other property in the immediate vicinity.

This facility will be a brand new, highly efficient, and environmentally sensitive state-of-the-art car wash that will employ local labor. The wash will be constructed with first class materials with a modern design and branding for an appealing visual enhancement to the community while also providing first class car washing services.

8. Impact donations shall be paid to the Village in accordance with all applicable Village ordinances in effect at the time of approval.

Appropriate donations will be made as applicable to the Village ordinances.

9. The plans provide adequate utilities, drainage and other necessary facilities.

The site will be fully served by all utilities currently present at the existing site. All measures for contacting local and state authorities for environmental impact surveys have been made and reviewed. The special use will fully adhere to all applicable zoning regulations as well as all applicable federal, state, and local legislation.

10. The plans provide adequate parking and ingress and egress and are so designed as to minimize traffic congestion and hazards in the public streets.

The site will have two points of access on opposite ends of the site for ease of access and limit congestion on site and on Quincy Bridge Road. In addition, the site has 3 stacking lanes for customers totaling 21 stacking spaces along with 18 parking spots for customers.

11. The plans have adequate site area, which area may be greater than the minimum in the district in which the proposed site is located, and other buffering features to protect uses within the development and on surrounding properties.

The plans provide for adequate site area for the proposed use with appropriate buffers around the site.

12. There is reasonable assurance that, if authorized, the PUD will be completed according to schedule and adequately maintained.

A construction schedule will be created, coordinated, and maintained thoroughly throughout the development process. All communications will be directed with the Community Development of Bartlett on progress and scheduling for each stage.

FINDINGS OF FACT FOR SPECIAL USES

Both the Plan Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance.

The Plan Commission shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Plan Commission and Village Board to review.)**

1. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

The new development will replace a vacant lot that has been idle for over 15 years. This dead space will turn into a productive commercial facility that serves the community. The development of a state-of-the-art, highly efficient, and environmentally sensitive car wash and pet wash will be under the name "EVERWASH". Bartlett will be the 3rd location with sites in Lake in the Hills and St. Charles, where it received the 2016 Civic Image Award from the St. Charles Chamber of Commerce. EVERWASH will create 10 new jobs and employ local labor for the benefit of the community.

2. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.

The onsite queuing of vehicles will be in excess of the code requirements, optimize traffic flow, and minimize impact to the road. The car wash will use eco-friendly chemicals that are at the highest industry standards.

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

The site will be fully served by all utilities serviced by local service providers. The special use will fully adhere to all zoning regulations of the B-3 General Business District as well as all applicable federal, state, and local legislation.

ACKNOWLEDGEMENT

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: 

PRINT NAME: Thomas Kim

DATE: 1/30/2017

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: Everwash LLC 2

ADDRESS: 1440 S. Route 59
Bartlett IL 60103

PHONE NUMBER: 224 616 2024

EMAIL: info@everwashcarwash.com

SIGNATURE: 
DATE: 1/30/2017

ZONING/LOCATION MAP

Everwash

Case #17-07 - Preliminary/Final PUD Plan & Special Use

PIN: 01-16-203-089



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, etc. User Community





VILLAGE OF
BARTLETT



RECEIVED
COMMUNITY DEVELOPMENT

MAR 13 2017

VILLAGE OF
RABTI ETT



RECENT
COMMUNITY DEVELOPMENT

April 18, 2017

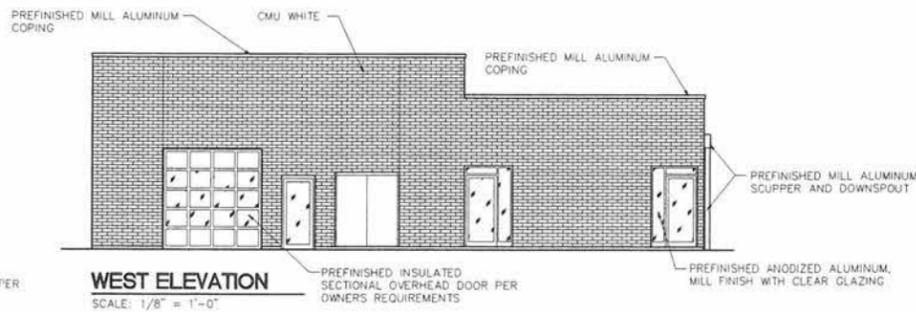
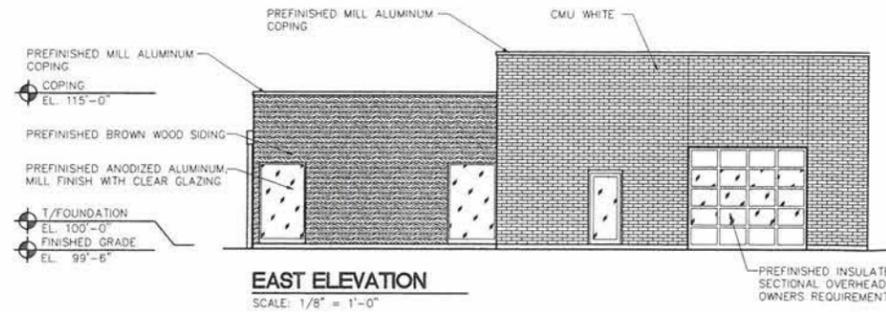
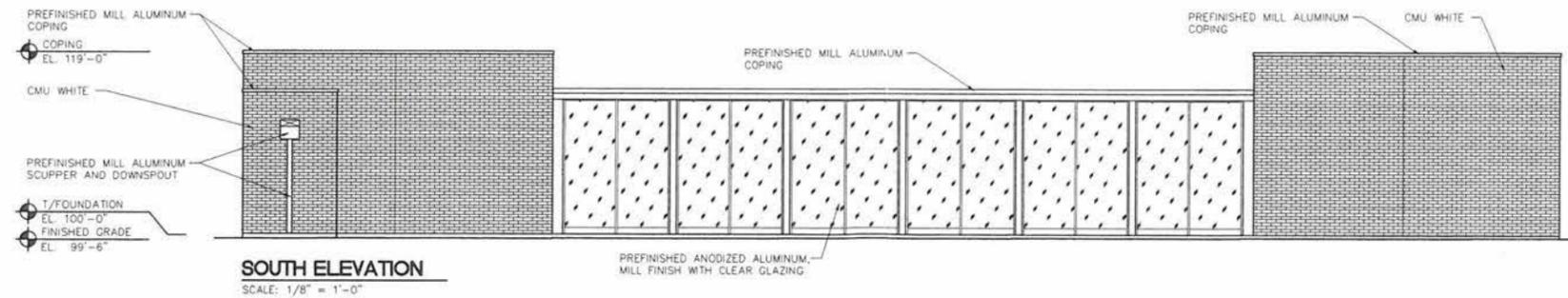
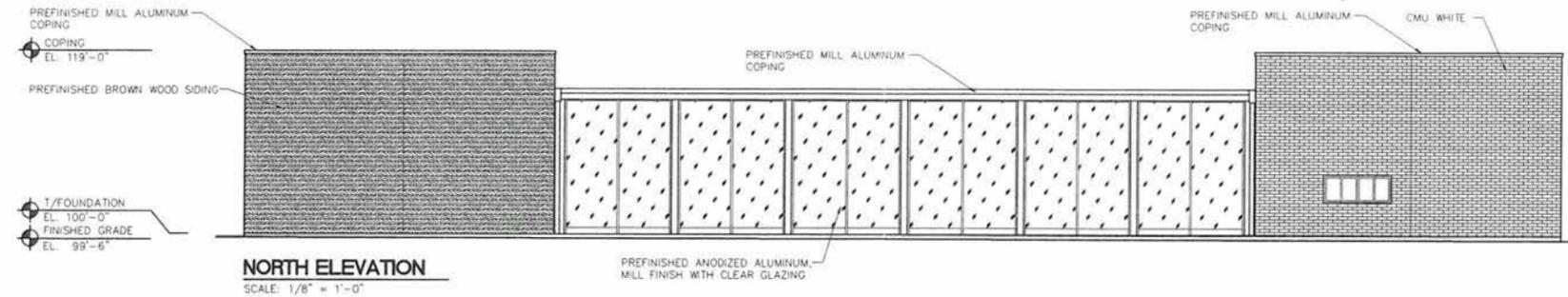
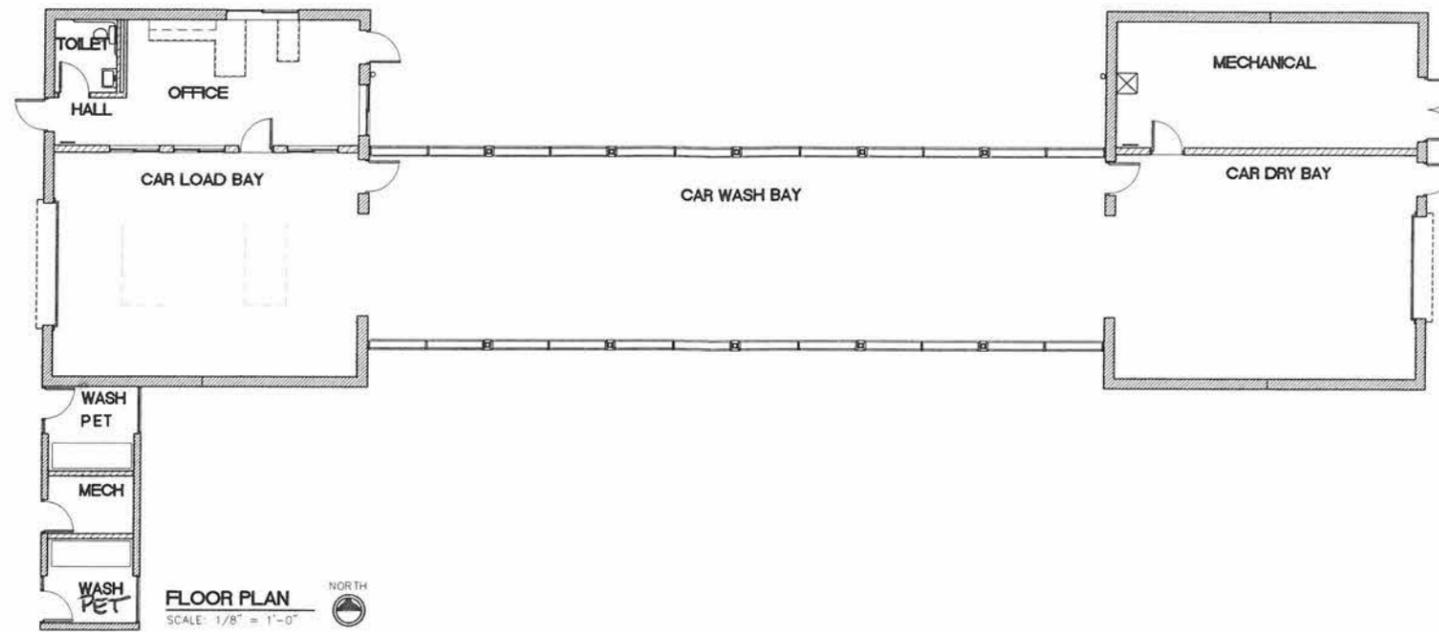
VILLAGE OF
BARTLETT



RECEIVED
COMMUNITY DEVELOPMENT

MAR 13 2017

VILLAGE OF
BARTLETT



RECEIVED
COMMUNITY DEVELOPMENT
MAR 13 2017
VILLAGE OF
BARTLETT

EVERWASH
ROUTE 59
BARTLETT, ILLINOIS

arsa associates
MARCH 09, 2017
ALAN R. SCHNEIDER ARCHITECTS P.C.
1411 WEST PETERSON AVENUE, SUITE 203
PARA RIDGE, ILLINOIS 60068
TEL. 847-698-4438 FAX. 847-698-9839
© ALAN R. SCHNEIDER ARCHITECTS P.C. 2017



Agenda Item Executive Summary

Item Name Residential Rental Registration Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

EXECUTIVE SUMMARY

Staff has been researching surrounding communities with residential rental registration ordinances (see attached). In summary, these ordinances require landlords/owners to register their multi-family and single-family rental properties including apartment complexes within the municipality.

Bartlett has a relatively low amount of rental units at 10% of the housing stock, which consists of 1,071 single-family rental units and 2,408 multi-family units in roughly 29 buildings.

Most of the researched communities incorporate an annual license fee associated with the registration that varies depending on single-family vs. multi-family. Approximately 75% of the communities conduct inspections on the rental properties and roughly half of them conduct landlord training.

A separate ordinance recommended by the Police Department, is enacting a Crime-Free Housing Ordinance, which requires a crime-free housing addendum attached to all leases in the Village. This is a separate ordinance that the Village may enact in conjunction with any of the options described below, or the Village may choose to not enact the ordinance at all. Another option is to revise our current Nuisance Ordinance to coincide with principles from Crime-Free Housing.

There are several options available for the Board to review:

- Option 1: Not to Enact a Landlord Registration Ordinance
- Option 2: Enact a Landlord Registration Ordinance and Create a Registry
- Option 3: Enact Option 2 and Include Inspections
- Option 4: Enact Option 3 and Include Mandatory Landlord Training

Staff recommends enacting Option 2 and is seeking Village Board Committee direction to prepare the necessary ordinance.

ATTACHMENTS (PLEASE LIST)

CD Memo, Residential Rental Registration Municipal Comparison Chart, Crime Free Housing Lease Provision, Village Tenant Application for Residential Water and Sewer

ACTION REQUESTED

- For Discussion Only - To discuss the proposed Rental Registration Ordinance Options and provide staff direction regarding the ordinance preparation
- Resolution
- Ordinance
- Motion

Staff: Jim Plonczynski, Com Dev Director

Date: May 8, 2017

COMMUNITY DEVELOPMENT MEMORANDUM
17-78

DATE: May 8, 2017

TO: Paula Schumacher, Acting Village Administrator

FROM: Jim Plonczynski, Community Development Director

RE: **Residential Rental Registration Analysis**

BACKGROUND

Staff has been researching surrounding communities with residential rental registration ordinances. In summary, these ordinances require landlords/owners to register their multi-family and single-family rental properties, including apartment complexes within the municipality. In order to ensure property maintenance and upkeep of tenant's premises and promote open communication between the Village and property owners, most communities also have an inspection and permit process to ensure the livability of the units. Some communities have also enacted a landlord training program as well as a Crime-Free Housing Ordinance along with the rental registration ordinance. A detailed table of researched communities, and their fee structure is attached for reference.

RENTAL HOUSING STOCK

Compared to the surrounding communities and the state average, Bartlett has a significantly lower amount of rental units (3,479), at 10% of the housing stock, which consists of 1,071 single-family rental units and 2,408 multi-family units in roughly 29 buildings.

CRIME-FREE HOUSING ORDINANCE

A separate ordinance that occasionally is accompanied with a Landlord Registration Ordinance is a Crime-Free Housing Ordinance. Village could still pass a **Crime-Free Housing Ordinance** separately from a Rental Registration Ordinance. The Crime-Free Housing Ordinance is recommended by the Police Department. The Crime-Free Housing Ordinance would require a Crime-Free Housing Addendum (see attached) to be attached to every lease within the Village. This Addendum states that any felonies, certain misdemeanors, or multiple police calls can all be grounds for termination of the lease and the landlord may evict the tenants. The Village would not be involved in the eviction process. This Crime-Free Housing Ordinance and the lease addendum may be enacted separately with or without the Landlord Registration Ordinance depending on Board direction.

FEES

Most of the researched communities have an **annual license fee** associated with the registration of the rental property. Single-family fees range from \$30 - \$150, depending on the municipality. Multi-family residential fees vary depending on the community and the number of multi-family units. The multi-family fees range from \$30 in Highland Park, to a maximum of \$1,026 for the large complexes in Aurora.

INSPECTIONS

Approximately 75% of the communities researched conducted inspections of the rental properties (see attached Municipal Comparison Chart). Each community had different parameters for the rental properties to meet. Each community that conducted inspections inspected every single-family rental unit. Multi-family inspections varied depending on the community. Aurora, conducted inspections on a ratio of multi-family units per complex, while other communities, like Bensenville, conduct inspections on every single rental unit within the municipality, approximately 3,000 inspections annually.

TRAINING

Roughly half of the communities conduct training for the landlords. This training typically consists of teaching the requirements of the inspections and how the homes must be maintained, how the Crime-Free Housing Ordinance impacts their rental units, and other general knowledge that is important for a landlord to know. Typically, the classes last 5 - 8 hours, and can be divided amongst different weeknights as well as weekends and are conducted by the Police Department. Classes could occur every month, and most have the program without a fee, except for Elgin, which charges each landlord \$22. Each community with landlord training also enforces penalties on landlords that do not attend. *This is not recommended by the Police Department as it does take a significant amount of time and is very labor intensive.*

OPTIONS

Staff has discussed and analyzed different options if the Village were to enact a Landlord Registration Ordinance. The different scenarios are as follows:

Option 1: Do Not Enact A Landlord Registration Ordinance

This option would maintain the status quo of the current Village practices. As rentals account for only 10% of the housing stock in the Village, and the Police Department has had no major issues with tenants versus homeowners, a viable option is **not to enact** a Landlord Registration Ordinance. However, the Village could still pass a **Crime-Free Housing Ordinance** separately from a Rental Registration Ordinance.

Option 2: Enact A Landlord Registration Ordinance and Create A Registry

- Staff would create a new database to track tenants and property owners
 - Provides contact information for owner and tenant
- Map results for monitoring
- Staff would **not** conduct landlord training or annual inspections
- Potential to charge a fee for administrative aspects of ordinance
- The Village would not need to hire additional staff to enforce
- Staff would have the ability to issue tickets and penalties for landlords not in compliance
 - Would go through local adjudication process

Option 3: Option 2 Above Including Inspections

- Incorporate Option 2 and include rental property inspections
- Inspect every single-family home and a certain percentage or possibly all multi-family units
- Would require staff to develop a list of required criteria and minimal standards
- Would require staff to coordinate with the Bartlett Fire Protection District in order to obtain their requirements
- Would need additional, qualified staff that are certified to conduct inspections

Option 4: Option 3 Above Including Enacting a Mandatory Landlord Training

- Incorporate Option 3 and include a landlord training class conducted by the Police Department
- Class would require an officer to become certified in the topics covered
- The officers in charge would need to create a monthly schedule for classes
- Would require the addition of more police resources and the allotment of overtime
- Would require an increase in the budget for police resources such as personnel, equipment, vehicles, professional development, insurance, etc.
- Not recommended by the Police Department due to the amount of time required and labor intensive

Crime-Free Housing Ordinance

- Recommended by Police Department
 - Landlords gain more control of their properties and assists in the enforcement of policies and improved safety
- Can be included as a separate ordinance with Options 2, 3 and 4 above upon

STAFF RECOMMENDATION

After analyzing all of the above Options and surrounding community programs, staff would recommend enacting **Option 2** and is seeking Village Board Committee direction to prepare the necessary ordinance.

TJ/attachments

x:\comdev\mem2017\078_Rental Registration Analysis.docx

RESIDENTIAL RENTAL REGISTRATION MUNICIPAL COMPARISON

Municipality	Single-Family Registration	Multi-Family (Apartment) Registration	Inspections	Landlord Training	Length of License
Aurora	\$70	\$93 - \$1,026	Yes	Training	Annual
Bensenville	\$200	\$200 + \$10/unit	Yes	N/A	Annual
Carol Stream	\$75	\$100	Yes	Seminar	Annual
DeKalb	\$50	\$50 + 15.24/unit	Upon Complaint	Program	Annual
Elgin	\$71	\$71/unit	Yes	\$22 Training	Annual
Hanover Park	\$100/ 2 Years	\$75/ annual	Yes	Training	Varies
Highland Park	\$30	\$30	No	N/A	Annual
Streamwood	\$150	\$150	Yes	N/A	Annual
Wheeling	\$100	\$100+50/unit	Yes	N/A	Annual
AVERAGE	\$94	\$155.55/Bld. +36.56/unit			

Average License Fees: Single-Family

- Single-Family Rental: \$94 annually
- Number of Single-family rental properties in Bartlett: 1,071
- Potential Registration Fees Collected: \$100,674 annually

Average License Fees: Multi-Family

- Multi-Family Rental: \$155.55/Building+36.56/unit
- Number of Multi-Family Residence in Bartlett: 2,408 units, 29 Buildings
- Potential Registration Fees Collected: \$92,547.43

Total Potential Registration Fees Collected: \$193,221.43

Crime Free Housing Lease Provision
Prohibition against criminal activity

1. The Tenant, any member of the tenant's household, Tenant's guest(s), and any person under Tenant's control shall not engage in or facilitate criminal activity within the Village limits of Schaumburg, which includes the leased premises, at _____.
2. The Tenant, any member of the tenant's household, Tenant's guest(s), and any person under Tenant's control shall not permit the leased premises to be used for, or to facilitate, criminal activity, regardless or whether the individual engaging in such activity is a member of the household, or a guest.
3. The Tenant, any member of the tenant's household, Tenant's guest(s), and any person under Tenant's control shall not engage in or facilitate any breach of the lease agreement that jeopardizes the health, safety, and welfare of the landlord, his agent, or other tenant, or involves imminent or actual serious property damage.
4. The Tenant is vicariously liable for the criminal activity of any member of the Tenant's household, Tenant's guest(s), and any person under Tenant's control, whether or not the Tenant had knowledge of the activity or whether or not the household member or guest was under the Tenant's control.
5. One or more violations of subsections 1, 2 or 3 of this Lease Section constitute a substantial violation and a material noncompliance with the Lease. Any such violation is grounds for termination of tenancy and eviction from the leased premises. Unless otherwise required by law, proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence
6. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.
7. For purposes of this Lease Section, the meaning of criminal activity shall include:
 - A. Any offense defined and prohibited by article 9 (homicide) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/9-1 et seq.
 - B. Any offense defined and prohibited by article 10 (kidnapping and related offenses) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/10-1 et seq.
 - C. Any offenses defined and prohibited by Section 11-14 (Prostitution), Section 11-14.1 (Soliciting Prostitution), Section 11-14.3 (Promoting Prostitution – pandering, keeping a place of prostitution), Section 11-20.1 (Child Pornography), or Section 11-21 (Harmful Material to Minors) of the Criminal Code of 1961, 720 ILCS 5/11-14, 5/11-14.1, 5/11-14.3, 5/11-20.1, and 5/11-21.
 - D. Any offense defined and prohibited by article 12 (bodily harm) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/12 et seq.
 - E. Any offense defined and prohibited by article 16 (theft) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/16-1 et seq.
 - F. Any offense defined and prohibited by article 20-2 (possession of explosives or incendiary devices) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/20-2 et seq.
 - G. Any offense defined and prohibited by article 24 (deadly weapons) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/24-1 et seq.
 - H. Any offenses defined and prohibited by article 25 (mob action) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/25-1 et seq.
 - I. Any offense defined and prohibited by section 26-2 (disorderly conduct) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/26-1 et seq.
 - J. Any offense defined and prohibited by article 28 (gambling) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/28-1 et seq.
 - K. Any offense defined and prohibited by article 31 (interference with public officers) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/31-1 et seq.

- L. Any offense defined and prohibited by section 6-16 (prohibited sales and possession) or section 6-20 (purchase or acceptance of gift of liquor by persons under age 21) of the liquor control act of 1934, 235 Illinois Compiled Statutes 5/6-16 and 5/6-20.
- M. Any offense defined and prohibited by the Illinois controlled substances act, 720 Illinois Compiled Statutes 570/100 et seq.
- N. Any offense defined and prohibited by the cannabis control act, 720 Illinois Compiled Statutes 550/1 et seq.
- O. Any offense that constitutes a felony under the criminal code of 1961, 720 Illinois Compiled Statutes 5/1-1 et seq., including, but not limited to, those set forth above.
- P. Any offense that constitutes a misdemeanor as defined in the Illinois Criminal Code of 1961, 720 ILCS 5/1-1 et seq., or any similar offense under this Village Code.
- Q. Any inchoate offense defined and prohibited by article 8 (inchoate offenses) of the criminal code of 1961, 720 Illinois Compiled Statutes 5/8-1 et seq., which is relative to the commission of any of the aforesaid principal offenses.
- R. Any offense defined and prohibited by Title 13, "General Offenses", of this Code.
- S. An unreasonably high number of calls for police service, including, but not limited to, calls related to public nuisance activities, which reasonably indicate, when compared to other similar properties in the Village, that the activity at this property is out of character for the area and is impacting the quality of life of those in the area.

This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

_____ Date: _____ Resident
Signature

_____ Date: _____ Property
Manager/Owner's Signature

Property Name/Location _____



VILLAGE OF BARTLETT
Tenant Application for Residential Water & Sewer Service

I hereby make application to the Village of Bartlett for water and sewer service to be supplied to the rental premises located at:

Service Address: _____ Date Occupied: _____

Name of Resident: _____ Home Phone: _____
(Please Print)

Work Phone: _____

The undersigned hereby accepts liability for all charges for water and/or sewer service and other charges in connection thereof for the above mentioned premises **UNTIL A FINAL WATER METER READING HAS BEEN TAKEN BY THE VILLAGE.**

Signature: _____

(To be completed by Owner)

Owner's Name: _____ Phone: _____

Home or Business Address: _____

City/State/Zip: _____

As owner of the above mentioned property, I acknowledge and accept liability for service supplied to any user of the combined waterworks and sewerage system of the Village on my premises (Village of Bartlett Code 7-5B-5).

Signature: _____ Date: _____

PLEASE COMPLETE AND RETURN PROMPTLY – THANK YOU

Village of Bartlett
228 S. Main Street
Bartlett, IL 60103
(630) 837-0800 – Water Department
(630) 837-0155 - Fax

COMMUNITY DEVELOPMENT MEMORANDUM

17-092

DATE: May 4, 2017

TO: Paula Schumacher, Acting Village Administrator

FROM: Jim Plonczynski, Community Development Director

RE: **Complete Streets Policy**

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 their review.

DISCUSSION

At the direction of the Bike and Run Committee, Staff 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 the policy; and
- Includes measures that will be used to document the success of the policy

RECOMMENDATION

1. The Bike and Run Committee reviewed the draft Complete Streets Policy at their March 30, 2017 meeting. The Committee **recommended approval** of the Complete Streets Policy.
2. The Complete Streets Policy and minutes from the Bike and Run Committee meetings are attached for your review and consideration.

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 National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide, 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.

OLD BUSINESS/NEW BUSINESS

T. Witt wanted to talk about the Transit Oriented District (TOD) Plan and stated he would like to recommend to the Village Board like the Committee did for the Township to use it as a guideline when we design our Village Bike Plan. There is a lot of good stuff in the Cook County portion and they also recommend the Complete Streets Policy. They also talk about pedestrian safety, expanding bike parking in downtown and reducing the speed limit in the downtown area. D. Palmer stated he's not worried about speeding as much as he's worried about distracted drivers. T. Witt stated there are great ideas in the TOD Plan and wondered if he could motion a resolution supporting it? Chairman Camerer stated the Village Board Committee just saw a presentation on this recently but have not had time to review the lengthy document. The Board did forward the TOD Plan onto the Plan Commission, Zoning Board of Appeals and Economic Development Commission to a Public Hearing that will be in July. Chairman Camerer thought it would be premature to recommend this plan and doesn't want to jump into it. The Board members have already received opposition to the Plan and would suggest putting it on the next agenda. D. Palmer talked a little bit about speed limits and how the federal standards come up with the speed limits in certain areas. J. Plonczynski talked about how the round table discussions incorporated the thoughts and ideas of the public into the TOD Plan and the Public Hearing is next. The Joint Committee will make a recommendation to the Village Board. J. Plonczynski will email out a link to the TOD Plan if the members are interested in looking at the Plan. A. Zubko stated the Public Hearing will be July 14th at 7:30 pm in the Council Chambers.

J. Stacy asked about parking by Hawk Hollow and if parking on the street is where citizens are supposed to park? J. Plonczynski stated yes parking on the street is considered the Forest Preserve's parking lot. Chairman Camerer asked how hard it would be hard to put some parallel spots along Struckman? B. Allen stated he is sure it can be done, it's a matter of paint and checking with the Police Department. J. Plonczynski stated staff will discuss it with Public Works.

D. Palmer would like to discuss Complete Streets and support it. Chairman Camerer would like it on the next agenda. T. Witt had some handouts regarding Complete Streets. J. Plonczynski would like the Public Works director and a representative from the Police Department at the next meeting to discuss Complete Streets. T. Witt brought up some grant opportunities.

Resident Tom Steele requested that the event start later next year if possible so it would give the event more visibility. He also said he would be in favor of the police telling bicyclists that they can only ride 2 across and enforcing the bicycling laws.

K. Stone responded that this was the first timed event Active Transportation Alliance has done so they were unsure how quickly the first wave would be completed. Now that they have an idea of how long each wave will take they may adjust the start time accordingly. Village Staff and Active Transportation Alliance will be having a post-event debriefing meeting to go over how the race went and talk about changes for future events.

Resident John Goetz added that he would like a children's ride as part of the event. J. Plonczynski replied that it was an insurance liability issue for Active Transportation Alliance and may be possible in the future.

COMPLETE STREETS

K. Stone stated that at the last meeting Staff was directed to start looking into Complete Streets as recommended in the Wayne Township Bicycle Plan and the proposed TOD Plan. Staff provided the Committee copies of Complete Street ordinances that have been passed in Illinois. Complete Streets ordinances create a policy that when Village Staff reviews and proposes road projects it makes sure that all users are being accommodated starting in the planning stage. Recently passed ordinances include a condition that if the cost of an accommodation is deemed prohibitive, the accommodation would not be required. Illinois was the first state to adopt a Complete Streets policy so all IDOT projects include a review by CMAP to see what accommodations are appropriate and should be included in the design. J. Plonczynski added that Staff has received CMAP's comments on many of the IDOT projects that have occurred within the Village. J. Plonczynski explained that Complete Streets is not a separate line item in the budget, it would be included as part of future Capital Budget items as they are proposed. T. Witt added that a Complete Streets policy is a commitment to review projects with all users in mind.

J. Plonczynski discussed the Route 59 and Stearns Rd intersection improvements. D. Dinges added that the project is scheduled for letting in early 2017 pending right of way acquisition.

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

COMPLETE STREETS POLICY REVIEW

K. Stone stated the Complete Streets discussion started when the Village recommended the endorsement of the Bicycle Plan for Wayne Township which encouraged all communities to adopt a Complete Streets Policy. This was also recommended as part of the TOD Plan for the downtown that was approved by the Village Board in October 2016. Staff was directed by this committee to start drafting a policy for your review. K. Stone went on to say Complete Streets is commitment for a transportation network that is meant for all users. Many Complete Streets Policies were reviewed and Staff has drafted one for Bartlett. This clearly states the purpose, definition, benefits and the exemptions. Staff looked at the best practices for what to include. Another newer aspects included in the policy is that there is an evaluation component to document the progress of the Complete Streets policies.

M. Camerer asked if there were any comments on the Complete Streets policies.

T. Witt stated he thought this was excellent work but would add "NACTO Urban Bikeway Design Guide" as a reference tool.

K. Stone stated some of things may not apply because it is more urban, however there are some recommendations that would work in a suburban setting, which can be included as well.

M. Camerer stated when he read through the policy there was a sentence structural issue. All agreed the sentence under HEALTH be reworded and take out the word 'are'.

T. Witt asked if the Committee was at a point that there be a motion to approve. **M. Camerer** thought there may be more discussion, comments or concerns with the committee. **J. Stacy** asked if the Board adopts this policy, who will review this, to ensure it is compliant. **K. Stone** stated since the policy is for new construction projects this will be reviewed by Public Works; the Police Department's Traffic Division will also look at things at that point. Planning Staff will make sure that it incorporates all of the planned bike routes and paths that are in the Village. At first this will be at a Staff level, if this committee goes forward and adopts a new bike plan with more specific recommendations with possibly more on-street bike routes that would help create a framework with this policy. **J. Plonczynski** stated this typically would be thru Public Works and would be included in the Capital Improvements program. Staff would certainly make this committee aware of the draft capital improvement program so you can see where the Complete Streets policy will be implemented. **M. Camerer** asked the committee if everyone is in agreement to move forward for approval with the Village Board. **D. Palmer** stated since this is a new item, will this be incorporated in cross training with the Engineers, Public Works and Police so things are not missed. **K. Stone** stated **B. Allen** from Public Works has gone to some Complete Streets and Bikeway meetings so he is very aware of what is expected. **J. Plonczynski** stated both

he and B. Allen sit on the DuPage County Transportation Committee and the DuPage County Highway Department has adopted a Complete Streets Policy. D. Palmer asked what the time frame was for depressed curbs to be completed throughout the Village. K. Stone stated an inventory was done throughout the Village. As construction projects are being planned and constructed Public Works is making sure curbs are depressed. K. Stone stated we are learning it's much easier if it's all in GIS so we have actual numbers, and not just guessing, this is something D. Dinges, Public Works Director is working towards. J. Plonczynski stated you will see all the IDOT projects will include the ramps and truncated bumps. T. Witt stated some are in good shape and some need to be replaced. D. Palmer was more concerned with the bike lanes, which will be the first tangible thing that you will be able to see by adopting Complete Streets, you see a separated bike lane or designated striped bike lanes. J. Stacy stated when there is a plan it needs to be specific and should be measurable. The number of new miles of on-street bicycles and pedestrian paths defines what you want to do but is not measurable because there are no goals. J. Stacy asked what the goals and timeframe are. K. Stone stated this is part of the future Bike Path plan updates, when we look at what streets we want to put routes on, where do we have the separated lanes. Once we have all that information then we can say what our goals are and the deadlines that we want. J. Stacy stated, at our last meeting, we now know who controls what paths, how will we know if we are progressing, we set goals. M. Camerer asked J. Stacy if he thinks there needs be more things under this evaluation. This evaluation shows the number of new miles of on street bicycle routes, number of new miles of bicycle/pedestrian side paths and sidewalks, this defines somewhat of a measure. J. Stacy stated this defines what you want to measure but it's not saying where you are and where you want to go. J. Stacy continued stating perhaps Complete Streets is not the place to do this. If it's not, we need assess where we are at, and where we want to go. T. Witt stated he was thinking the same thing, we just need to fill in the blanks. J. Stacy stated he likes this because it defines how this will be assessed and evaluate where we are at, and this is what we talked about when we looked at the paths throughout. M. Camerer asked J. Stacy if there was something specific he was looking for. J Stacy stated no, just wanted make it noted what we ultimately want to do. M. Camerer stated this is why he slowed things down and didn't push it through until everyone had a chance to say what they needed to say.

M. Camerer asked if there was any other discussion. No one replied.

M. Camerer stated he would recommend a motion to move this on to the Village.

Motioned by: D. Palmer

Seconded by: T. Witt

T. Witt asked if this moves on to the Village Board to adopt an Ordinance.

J. Plonczynski stated it will be a policy, but usually we adopt policies as a resolution rather than an official ordinance.

T. Witt questioned if it would have more effect as an ordinance.

J. Plonczynski stated it comes down to legal appropriateness. If you adopt this into an Ordinance, there may have to be dollars and cents allocated. This policy may not be intended to guide the development of the projects, yet. That would be included more in the Capital Improvements. He thinks it may be done by a Resolution. That is his belief. A. Zubko stated as far as she knows they have the same weight. It's just one is a policy and one is an ordinance. J. Plonczynski stated this would not be enforcing anything in the sense of a Zoning Ordinance, more a guide line.

M. Camerer stated we have a motion made by **D. Palmer** and seconded by **T. Witt** that we will move this on to the Village Board.

Roll Call:

M. Camerer, T. Witt, J. Stacy and D. Palmer

All in favor.

Motion carried.

Memorandum

To: Paula Schumacher, Acting Village Administrator
From: Scott Skrycki, Assistant to the Administrator
Tyler Isham, Management Analyst
Date: 5-8-2017
Re: Waste Hauler Contract

The Village of Bartlett last renewed a contract for our current waste hauler, Republic Services in December of 2012. The contract was for the duration of January 1, 2013 until December 31, 2017.

Staff has met with our current vendor Republic Services, and has also met with Waste Management to discuss current options and trends in the waste hauler industry. A meeting was also requested by Groot Industries and staff plans to meet with them as well. When meeting with the vendors, it was discussed that in order to have a good amount of bidders with a low price point, there should not be too many components during an RFP/bid process.

Three major areas that are critical to the pricing and options include: single day pick up vs. multi-day pick up, yard waste and brush pick up. These options can alter the pricing and service the most. Staff has discussed the possibility of having the waste hauler pick up brush or even contracting it out. Having the brush collection contracted out would allow Public Works employees more time to assist on maintaining the Village's infrastructure.

Service	Option 1	Option 2
Collection Days	Single Day (current model)	Multi-day pick up
Brush Pick-Up	Village maintained (current model)	Part of RFP/Bid
Yard Waste	Custom Bag (current model)	Generic Bag and sticker

Staff is seeking direction from the Village Board on the major options to incorporate this in the RFP for the bidding process.