



Engineering and Public Works  
Department

(847) 853-7500  
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Date: May 26, 2021

To: Transportation Commission

From: Brigitte Berger-Raish, P.E., Director of Engineering and Public Works  
Dan Manis, P.E., Village Engineer  
Dan Smith, P.E., Project Engineer

Re: Supplemental Material – May 26, 2021 Transportation  
Commission Meeting

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Please find enclosed additional resident communication that is supplemental to the agenda material provided for the May 26, 2021 Transportation Commission meeting concerning crossing guards and a submission of comments from Bike Walk Wilmette.

**From:** Berger, Brigitte  
**Sent:** Wednesday, May 26, 2021 10:38 AM  
**To:** Kimberly Segal <[jksegal10@gmail.com](mailto:jksegal10@gmail.com)>  
**Subject:** RE: Crossing guard request

Dear Ms. Segal:

Thank you for reaching out to us regarding a crossing guard at the intersection of Illinois and Hibbard Road. I will be sure to share your email with the Transportation Commission.

Ultimately, the Village's Transportation Commission and Village Board approve the school crossing guard locations. The Transportation Commission will be reviewing and recommending approval of guard locations for the 2021-2022 school year tonight at the Transportation Commission meeting. Here is a link to the meeting page if you wish to attend: [Transportation Commission Meeting – Wilmette](#)

By way of background, this intersection was one of five that was reviewed by the Commission in 2018. Please see the attached crossing guard matrix for detailed information about the intersection and the decision criteria. The Commission did not approve a guard in this location, however, for two primary reasons. First, this intersection is not on a school walking route and the crossing guard policy (attached) requires that all guard locations be on streets identified as safe walking routes. The good news is that District 37 recently received a Safe Routes to School grant to develop an official school walking route map. The Village Engineering and Police Department staff will work with their consultants to determine the safest routes to school as well as infrastructure enhancements to improve safety. The Commission will certainly be in a position to take a fresh look at whether a guard is warranted per the policy once the school walking routes are determined.

The second reason a guard was not recommended is the age of the students attending Marie Murphy. The policy focuses on young children between 5 and 9 years old.

I hope this information is helpful to you, but please feel free to call me if you would like to discuss this in more detail. Thank you again for the email.

Kind regards,  
Brigitte

*Brigitte Berger-Raish, P.E.*  
*Director of Engineering and Public Works*  
*Village of Wilmette*  
*711 Laramie Avenue*  
*Wilmette, IL 60091*  
*847.853.7627*  
[bergerb@wilmette.com](mailto:bergerb@wilmette.com)

**From:** Kimberly Segal <[jksegal10@gmail.com](mailto:jksegal10@gmail.com)>  
**Sent:** Tuesday, May 25, 2021 6:44 PM  
**To:** dist.ntfy.pubworks <[dist.ntfy.pubworks@wilmette.com](mailto:dist.ntfy.pubworks@wilmette.com)>  
**Subject:** Crossing guard request

Crossing guard request at Hibbard and Illinois. Kimberly Segal 2934 Indianwood Rd, Wilmette, IL 60091. Dangerous for kids to cross.

**From:** Berger, Brigitte  
**Sent:** Wednesday, May 26, 2021 10:27 AM  
**To:** Natalie Lev <[natalielev27@gmail.com](mailto:natalielev27@gmail.com)>  
**Subject:** RE: Crossing guard

Hi Natalie—I should have also said that I will share your email with the Transportation Commission. They are meeting tonight to approve the school crossing guard schedule for the 2021/22 school year.

Brigitte

**From:** Berger, Brigitte  
**Sent:** Wednesday, May 26, 2021 10:19 AM  
**To:** Natalie Lev <[natalielev27@gmail.com](mailto:natalielev27@gmail.com)>  
**Subject:** RE: Crossing guard

Hi Natalie:

Thank you so much for the note. The Lake Avenue corridor between Skokie Boulevard and the west Village limits has been on our radar for quite some time. As you know, there are very high traffic volumes and speeds on Lake Avenue relative to most local residential streets in Wilmette. Add in the Edens /I94 on and off ramps, and Lake Avenue becomes a very difficult road for pedestrians to navigate, especially for younger children. It is also important to note that Lake Avenue is not under the Village's jurisdiction, but owned and maintained by the Cook County Highway Department. Per the information below, crossing guards are not warranted at this time, but the good news is there are several opportunities to review and improve pedestrian safety on Lake Avenue.

More specifically, the Village adopted a comprehensive crossing guard policy (attached for your information) to determine where school crossing guards are most necessary and effective. One of the most important factors for crossing guard placement as noted in the policy (and per the excerpt below) is that the location be identified as a school walking route. Lake Avenue is not currently an approved safe school walking route, so crossing guards are not warranted at this time. The good news is that Avoca School District 37 received a grant several years ago to develop a Safe Routes to School Map aimed at identifying safe corridors and improvements necessary to make corridors safe for young students. As the main artery to and from Marie Murphy and Avoca West, Lake Avenue is a key component of the safe routes to school plan. Lake Avenue is also an important corridor identified in the Village's Master Bike and Active Transportation Plan (<https://www.wilmette.com/download/Wilmette-Master-Bike-and-Active-Transportation-Plan.pdf>) (page 87) that was recently adopted by the Village Board.

***III. The Transportation Commission will conduct a study on request for a school crossing guard only after it has been demonstrated by the petitioning group or individual that the location for the requested crossing guard is along an approved safe school walking route, as determined by the school district and the Wilmette Police Department.***

This summer, Village staff will be working on developing an implementation schedule for the Master Bike and Active Transportation Plan and Lake Avenue will likely be included. We are also awaiting a final draft of the Avoca Safe Routes to School Plan that will be discussed at a future Transportation Commission meeting. Please feel free to check back with me in a few months and I will be happy to update you on the progress to improve Lake Avenue.

I hope this information has been helpful, but please feel free to call me at 847.853.7627 if you would like to discuss this in person.

Best regards,  
Brigitte

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**From:** Natalie Lev <[natalielev27@gmail.com](mailto:natalielev27@gmail.com)>  
**Sent:** Tuesday, May 25, 2021 5:59 PM  
**To:** dist.ntfy.pubworks <[dist.ntfy.pubworks@wilmette.com](mailto:dist.ntfy.pubworks@wilmette.com)>  
**Subject:** Crossing guard

Hello,

We would like a crossing guard for the kids who need to cross the 90/94 expressway on lake as they commute to Marie Murphy.

Thank you!

Natalie Lev  
Parent  
--  
Natalie Lev



**From:** Berger, Brigitte  
**Sent:** Wednesday, May 26, 2021 12:50 PM  
**To:** Anne Nagle <[annemnagle@gmail.com](mailto:annemnagle@gmail.com)>  
**Subject:** RE: Avoca 37 SRTS

Hi Anne:

Thank you so much for your email. I will be sure to share it with the Transportation Commission in advance of the meeting tonight.

On behalf of the Police Department and Engineering staff, we look forward to reviewing the final version of the Avoca 37 Safe Routes to School plan. Once we have had a chance to go through the staff review, we will schedule it for Commission review.

Kindest regards,  
Brigitte

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*711 Laramie Avenue*  
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*847.853.7627*  
[bergerb@wilmette.com](mailto:bergerb@wilmette.com)

**From:** Anne Nagle <[annemnagle@gmail.com](mailto:annemnagle@gmail.com)>  
**Sent:** Wednesday, May 26, 2021 12:37 PM  
**To:** Berger, Brigitte <[bergerb@wilmette.com](mailto:bergerb@wilmette.com)>  
**Subject:** Avoca 37 SRTS

Dear Brigitte

In 2020, Avoca District 37 applied for and received an IDOT Safe Routes to School [grant.to](#) create a walking route map for our students at Avoca West Elementary School and Marie Murphy Middle School. We worked with consultants from Epstein Global to create mapping and a school action plan for the district.

We would like to broadcast the final draft of the document to you and the Transportation Commission for review. It includes Epstein's recommendations for crossing guards in the district. In the past, Avoca District 37 did not qualify for crossing guards because we did not have a safe walking route. We look forward to future considerations by the Transportation Commission.

Thank you very much for your assistance and support. It is always greatly appreciated!

Sincerely,  
Anne

**From:** Berger, Brigitte

**Sent:** Wednesday, May 26, 2021 2:00 PM

**To:** 'Shores Family' <[shoresfamily@gmail.com](mailto:shoresfamily@gmail.com)>; dist.ntfy.pubworks <[dist.ntfy.pubworks@wilmette.com](mailto:dist.ntfy.pubworks@wilmette.com)>

**Subject:** RE: Cross the Streets petition

Dear Mr. and Mrs. Shores:

Thank you for reaching out to us regarding your request for a crossing guard at the intersection of Locust Road and Glenview Road. I also appreciate the time you took today to discuss your concerns in person with me. As promised, your email and this response will be shared with the Transportation Commission prior to tonight's meeting.

Ultimately, the Village's Transportation Commission and Village Board approve the school crossing guard locations. The Transportation Commission will be reviewing and recommending approval of guard locations for the 2021-2022 school year tonight at the Transportation Commission meeting. Here is a link to the meeting page if you wish to attend: [Transportation Commission Meeting – Wilmette](#)

The Village adopted a comprehensive crossing guard policy (attached for your information) to determine where school crossing guards are most necessary and effective. One of the most important factors for crossing guard placement as noted in the policy (and per the excerpt below) is that the location be identified as a school walking route. Locust Road is not currently an approved safe school walking route, so crossing guards are not warranted at this time. In addition, crossing guards are generally not located at crossings serving Junior High or High School age students.

As I explained, however, the safety of our students is paramount so Village staff will conduct a detailed engineering study of your request. We will consider all of the criteria outlined in the policy. As an example, I have attached an evaluation matrix prepared for other school crossing guard locations. We will do the same for your request at Glenview and Locust Roads.

***III. The Transportation Commission will conduct a study on request for a school crossing guard only after it has been demonstrated by the petitioning group or individual that the location for the requested crossing guard is along an approved safe school walking route, as determined by the school district and the Wilmette Police Department.***

I also wanted to let you know that Glenview Road and Locust Roads are important corridors identified in the Village's Master Bike and Active Transportation Plan (<https://www.wilmette.com/download/Wilmette-Master-Bike-and-Active-Transportation-Plan.pdf>) that was recently adopted by the Village Board.

This summer, Village staff will be working on developing an implementation schedule for the Master Bike and Active Transportation Plan and these streets may be included. Please feel free to check back with me in a few months and I will be happy to update you on our progress.

I hope this information is helpful to you, but please feel free to call me if you would like to discuss this in more detail. Thank you again for the email.

Kind regards,  
Brigitte

**From:** Shores Family <[shoresfamily@gmail.com](mailto:shoresfamily@gmail.com)>  
**Sent:** Wednesday, May 26, 2021 11:41 AM  
**To:** dist.ntfy.pubworks <[dist.ntfy.pubworks@wilmette.com](mailto:dist.ntfy.pubworks@wilmette.com)>  
**Subject:** Cross the Streets petition

We would like you to add us to the petition for crossing guards.

Our information:  
Mila and Jerry Shores  
Sunset Dr. Wilmette  
Phone or text: (405) 315-2293, [shoresfamily@gmail.com](mailto:shoresfamily@gmail.com)

Location for the guard:  
Southbound Locust Road, crossing Glenview Road

We believe this to be a good location for a crossing guard because of the fast driving cars on Glenview Road. Crossing this street is very tricky at times!

Once on the sidewalk on the south side of Glenview Road, it gives access to the streets and cul-de-sacs where many students of Wilmette Junior High School live. This is why we believe it is a good location for a guard.

Thank you!

Best,  
Mila & Jerry Shores



# EVALUATING NEEDS FOR SCHOOL CROSSING ASSISTANCE

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**POLICY STATEMENT  
ON  
SCHOOL CROSSING ASSISTANCE**

- I. It is the policy of the Village of Wilmette and its Transportation Commission to follow a set of comprehensive, reasonable and uniform standards for the placement of adult school crossing guards.***

***Commentary:***

Decisions for the placement of school crossing guards which are not based on uniform standards can create confusion which result in complaints from parents, lessen respect by both motorists and pedestrians, and drain Village resources. The Commission believes that the uniform application of reasonable standards will result in decisions which are most likely to provide assistance where it is needed, and to be accepted by school officials, parents, school children, and motorists.

- II. The standards adopted by the Transportation Commission are based on accepted professional standards tailored to meet the needs of Wilmette. The Commission has elected not to adopt by reference the standards or guidelines of any specific organization, but to draw upon available knowledge and accepted practice in developing its own.***

***Commentary:***

The Commission's study included a systematic review of the standards and suggested guidelines published by several professional organizations. The standards and guidelines adopted by the Commission and described herein have been drawn from those organizations.

- III. The Transportation Commission will conduct a study on request for a school crossing guard only after it has been demonstrated by the petitioning group or individual that the location for the requested crossing guard is along an approved safe school walking route, as determined by the school district and the Wilmette Police Department.***

***Commentary:***

The safe walking route should be reviewed and updated annually by the school district in cooperation with the Wilmette Police Department. Changes in walking routes should be considered when school boundaries change, when the distribution of children within the boundaries changes significantly, or when traffic or roadway engineering changes occur.

The safest walking routes are generally those which minimize conflicts with traffic while taking advantage of the protection afforded by existing traffic controls. Children may be required to walk a longer distance to avoid hazardous crossings. In selecting the safest route, however, children should not be required to detour excessively or the selected route may be ignored.

School children should be thoroughly instructed by the schools and their parents on the purpose and proper use of the safe walking route plan. Parents are responsible for seeing that their children follow the correct route to school. Checks should be made periodically along school routes by both parents and the school's safety committee to determine that they are being properly used.

See end of manual for a Sample Safe School Walking Route Plan.

- IV. *The Transportation Commission will recommend approval of an adult crossing guard only after engineering and traffic studies have shown that special conditions exist which establish a need for adult assistance. At those locations where adult supervision is not deemed necessary, the Commission will consider whether signs and street markings are needed to increase driver awareness of the crossing.***

***Commentary:***

Adult crossing guards should be used when unusual circumstances exist which require proper handling by an adult. These circumstances would include traffic volumes that are high and gaps in traffic so short and infrequent that assistance is needed to select adequate gaps and control waiting children.<sup>1</sup>

When the delay between adequate gaps becomes excessive, children may become impatient and endanger themselves by attempting to cross the street during an inadequate gap.

Other criteria must also be considered in a comprehensive study of the need for a crossing guard. These factors fall into three general categories:

**ROADWAY CHARACTERISTICS**

**TRAFFIC FLOW CHARACTERISTICS**

**CHILD PEDESTRIAN CHARACTERISTICS**

Each of these categories is discussed in detail in the following section.

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<sup>1</sup>See Glossary for definition of "Adequate Gap Length".

- V. *The Wilmette Transportation Commission will review adult crossing guard assignments periodically to assure that they correspond to current needs and conditions. Where appropriate, guard assignments may be altered to provide the best protection for all of the children of Wilmette.*

*Commentary:*

**Central School**

<b>Location</b>	<b>Crossing Status</b>
Ninth Street and Lake Avenue	Existing
Ninth Street and Central Avenue	Existing
Ninth Street and Greenleaf Avenue	Existing
Forest Avenue and Wilmette Avenue	Existing

**McKenzie School**

<b>Location</b>	<b>Crossing Status</b>
Wilmette Avenue and Prairie Avenue	Existing
15 <sup>th</sup> Street and Lake Avenue	Existing
16 <sup>th</sup> Street and Wilmette Avenue	Existing
Highland Avenue and Ridge Road	Existing

**Harper School**

<b>Location</b>	<b>Crossing Status</b>
Illinois Road and Iroquois Road	Existing
Thornwood Avenue and Hunter Road	Existing
Hunter Road and Lake Avenue	Existing

**Romona School**

<b>Location</b>	<b>Crossing Status</b>
Wilmette Avenue and Romona Road	Existing
Skokie Blvd and Wilmette Avenue	Existing

**Highcrest Middle School**

<b>Location</b>	<b>Crossing Status</b>
Illinois Road and Hunter Road	Existing

**St. Joseph's School**

<b>Location</b>	<b>Crossing Status</b>
Lake Avenue and Ridge Road	Existing



## ***GUIDELINES FOR DETERMINING THE NEED FOR ADULT CROSSING GUARDS***

The Village of Wilmette cannot guarantee the protection from all hazards to pedestrian school children. However, with the proper assistance and guidance of a trained adult crossing guard, the hazards associated with crossing a dangerous street, as determined by the guidelines listed below, can be reduced. The following factors should not be viewed as a set of rigid requirements. Rather they should be considered in their entirety when analyzing the need for adult supervision.

### **I. ROADWAY CHARACTERISTICS**

#### **A. PROXIMITY TO A PROTECTED CROSSING**

No consideration should be given for an adult school guard when the proposed site is within 600 feet of an existing school crossing under adult supervision.<sup>2</sup>

#### **B. EXISTING TRAFFIC CONTROL DEVICES**

Adult supervision is not normally warranted at a signalized intersection unless the turning volume through the crossing exceeds 300 vehicles per hour during the crossing period,<sup>3</sup> or at least one of the streets to be crossed presents four or more lanes of traffic with free flowing traffic volume exceeding 750 VPH during the crossing period. Under such conditions, consideration should be given to adult supervision, especially for younger children.<sup>4</sup>

At stop controlled intersections on undivided roadways of four or more lanes with volumes greater than 500 VPH during any crossing period, consideration should be given to adult supervision.<sup>5</sup> As with the signalized crossings, special consideration may be given to younger children when addressing this standard.

#### **C. ROADWAY FUNCTIONAL CHARACTERISTICS**

Arterial streets carrying larger volumes of through traffic present greater hazards than residential or collector streets. When a street actually serves a higher function than that for which it was intended, for instance, if a roadway is designated as a local street and is being used as a "cut through", effectively changing its intended use, then this should be taken into consideration.

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<sup>2</sup>Traffic Manual, California Department of Transportation, 1987.

<sup>3</sup>Traffic Manual, California Department of Transportation, 1987.

<sup>4</sup>See section III B for further details regarding child age characteristics.

<sup>5</sup>Traffic Manual, California Department of Transportation, 1987.

#### **D. STREET WIDTH**

The width of the roadway measured curb to curb affects the time required for a child to cross the street. This is addressed and accounted for when determining the "adequate gap length" for that particular section of roadway (See page 10).

#### **E. CURVES AND SIGHT DISTANCE**

School crossings, whether supervised or not, should not be placed in close proximity (e.g. 500') to a curve, hillcrest, bridge, or at any location where sight distance is limited. Straight line sight distance measured in feet to any crossing shall not be less than five times the designated speed limit, measured and expressed in miles per hour.<sup>6</sup>

#### **F. PARKING LANES**

Adult supervision can be considered when parked vehicles or other objects interfere with the sight distance of children or approaching motorists. Parking should be prohibited within 30 feet of any designated school crossing whether supervised or not.

#### **G. INTERSECTION DESIGN**

The design of the intersection should be carefully evaluated when assessing the need for adult supervision. When the design is such that the number of roadway legs making up the intersection exceeds four or the number of traffic lanes traversing the intersection exceeds five, then consideration may be given to adult supervision.

#### **H. CROSSWALK DESIGN**

The design of the crosswalk should be taken into consideration when assessing the need for adult guards. The location of the crosswalk in relation to sidewalks should be considered. The crosswalk should align with a sidewalk on the opposite side of the roadway and not require children to cross another leg of the intersection to reach a sidewalk.

### **II. TRAFFIC FLOW CHARACTERISTICS**

#### **A. TRAFFIC VOLUME PER HOUR**

Volume of traffic directly affects the frequency and distribution of acceptable gaps in the traffic flow. When the volume of traffic through an uncontrolled intersection during the crossing period exceeds 350 VPH, then consideration should be given for an adult crossing guard.<sup>7</sup>

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<sup>6</sup>Adult School Crossing Guard Manual, American Automobile Association of Michigan, Division of Safety and Traffic Engineering, 1 Auto Club Drive, Dearborn, MI 48126, 1978.

<sup>7</sup>Evaluating the Need for School Crossing Assistance, The Traffic Institute, Northwestern University, 1991.

## **B. VEHICLE TYPES**

Consideration for an adult crossing guard may be given at locations where there are large numbers of trucks or commercial vehicles using the roadway. These vehicles present special problems such as requiring a larger turn radius, obstructing sight distances, and disrupting gap distribution.

## **C. ACCIDENT HISTORY**

The accident records for the location under study should be reviewed to determine the history of accidents during the crossing periods. An excessive accident rate is a clear indication of hazards, which may or may not warrant adult crossing guards.

## **D. APPROACH SPEED**

Evaluation of both the measured speed of the vehicles using the roadway and the designated speed limit should be accomplished. Higher speeds do not result in shorter and fewer gaps, but they do increase the complexity of the decision to accept the gap and cross the street. If the 85th percentile speed is shown to be considerably higher than the designated speed limit, then adult supervision may be considered.

## **E. VEHICLE TURNING MOVEMENTS**

Large numbers of turning movements can confuse both motorists and children alike. Although these vehicles are counted as part of traffic volume through intersections, they should be considered carefully when evaluating the need for adult supervision.

## **F. GAPS PER MINUTE**

Adequate gaps in traffic must occur on an average of at least one per minute during the crossing period.<sup>8</sup> Anything less than one adequate gap per minute may warrant adult supervision. This ratio is calculated<sup>9</sup> by conducting field studies to determine the following:

- a. Adequate Gap Length (The minimum time required to cross the street)
- b. The portion of the crossing period during which adequate gaps are available

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<sup>8</sup>A Program for School Crossing Protection, Institute of Traffic Engineers, 1815 N. Fort Meyer Drive, Suite 905, Arlington, VA 22209, 1971.

<sup>9</sup>This procedure is described in detail in the next section entitled "Quantitative Analysis of Field Study Data".

### **III. CHILD PEDESTRIAN CHARACTERISTICS**

#### **A. VOLUME OF CHILDREN**

The number of school children currently using (or reasonably expected to use) the crossing during each crossing period should be evaluated. This will not only assist in determining the need for adult supervision, but will also help determine and assess safe walking routes. This in turn can be used to evaluate the feasibility of consolidating several crossing locations into one.

#### **B. AGES OF CHILDREN**

The age or grade levels of the children using the crossing also should be considered. Young children are not capable of consistently making even simple decisions about traffic conditions and when it is safe to cross. Special attention should be focused on the youngest ages (5 to 9 year olds).<sup>10</sup>

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<sup>10</sup>Evaluating the Need for School Crossing Assistance, The Traffic Institute, Northwestern University, 1991.

## QUANTITATIVE ANALYSIS OF FIELD STUDY DATA

The field studies and associated quantitative analysis are conducted to determine:

- 1) The adequate gap time required to cross the street, and
- 2) Whether or not there is a sufficient number of adequate gaps to assure that delay times are not excessive.

Adequate gap length is determined by street width and walking speed. The number of adequate gaps is considered sufficient if there is an average of at least one such gap in each minute of the crossing period. **It is not intended that these analyses be used as the SOLE criteria for determining need for an adult crossing guard**, but rather they are to be used collectively with other criteria which were outlined in the prior section to reach a reasonable and informed decision.

### COMPUTING ADEQUATE GAP LENGTH

Divide the width of the street by the assumed walking speed of a child (3.5 ft/sec)<sup>11</sup> and add 3 seconds to account for perception time and reaction time.<sup>12</sup>

This is expressed by the formula:

$$G = W/3.5 + 3$$

where

$$G = \text{Adequate Gap Length (Seconds)}$$

$$W = \text{Width of the Roadway (Feet)}$$

Example:

$$W = 30 \text{ feet}$$

$$G = 30/3.5 + 3 = 12 \text{ seconds (rounded up)}$$

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<sup>11</sup>A Program for School Crossing Protection, Institute of Traffic Engineers, 1815 N. Fort Meyer Drive, Suite 905, Arlington, VA 22209, 1971.

Note: This figure used for the "assumed walking speed" is the most conservative of all resource material.

<sup>12</sup>See Page 19 of this Manual for graph depicting adequate gap lengths (crossing times) vs street width.

## FIELD STUDY GUIDELINES

Gap availability data should be collected on at least one day during all school crossing periods ( morning, lunch if applicable, and after school). The total number and actual lengths of all inter-vehicle gaps equal to or exceeding the adequate gap length should be recorded. This field study should be conducted on a day deemed typical for school attendance, vehicular traffic, and weather.<sup>13</sup>

### COMPUTING THE GAPS PER MINUTE

The number of adequate gaps per minute should be computed separately for each crossing period (morning, lunch, and after school). This is accomplished as follows:

Add the lengths of all gaps which are of adequate length or longer, divide this sum by the length of the adequate gap, and then divide this number by the length of the study period.

This is expressed by the formula:

$$\text{GPM} = \frac{T}{G \times M}$$

where

GPM = Average number of adequate gaps per minute

T = Total length of all adequate gaps measured during the study period, in seconds

G = Length of the adequate gap, as determined using the method described previously

M = The duration (in minutes) of the study period

Example:

T = 1,305 seconds, the total length of all adequate gaps measured during the study period

G = 12 seconds, the gap length required to cross the street

M = 60 minutes, the length of the study period in minutes

GPM =  $1,305 / (12 \times 60) = 1.8$  adequate gaps per minute

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<sup>13</sup>A Program for School Crossing Protection, Institute of Traffic Engineers, 1815 N. Fort Meyer Drive, Suite 905, Arlington, VA 22209, 1971.

## GLOSSARY

### ADEQUATE GAP

Same as "ADEQUATE GAP LENGTH".

### ADEQUATE GAP LENGTH

The minimum crossing time necessary for a child to cross the street. This is derived from a formula which takes into consideration width of the roadway, walking time, perception time and reaction time (See Formula on Page 10).

### CROSSING PERIOD

The time interval or anticipated time interval during which the crossing will be active, ie: 8:00am - 9:00am.

### GAP

A naturally formed longitudinal space between vehicles in the two way traffic stream.

### GAP LENGTH

The size of the gap measured in SECONDS.

### GAPS PER MINUTE

The average number of adequate gaps during the crossing period expressed as a ratio of adequate gaps to the total minutes under study (See formula on Page 11).

### ROADWAY WIDTH

The width of the roadway measured in feet from curb to curb.

### STUDY PERIOD

The amount of time spent collecting field data **WITHIN** the designated crossing period. This is usually equal to the crossing period, but can be less.

### VEHICLE VOLUME PER HOUR (VPH)

The number of vehicles passing through the crossing during the crossing period expressed as a ratio of total vehicles to total hours.

### WALKING SPEED

The average walking speed of a child expressed in number of feet travelled per second. This is assumed to be 3.5 ft/sec.<sup>14</sup>

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<sup>14</sup>A Program for School Crossing Protection, Institute of Traffic Engineers, 1815 N. Fort Meyer Drive, Suite 905, Arlington, VA 22209, 1971.

## ***BIBLIOGRAPHY***

A Program for School Crossing Protection, Institute of Traffic Engineers, 1815 N. Fort Meyer Drive, Suite 905, Arlington, VA 22209, 1971.

Adult School Crossing Guards (A Guide to Administration, Selection, Training and Warrants for Operation), American Automobile Association, Traffic Engineering & Safety Department, Washington D.C. 20006, 1984.

Adult School Crossing Guard Manual, American Automobile Association of Michigan, Division of Safety and Traffic Engineering, 1 Auto Club Drive, Dearborn, MI 48126, 1978.

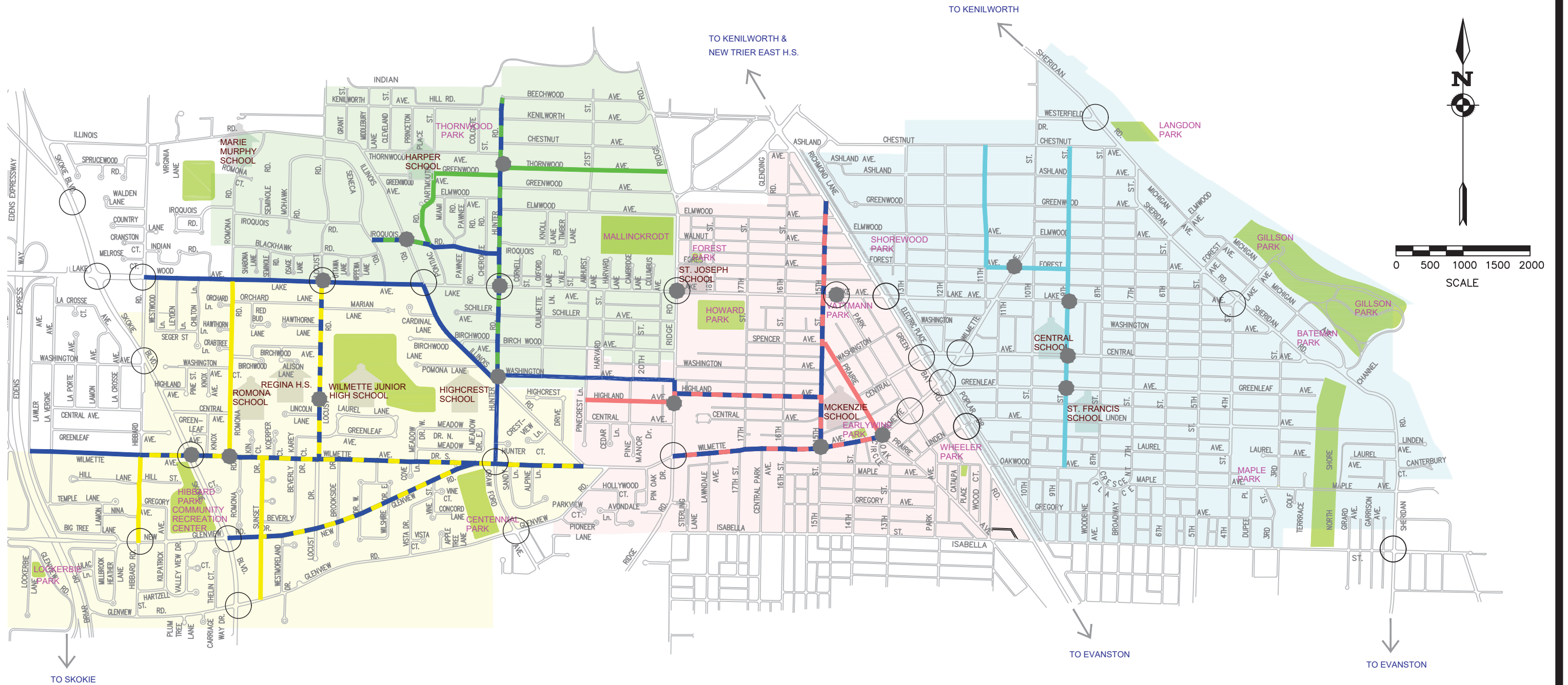
Evaluating the Need for School Crossing Assistance, The Traffic Institute, Northwestern University, 1991.

Manual on Uniform Traffic Control Devices (MUTCD), Federal Highway Administration, 1988.

School Traffic Safety, Illinois Department of Transportation, 2300 S. Dirksen Parkway, Springfield, IL 62764.


Traffic Manual, California Department of Transportation, 1987.





# Village of Wilmette District 39 School Walking Route Map

## LEGEND:

- |                  |  |  |
|------------------|--|--|
| Central School   | <span style="color: lightblue;">—</span> |  School |
| Harper School    | <span style="color: green;">—</span>     | <span style="color: black;">—</span> Route for Mult. Schools                                 |
| Highcrest School | <span style="color: blue;">—</span>      | <span style="color: black;">●</span> Adult Crossing Guard                                    |
| McKenzie School  | <span style="color: red;">—</span>       | <span style="color: black;">○</span> Traffic Signal / Pedestrian Traffic Signal              |
| Romona School    | <span style="color: yellow;">—</span>    |  |

## **SCHOOL HOURS AND STREET CROSSING TIMES**

### **School Hours**

#### **Grades 1-4**

<b>Harper</b>	8:55am- 3:15pm
<b>Mc Kenzie</b>	8:55am- 3:15pm
<b>Romona</b>	8:55am- 3:15pm
<b>Central</b>	8:55am- 3:15pm

#### **Grades 1-8**

<b>St.Francis</b>	8:50am- 3:00pm
<b>St. Joes</b>	8:30am- 3:15pm

#### **Grades 5-6**

<b>Highcrest</b>	8:49am- 3:40pm
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#### **Grades 7-8**

<b>Jr.High</b>	8:00am- 2:46pm
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### **Crossing Guard Times**

All morning crossings:	8:00 am- 9:00 am
Afternoon Crossings:	3:00 pm-4:00 pm
Highcrest/Afternoon:	3:15pm- 4:15 pm
Highland/Ridge Afternoon	3:10pm – 4:10 pm

School Crossing Guard Evaluation Decision Matrix	LAKE AND LARAMIE	LOCUST	IL/HIBBARD	SKOKIE/HIBBARD	FOREST/WILMETTE
On a School Walking Route	No	No but Locust Road from Lake to Wilmette Avenue is on the proposed school walking route map.	No	No	Yes
Street classification	Arterial Lake Laramie--Collector	Collector	Collectors	Arterial- Skokie Collector-Hibbard	Collector
Unusual circumstances exist which require proper handling by an adult	Yes	No	No	No	Yes
	High volume and speeds make crossing this intersection a challenge for young pedestrians. Intersection should be evaluated in conjunction with a school walking route system for D37.	Locust Road reconstruction in 2019 includes pedestrian crossing improvements (roadway narrowing, curb extensions, high visibility signage and striping and rectangular rapid flashing beacon (RRFB).	Intersection is stop-controlled and recently enhanced with ADA accessible ramps and crosswalks.	Intersection is fully signalized and recently improved with pedestrian push buttons and ADA accessible ramps and crosswalks.	The alternative crossing is the controlled intersection of Lake, Wilmette and 11th. The geometry of this six-legged intersection make it difficult for elementary children to cross.
ROADWAY CHARACTERISTICS					
Proximity to a protected crossing: Is proposed site within 600 feet of an existing school crossing under adult supervision?	No	No	No	No	No
Is it a signalized intersection?	Yes	No	No	Yes	No
If yes, is turning volume through the crossing over 300 VPH?	SBL 329 AM, WBR 489 AM, SBL 412 PM	Not signalized	Not signalized	No	Not signalized
Is one of the streets to be crossed four or more lanes with traffic volume exceeding 750 VPH?	Yes EB/WB Lake	No	No	Yes EB/WB Skokie	No
Is crossing at stop-controlled intersection with four or more lanes?	Signalized	No	No	Signalized	No
Are volumes greater than 500 VPH during any crossing period?	EBT 1047 AM, WBT 902 AM, EBT 871 PM, WBT 1082 PM	No	N/A	Skokie- Yes Hibbard- No	No
Are children crossing an arterial street?	Yes	No	No	N/A	No
Is there excessive cut-through traffic?	No	No	No	No	No
Street Width	N: 77' W: 72' S: 56' E: 88'	34'	N: 38' W: 46' S: 38' E: 38'	Hibbard N&S: 36' Skokie N&S: 44'	North Xwalk:28.75' South Xwalk:34'
Is crossing within 500' of a curve, hillcrest, bridge or location with limited sight distance?	Yes 500' bridge	No	No	No	Yes 500' curve
Does on-street parking create a sight obstruction?	No	No, but cars queuing for drop off could pose a sight obstruction	No	No	No
Does intersection have more than four legs?	Yes (incl turn lanes)	Not at an intersection	No	No	No
Does the number of traffic lanes traversing the intersection exceed five?	No	No	No	No	No
Does the crosswalk align with a sidewalk on the other side of the roadway?	Yes	Yes	No (No sidewalk on W Illinois)	Yes	Yes
TRAFFIC FLOW CHARACTERISTICS					
Does the volume of traffic through an uncontrolled intersection during the crossing period exceed 350 VPH?	Signalized intersection	No	Stop-controlled	Signalized intersection	Stop controlled on Forest
Is truck or commercial vehicle traffic excessive?	No	No	No	No	No
Is accident rate excessive?	52 last 5 years	0 last 5 years	1 last 5 years	5 last 5 years	12 last 5 years
Is the 85th percentile speed considerably higher than the posted speed?	EB Northern lane high (46.59) other lanes OK	No	N/A	N/A	No
Is the turning volume high?	Yes	No	No	No	No
Are there adequate gaps?	Yes (Signalized)	Yes (future RRFB)	Yes (Stop-controlled)	Yes (Signalized)	Yes (Gap study)
CHILD PEDESTRIAN CHARACTERISTICS					
Volume of children expected to use the crossing.	10 AM 15 PM	13 AM 19 PM	16 AM 7 PM	N/A	25 AM 11 PM
Age of children expected to use the crossing. (Special consideration should be given to young children ages 5-9 yrs old.)	K-5th grade (Avoca) and Loyola High School	Elementary (Romona), Middle School (Highcrest) and Wilmette Jr. High	6th-8th Grade Marie Murphy	N/A	Elementary (Central School)

**From:** Kenneth Obel <[kenneth.obel@gmail.com](mailto:kenneth.obel@gmail.com)>

**Sent:** Wednesday, May 26, 2021 2:08 PM

**To:** Manis, Dan <[manisd@wilmette.com](mailto:manisd@wilmette.com)>; Horn, Danielle <[hornd@wilmette.com](mailto:hornd@wilmette.com)>

**Cc:** Anne Nagle <[annemnagle@gmail.com](mailto:annemnagle@gmail.com)>; Elizabeth Stolley <[druckerbeth@gmail.com](mailto:druckerbeth@gmail.com)>; Mary Ellen Fausone <[mebdoc84@gmail.com](mailto:mebdoc84@gmail.com)>; Piper Rothschild <[rotwood@comcast.net](mailto:rotwood@comcast.net)>; Rachel Goodman <[rachelgoodmanmd@gmail.com](mailto:rachelgoodmanmd@gmail.com)>; Tim Perry <[tperry1433@gmail.com](mailto:tperry1433@gmail.com)>; Sander Ottes <[sanderadio@icloud.com](mailto:sanderadio@icloud.com)>

**Subject:** Bike Walk Wilmette submission for May 26 Transportation Commission meeting

Your attachments have been security checked by Mimecast Attachment Protection. Files where no threat or malware was detected are attached.

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Dan and Danielle:

With apologies for the late delivery, please find attached Bike Walk Wilmette's a submission for tonight's Transportation Commission meeting. The referenced attachments are included within the document, so it is a single PDF that can be forwarded/included.

Would you kindly confirm receipt and let me know that this will be delivered to the Commissioners in advance of the meeting?

Thank you as always for your assistance.

Very truly yours,

Ken Obel



May 26, 2021

Re: Comments for the May 26 meeting

To the Transportation Commission:

Bike Walk Wilmette, a local volunteer organization that advocates for active transportation, commends the Transportation Commission for the role it played in the passage of Wilmette's Master Bike and Active Transportation Plan ("MBATP" or "the plan"). The Commission's suggestions for modifications to the plan were instrumental in its final adoption by the Village Board.

One of the Transportation Commission's recommendations was that it be granted the authority to assess and update the plan annually. Bike Walk Wilmette was pleased to see the Commission request an active role in guiding the implementation of the plan and that this role was incorporated in the plan as adopted by the Village Board. See MBATP at p.123 ("Additionally, on an annual basis the plan will be revisited with a staff level review as well as a public comment period at a Transportation Commission meeting. During this time, recommendations will be considered for current relevancy and/or potential updates.").

Based on the collective experience of its members, who have been working on active transportation issues within our Village and in the North Shore more broadly for many years, Bike Walk Wilmette looks forward to being a resource to the Commission in an effort to ensure that the plan is implemented successfully for the benefit of Village residents.

Below, we share suggestions for three actions that can be taken that will support the plan and its implementation in the near term:

1. Immediate implementation of the Plan's recommendations for Greenleaf Ave.
2. Updating the Village's sidewalk policy
3. Amend the Municipal Code to formally designate active transportation as a duty of the Transportation Commission

These suggestions are detailed below.

## **Immediately implement MBATP recommendations for Greenleaf Ave.**

We would like to work with the Commission to move the Village forward swiftly on implementation of the improvements to Greenleaf Ave. (the “Greenleaf Improvements”) that are designated in the MBATP. Bike Walk Wilmette has had dialogue with Village officials, who have informed us that the Greenleaf Ave. improvement funds have been included in the current budget and that the process is ready to begin. The Engineering and Public Works Department just needs the go-head from the Board.

We suggest that at today’s meeting, the Transportation Commission should adopt a recommendation to the Village Board to take all necessary steps to promptly implement the Greenleaf Improvements – if possible so that significant elements can be completed for the summer. Greenleaf – as a current official bicycle route in East Wilmette as well as a principal bike boulevard established by the Plan – will see significant use by residents traveling to and through East Wilmette, including to beach and other facilities at Gillson Park. With a budget already in place and an RFP for Greenleaf implementation services having already been issued, we further request that the Transportation Commission act to ensure that recommendations are received from the staff or its consultants promptly, and that reasonable recommendations are quickly approved, so that residents can immediately see concrete, positive results from Plan implementation.

We at Bike Walk Wilmette stand ready to assist in whatever manner is appropriate and look forward to working with the Transportation Commission to move forward with these Village-wide improvements.

## **Update the Village’s sidewalk policy**

The Village’s sidewalk policy is out of step with prevailing views about public infrastructure, the policies of neighboring communities, and most importantly, our community values. Wilmette residents support the ability of pedestrians to safely walk throughout the Village. Wilmette’s Complete Streets Policy, adopted in 2015, officially endorses the view that Village infrastructure should be built and updated to benefit all users of the public way, including pedestrians of any age or ability. (The policy is attached for reference.) An updated policy will also be critical to fully implementing the recommendations of the MBATP.

Bike Walk Wilmette therefore requests that the Transportation Commission recommend to the Village Board that it begin the process to draft and adopt a new policy. The new policy should ensure that sidewalks can be installed where a simple majority of nearby residents approve or where the Board otherwise determines that such an installation serves the public interest.

Bike Walk Wilmette has evaluated the sidewalk policies of neighboring villages and has reached out to national leaders in walkability for their insights. We have attached the Village of Winnetka’s Sidewalk Guidelines (2003) and the City of Highland Park’s Sidewalk Installation

Guidelines (2020), both of which we believe to be good models for Wilmette and better for all residents of our community than Wilmette's current policy (also attached).

Here are our recommendations in brief:

- Create a "Guideline" (as opposed to a "Policy") that outlines the process for requesting the installation of a new sidewalk in Wilmette.
- Construction of a sidewalk along a public street may be requested by
  - Village Staff or Village Board
  - Adjoining property owners (25% threshold)
  - Citizen request
- An engineering study would be conducted and sent to all property owners whose lots would be affected by the new sidewalk.
- Property owners would be sent a form to express their view on the proposed sidewalk. Forms to be returned to the Village with the signature of the property owner. Failure to respond to be considered approval of the sidewalk installation.
- The favorable response threshold for sidewalk installation should be 50%. (Currently 67%). The request will then be forwarded to the Village Board or one of its committees for review.
- A request for sidewalk installation could be revisited every 18 months. (Currently 4 years).
- The Village Board retains the ultimate decision making authority over whether a new sidewalk will be constructed. Other criteria to be considered by the Board in addition to adjacent property owner sentiment:
  - Recommendations outlined in the Master Bike & Active Transportation Plan
  - Volume of traffic and number of pedestrians using or seeking to use the route
  - The relationship of the route to schools, public transportation nodes, parks and other public facilities
  - The use of the route by children, older adults, and those requiring mobility assistance
  - The facilitation of bicycle / trail routes.

Bike Walk Wilmette believes that our current sidewalk policy is too restrictive, does not adequately consider and protect all users of our roadways, and fails to take account of related public needs. Sidewalks are essential in Wilmette and across the nation and promoting a network of sidewalks is sound policy. The Village should develop and adopt guidelines that are equitable and consider the needs of our community as a whole.

### **Amend the Municipal Code to formally designate active transportation as a duty of the Transportation Commission**

As cited above, the MBATP, which has been approved by the full Village Board, designates the Transportation Commission as the venue for annual public comment and consideration of updates and improvements to the Plan. Thus, the Village Board has granted the Transportation

Commission the responsibility for taking up active transportation issues. Bike Walk Wilmette believes that it would be appropriate, to promote implementation of the Plan and for active transportation in our community generally, for the Village Board to officially designate active transportation as one of the duties of the Transportation Commission.

Bike Walk Wilmette asks the Transportation Commission to request the Village Board to revise the Municipal Code, Article XXXIII, Sec. 2-916 to specifically include active transportation within the responsibilities and duties of the Commission. Sec. 2-916(5) states that one of the Commission's duties is to monitor transportation issues within the Village. Part 5 delineates several types of transportation included within the Commission's duties. Active transportation is not currently one of them. The Municipal Code should be amended to specifically set forth active transportation (bicycling, walking, and related new forms of mobility) as within the Commission's purview.

Over the past several years, and noticeably over the last 18 months, active transportation has grown enormously in importance across the country and within our Village. As previously noted, the Village's Complete Streets Policy encourages the Village to consider safety and accessibility for all roadway users in designing and maintaining the public way. The term "all roadway users" is generally seen to include those moving by active transportation, such as pedestrians, bicyclists, mobility devices, and public transit. The Commission should be aware of and take into account the Complete Streets policy when monitoring and considering issues of every kind related to transportation.

Finally, as noted in the Community Engagement section of the MBATP, Wilmette residents support active transportation and "desire... a multi-modal network that serves all types of road users." See MBATP at p. 20.

It is clear that in the year 2021, active transportation is important and relevant to the Village and its residents, so much so that it should be specifically enumerated as one of the types of transportation that the Commission should be considering in its duty to monitor transportation issues within the Village.

\* \* \*

Bike Walk Wilmette appreciates the Transportation Commission's contributions to the adoption of the Plan and our organization looks forward to working with each of you. Thank you.

Sincerely,

Bike Walk Wilmette





## Engineering Department

**SUBJECT:** Complete Streets Policy

**MEETING DATE:** February 10, 2015

**FROM:** [Brigitte Berger](#), P.E., Director of Engineering

**BUDGET IMPACT:** None

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### **Recommended Motion**

Move to introduce and subsequently adopt Ordinance 2015-O-4 adopting the Complete Streets Policy.

### **Background**

At the April 22, 2014 Village Board meeting representatives from Wilmette Citizens for Active Transportation (WCAT) gave a presentation to the Village Board outlining their goals. At President Bielinski's request the Municipal Services Committee was asked to meet with the group and discuss their goals, specifically the passage of a Complete Streets Ordinance.

"Complete Streets" are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. The purpose of adopting a Complete Streets policy is to encourage transportation planners and engineers to consider implementing design standards that increase safety and access for all roadway users when possible.

### **Discussion**

At their November 20, 2014 meeting, the Municipal Services Committee reviewed and discussed the Complete Streets policy drafted by staff. There was consensus by the Committee to adopt the policy by ordinance. Note that while the policy encourages complete street design, the policy does not require such design.

### **Budget Impact**

The cost for roadway enhancements associated with Complete Streets principles will be incorporated into future budgets as funds allow

### **Documents Attached**

1. Ordinance 2015-O-4 Adopting a Complete Streets Policy Draft Complete Streets Policy
2. Complete Streets Policy

**ORDINANCE NO. 2015-O-4**

**AN ORDINANCE ADOPTING THE COMPLETE STREETS POLICY**

**WHEREAS**, the Village President and Board of Trustees (collectively “Village Board”) of the Village of Wilmette, Cook County, Illinois (“Village”), find that the Village is a home rule municipal corporation as provided in Article VII, Section 6 of the 1970 Constitution of the State of Illinois and, pursuant to said constitutional authority, may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals and welfare;

**WHEREAS**, a “Complete Street” is defined as one that provides safe and convenient access for users of the road of all ages and abilities, including pedestrians, bicyclists, transit users, school students, the elderly, commuters, transit vehicles, and vehicular traffic.

**WHEREAS**, the Village Board finds that it is necessary, convenient and in the best interests of the residents of the Village of Wilmette to adopt the Complete Streets principals as guidelines for design of capital projects, land use planning and transportation policies;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES** of the Village of Wilmette, Cook County, Illinois:

**SECTION ONE:** The foregoing findings and recitals are hereby made a part of this Ordinance and are incorporated by reference as if set forth verbatim herein.

**SECTION TWO:** The Complete Streets Policies & Procedures attached hereto as Exhibit A is hereby adopted in its entirety.

**SECTION THREE:** The Village Manager is authorized to disseminate the policy and take all actions necessary to carry out the purpose of this Ordinance.

**SECTION FOUR:** This Ordinance shall be in full force and effect from and after its passage, approval and publication.

**PASSED** by the President and Board of Trustees of the Village of Wilmette, Illinois, on the \_\_\_\_ day of \_\_\_\_\_, **2015**, according to the following roll call vote:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Village of Wilmette, IL

**APPROVED** by the President of the Village of Wilmette, Illinois, this \_\_\_\_ day of \_\_\_\_\_, **2015**.

\_\_\_\_\_  
President of the Village of Wilmette, IL

**ATTEST:**

\_\_\_\_\_  
Clerk of the Village of Wilmette, IL

PUBLISHED IN PAMPHLET FORM \_\_\_\_\_, 2015

**Exhibit A**

**Complete Streets Policies & Procedures**



## Village of Wilmette

## Policies & Procedures

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**Policy Topic:** Complete Streets

**Effective Date:** TBD

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### 1. Policy Statement

This policy sets forth the procedures for incorporating Complete Streets principals into the design of capital projects, land use planning and transportation policies.

### 2. Definition

A “Complete Street” is defined as one that provides safe and convenient access for users of the road of all ages and abilities, including pedestrians, bicyclists, transit users, school students, the elderly, commuters, transit vehicles, and vehicular traffic.

### 3. Benefits of a Complete Streets Policy

- Transportation, quality of life, and economic development are all connected through an integrated, well-planned, well-designed and context-sensitive transportation infrastructure;
- A strong multimodal transportation infrastructure has many benefits including reducing road congestion, improving the health of the community, invigorating local commerce, reducing household transportation costs, decreasing pollution and energy consumption, and providing travel options for those who cannot or prefer not to drive;
- Complete Streets are essential to providing safe and connected routes for people to travel throughout the Village and to neighboring villages, and in particular, to create safe routes to school for young children;

### 4. Guidelines

- Federal and state funded transportation improvement projects will include consideration of appropriate accommodations for pedestrians, bicyclists, transit riders, and persons of all abilities, while promoting safe operation for all users;

- Where feasible, capital projects will include improvements that enhance ADA accessibility;
- Capital projects will include traffic calming measures as approved by the Village's Transportation Commission and Village Board;
- At such time as the Village has an updated or revised bike plan that recommends new or enhanced bike facilities, the Village will consider incorporating such facilities into the capital plan and budget;
- The Village will encourage bicycle and pedestrian improvements in the course of future development projects;
- The Village will seek federal, state, county, private and other transportation funding sources to financially support capital improvements and planning grants consistent with Complete Streets practices.
- The Village may take advantage of available educational and training opportunities for its staff to improve proficiency in Complete Streets practices.

Approved by:

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date

***City of Highland Park***  
***Department of Public Works***



Directive Number: **02-2016-37**  
Subject: **Local Streets New Sidewalk Installation Guideline**

Effective Date:  
Current Date: **09/25/2020**  
Review: **As Needed**  
Amends/Supersedes: **07/25/2016**

**Purpose:**

The purpose of this Local Streets New Sidewalk Installation Guideline (the ***“New Sidewalk Guideline”***) is to provide a process for affected residents (defined below) to initiate a formal request to the City for the installation of a new sidewalk on a local City street.

**Scope:**

Section 93.040 of the City Code governs construction of sidewalks on arterial and minor streets for new development. This New Sidewalk Guideline establishes a process to request installation of a new sidewalk on a local street that is under the jurisdiction of the City of Highland Park. For purposes of this Guideline, a local street is a City street in a residential area used or that will be used primarily for access to abutting residential properties. This New Sidewalk Guideline ensures a clear understanding of the process by which the City will evaluate requests for construction of new sidewalks on local streets.

Sidewalks approved as part of the BikeWalk HP2030 plan, the MoveHP plan, or the City’s capital improvement program are expressly excluded from this New Sidewalk Guideline. Nothing in this New Sidewalk Guideline shall be deemed or interpreted as preventing the City Council from authorizing or approving a new sidewalk at any location in the City without pursuing or following this New Sidewalk Guideline. The City Council retains the exclusive jurisdiction for determining whether or not to construct a new sidewalk on a City street.

**Statement of Practice:**

The City Council, in its legislative discretion, has determined that the best interests of the City will be served by providing affected residents with a well-defined New Sidewalk Guideline setting forth the procedures for requesting the installation of a new sidewalk on a local street. For the limited purpose of this New Sidewalk Guideline: (i) **“affected lots”** are defined as parcels of real property that are directly adjacent to and abutting, and on the same side of the street as, the right-of-way within which the proposed sidewalk is contemplated to be installed; and (ii) **“affected residents”** are the owners of the affected lots.

In accordance with this New Sidewalk Guideline, new sidewalks must be connected to an existing sidewalk, bike path, pedestrian path facility, public facility, transit facility or a park.



### Step One: Lead Resident Volunteer: Initial Sidewalk Support Survey

- 1.1 The lead resident volunteer must notify the City in writing and in advance of its intent to circulate the Initial Sidewalk Support Survey (the “**Notice of Intent**”). The Notice of Intent communication should define the specific location of the proposed sidewalk.
- 1.2 The process for approval of a new sidewalk is initiated by submission of the attached Initial Sidewalk Support Survey, to be circulated by a “**lead resident volunteer**” (designated and selected by residents desiring to initiate the process), and executed by the owners of at least 51% of the affected lots, indicating support for the proposed sidewalk construction. For example, if there are 20 homes on the west side of a street, a survey supported by owners of 11 of the affected lots on the west side is required to initiate the process for new sidewalk installation.
- 1.3 Only one survey response per affected lot will be accepted. The survey must be executed by one or more of the owners of record of the affected lot. No renters, agents, or family members’ signatures will be accepted. Surveys must be executed not more than 90 days after the date of the Notice to Intent.
- 1.4 The Initial Sidewalk Support Survey must be submitted for each street block, supported by the affected lots of the block, within which the proposed sidewalk would be constructed.
- 1.5 If the City does not receive required support for the proposed sidewalk (in the form of a completed Initial Sidewalk Support Survey executed by the owners of 51% of the affected lots) within 90 days after receipt of the Notice of Intent, please see Implementation Section.
- 1.6 The lead resident volunteer should ensure the proposed new sidewalk is connected to an existing sidewalk, bike path, pedestrian path facility, public facility, transit facility or park. If not connected, then City may initiate Step Two and prioritize the installation as noted in Project Prioritization Section.
- 1.7 If there is the required support for a proposed sidewalk on both sides of the street, the lead resident volunteer must choose the preferred side and notify the City. The City will not proceed to Step Two until the lead resident volunteer provides the preferred side of the street for the proposed sidewalk.

### Step Two: Conceptual Engineering Plan and Follow-up Survey by City

- 2.1 Upon confirmation of the required number of owners on the Initial Sidewalk Support Survey, Step One, the City will budget and initiate the design of conceptual engineering plans for the proposed sidewalk, at the City’s cost.
- 2.2 The design of conceptual engineering plans could take up to approximately two to three years upon receipt of confirmation of the required number of owners on the Initial Sidewalk Support Survey.
- 2.3 Conceptual engineering plans will highlight impacts to the right-of way with the installation of the new sidewalk. The impacts may include parkway trees, driveway apron, private landscape within the City right-of-way, driveway slopes, private lamp posts, and other hardscape or landscape items within the right-of-way.
- 2.4 The conceptual engineering plans will contemplate the construction of the new sidewalk of not less than five feet in width, located entirely within the City’s right-of-way. No portion of any sidewalk will be constructed on private property or by an easement right.
- 2.5 Upon completion of the conceptual engineering plans and preliminary cost estimates, the City will host a neighborhood meeting, at a location, date and time determined by the City, to present the plans and cost estimates. The City will notify all affected residents of the neighborhood meeting, and will utilize additional communication means to publicize the neighborhood meeting.

- 2.6 After the neighborhood meeting(s), the City will send a follow-up survey to the affected residents to confirm the support outlined in Step One. The follow-up survey sent by the City after development of conceptual engineering plans and neighborhood meeting(s) must be executed by the owners of at least 51% of the affected lots, indicating support for the proposed sidewalk construction. The survey must be executed by one or more of the owners of record of the affected lot. No renters, agents, or family members' signatures will be accepted.
- 2.7 Failure of any affected owners to deliver to the City a response to the City's follow-up survey will be considered as favoring the installation of the proposed sidewalk.
- 2.8 Affected lot(s) with mail returned from the Post Office as undeliverable will not be considered as in favor or not in favor of the proposed sidewalk. Such returned-undeliverable mail sent to affected lot(s) will not be considered for the count of total affected lots. Upon confirmation of the required support through received responses to the follow-up survey, the new proposed sidewalk will be prioritized as noted below and included in the City's Capital Improvement Plan (CIP) Program; however, final approval of construction, and of the budget necessary to complete the proposed sidewalk, will remain in the sole and absolute discretion of the City Council.
- 2.9 If the City does not receive sufficient proof of support for the proposed sidewalk within 90 days after delivery of the follow-up surveys, as required in Step Two, please see Implementation Section.

### Step Three: New Sidewalk Funding, Construction, and Timeline

- 3.1 Upon confirmation of support as outlined in Step Two and a determination of funding approval by the City Council, final engineering plans will be developed in substantial conformance with the conceptual engineering plans.
- 3.2 The material used for construction of the new sidewalk shall be Portland Concrete Cement (PCC), flexible pavement, permeable pavers, environmentally friendly materials or other comparable material to be approved by the City.
- 3.3 All new sidewalks and sidewalk material shall meet the compliance requirements of the American with Disabilities Act (ADA). Compliance with the ADA may cause impacts to driveway aprons or driveway slopes or installation of retaining walls or other physical additions to the affected residents' lot within the City rights-of-way.
- 3.4 The project will be formally bid and the recommended bid will be forwarded to the City Council for review and approval. The City Council retains its sole and absolute discretion to approve any bid or to reject all bids for the project. If the City Council, in its sole and absolute discretion, rejects all bids for the project and indicates its intent not to construct the proposed sidewalk, please see Implementation Section.
- 3.5 The City will send written notice to affected residents prior to commencement of construction of the sidewalk project.
- 3.6 The entire process from the initial survey to construction could take up to approximately five years or longer depending on the Project Prioritization Criteria (see below), project approval and budget process.

### **Project Prioritization:**

The City has and reserves the authority and discretion to prioritize sidewalk construction projects for funding and implementation based on community need, public safety and availability of the City funds, as determined by the City Council in the sole exercise of its discretion, which may include, but shall not be limited to, the following factors:

1. Holistic approach to infrastructure improvements-combining the sidewalk installation with a scheduled capital improvement project to take advantage of economies of scale and minimizing disturbance to residents during construction;
2. Grant funded project or project with specific deadlines;
3. The volume of traffic and the number of pedestrians using the route;
4. The relationship of the route to schools, public transportation, parks, and other public facilities;
5. The use of the route by children or the elderly;
6. The facilitation of bicycle/trail routes; and
7. Preference will be given to a street block that does not have a sidewalk on either side.

### **Exemptions to New Sidewalk Guideline:**

The City has and reserves the authority and discretion to exempt sidewalk construction projects for funding and implementation based on community need, public safety and availability of the City funds, as determined by the City Council in the sole exercise of its discretion, which may include, but shall not be limited to, the following factors:

1. Sidewalk gaps within a street block will be installed as part of the City's CIP Program. A public sidewalk built half-way or not continuous on a street block is a sidewalk gap.
2. Sidewalk extensions or repairs or alignment shifts to comply with ADA requirements.
3. Sidewalks recommended in the BikeWalk HP2030 or MoveHP plan.
4. Sidewalks already included within the CIP.
5. Sidewalks otherwise approved by the City Council. Specifically, and without limitation of the foregoing, the City Council reserves the right to approve and fund the construction of sidewalks in the City-owned rights-of-way in the City, even if such sidewalks are either ineligible for the procedures set forth in this Guideline or are not approved in accordance with this Guideline.

### **Implementation:**

All Department of Public Works policies, procedures, guidelines, and practices are to serve as a supplement to the City of Highland Park regulations. The City Manager, in consultation with the City Council, is authorized to resolve any conflict or inconsistency between language in this directive and in any other law, regulation, or directive of, or issued by, the City of Highland Park.

This New Sidewalk Guideline supersedes any previously approved or authorized guideline, policy or practice concerning the process for requesting the installation of a new sidewalk on a local City street. Accordingly, any effort to request a sidewalk installation attempted under a prior guideline, policy, or practice (whether successful or unsuccessful) shall have no impact, bearing, or precedential value on a similar or identical effort that may be initiated under this New Sidewalk Guideline; provided, however, that any application, petition, or request for a new sidewalk installation that was initiated or filed with the City on or after January 1, 2019, and that either failed to receive the then-required support or was rejected by the City on or before the Effective Date of this New Sidewalk Guideline, may not be re-filed or reconsidered under this New Sidewalk Guideline for a period of 18 months following the Effective Date of this New Sidewalk Guideline.

**Approved by the City Council on \_\_\_\_\_ by Resolution No. \_\_\_\_ .**

**Proposed New Sidewalk Installation  
Initial Sidewalk Support Survey**

\_\_\_\_\_  
(Date)

The lead resident volunteer

\_\_\_\_\_  
(name and address of lead resident volunteer)

is seeking support to construct a new sidewalk in the neighborhood. This survey is being sought to gather support for the new sidewalk, in accordance with the City's Local Streets New Sidewalk Installation Guideline. No conceptual plans or engineering drawings have been produced. No assessment of any impacts to trees, driveways, or other public or private materials within the City right-of-way has been conducted. This survey is the first step. If there is 51% support from the affected residents, then the City will develop conceptual drawings and host a neighborhood meeting. After the meeting, a final survey will be sent by the City to seek confirmation of support from residents (51%) to proceed with construction of new sidewalk. Please see the City's Local Streets New Sidewalk Installation Guideline for further details.

New Sidewalk proposed on \_\_\_\_\_ of \_\_\_\_\_  
(side of street) (street name)

from \_\_\_\_\_ to \_\_\_\_\_  
(Intersecting street) (Intersecting street)

Name:

Address:

Email:

Are you the property owner: Yes or No

On which side of the street is your house located? \_\_\_\_\_

**Are you in favor of the proposed new sidewalk at above location:**      **YES**      **NO**

**Please note only one survey response per lot (each address).**

## Instructions for Lead Resident Volunteer for the Initial Support Survey Form

1. The lead resident volunteer, the individual designated and selected by residents desiring to initiate the proposed sidewalk, must notify the City in writing and in advance of the intent to circulate the Initial Sidewalk Support Survey (the “Notice of Intent”). The Notice of Intent communication should define the specific location of the proposed sidewalk and can be emailed to [publicworks@cityhpil.com](mailto:publicworks@cityhpil.com). If email is not feasible, the lead resident volunteer can drop off or mail the Notice of Intent to:

City of Highland Park  
Department of Public Works  
Attention: Director of Public Works  
1150 Half Day Road  
Highland Park, IL 60035

2. The lead resident volunteer will collect the survey information from each affected lot.
3. All information **except for signatures** shall be hand-printed or typed. Hand-printed information should be clearly visible and legible and must be completed with ink and not pencil. Black or blue ink is preferred.
4. Enter the date the survey is collected or signed. The date should be in month/day/year format. For example, 05/21/2020.
5. The lead resident volunteer shall be responsible for assisting and collecting the survey from residents. Please note that only one survey response per lot is allowed. Remember to ensure that the information placed on the form is clear and legible. The only response allowed shall be “YES” or “NO”.
6. The lead resident volunteer shall collect all surveys and return the completed surveys to the City. A single file containing all the survey forms, scanned to a PDF format, can be emailed to [publicworks@cityhpil.com](mailto:publicworks@cityhpil.com). If email is not feasible, the lead resident volunteer can drop off or mail the completed surveys to:

City of Highland Park  
Department of Public Works  
Attention: Director of Public Works  
1150 Half Day Road  
Highland Park, IL 60035

7. If the City does not receive the required support for the proposed sidewalk (in the form of a completed Initial Sidewalk Support Survey executed by the owners of 51% of the affected lots) within 90 days after receipt of the Notice of Intent, please see Implementation Section of Local Streets New Sidewalk Installation Guideline.

**VILLAGE OF WINNETKA**  
**GUIDELINES FOR PROCESSING CITIZEN REQUESTS**  
**FOR THE INSTALLATION OF SIDEWALKS**

**BACKGROUND STATEMENT**

The Village Council has the discretion and authority to determine when sidewalks shall be installed and where sidewalks shall be located. That discretion and authority are generally and routinely exercised each year as part of the Village's budget and contracting processes, through which capital projects are considered and approved and contracts for such projects are authorized. The approved capital plan includes the funding, scheduling and locations for sidewalk projects, based on the general policy statements in the Winnetka Comprehensive Plan, *Winnetka 2020*.

In addition to development of the Capital Improvements Plan in conjunction with the annual budget and purchasing process, the Village Council from time to time receives requests from residents asking for the construction of a sidewalk along a specific street. These requests are usually made by residents whose property adjoins the street for which the sidewalk is requested.

The Village Council recognizes that there may be circumstances in which the desire of the residents of a neighborhood to have a sidewalk can be accommodated without negatively impacting either the public safety or the Village's financial condition.

**PURPOSE OF GUIDELINES**

These guidelines are intended to establish a procedure for evaluating citizen requests for the installation of new residential concrete sidewalks on public streets. The Village Council may waive compliance with, depart from, or amend these guidelines at any time if, in the sole exercise of its discretion, it determines that such action is warranted under the circumstance presented.

**POLICY STATEMENT**

It is the policy of the Village of Winnetka that the construction of sidewalks in single family residential neighborhoods shall be subject to the following conditions and limitations:

- 1) The Village will construct new sidewalks only on a dedicated public right-of-way. The Village will not construct sidewalks on private streets.
- 2) The minimum width of a new sidewalk shall be 5 feet.
- 3) Related work such as curbs, gutters, storm sewers, and stormwater structures shall be included in the scope of the project as deemed necessary by the Village Engineer. Where new driveway entrances are needed, one standard driveway entrance will be provided for each property under the program and additional entrances may be

provided at the full expense of the owner with the approval of the Village. The cost of such additional entrances shall be paid to the Village in advance of construction.

- 4) All Village sidewalk projects must connect to the existing sidewalk system.
- 5) It is the policy of the Village to make decisions about the construction of sidewalks along more heavily traveled streets on the basis of community need, public safety and Village finances, as determined by the Village Council in the sole exercise of its discretion, with or without the support of adjoining property owners. The streets to which this policy applies includes, but is not limited to, the following streets:

Sheridan Road	Green Bay Road
Hibbard Road	Forestway Drive
Tower Road	Willow Road
Hill Road/Winnetka Ave.	Church Street

- 6) The Village has and reserves the authority and discretion to prioritize sidewalk construction projects for funding and implementation based on community need, public safety and availability of Village funds, as determined by the Village Council in the sole exercise of its discretion, which may include, but shall not be limited to, the following factors:
  - a) the volume of traffic and the number of pedestrians using the route;
  - b) the relationship of route to schools, public transportation, parks and other public facilities;
  - c) the use of route by children or the elderly; and
  - d) the facilitation of bicycle/trail routes.

## PROCEDURAL GUIDELINES

The following procedures apply to the requests for the construction of sidewalks along public streets.

- 1) **Initiation by Village.** At any time, the construction of a sidewalk may be requested or recommended by the Village staff or otherwise initiated by the Village Council.
- 2) **Initiation by Request of Adjoining Property Owners.** Any group of residents adjoining a public street that has no sidewalk or that has a sidewalk on only one side may request that a sidewalk be constructed, provided the request is in writing and is signed by at least 25% of the owners of property adjoining the side(s) of the street for which the sidewalk is requested. Upon receipt of a qualifying petition, the following procedures will apply:
  - a) Village staff will notify all residents on both sides of the street along the proposed route that a petition has been received, and Village staff will perform an

engineering study to determine possible routes for the sidewalk. The preliminary routes will be designed within the following guidelines:

- i) The proposed sidewalk will be located only on the public right-of-way.
  - ii) The proposed sidewalk will be located as far as practicable from the street, while meeting IDOT separation standards for pedestrians and vehicular traffic.
  - iii) The route of the proposed sidewalk will minimize the number of conflicts with existing landscaping and trees.
- b) Once preliminary sidewalk routes are identified, Village staff will hold at least two neighborhood meetings to discuss the project in detail with the affected residents.
- i) One meeting will be scheduled for a weekday evening.
  - ii) One meeting will be held on a Saturday morning.
- c) Following the neighborhood meetings, the Village's engineering staff will lay out the final route for the proposed sidewalk, incorporating the neighborhood's comments and suggestions to the extent reasonably possible.
- d) The plan for the final route will then be distributed to all affected property owners, along with a form for the owners of property adjoining the proposed final route to sign and return to the Village, with an indication of whether they support or oppose the sidewalk in the proposed final location.
- i) If more than two-thirds (66-2/3%) of the owners adjoining the proposed final route of the sidewalk return the signed form with a favorable response, the proposed sidewalk will be added to the Village's Capital Improvements Plan.
  - ii) If fewer than 30% of the owners adjoining the proposed final route of the sidewalk return the signed form with a favorable response, the requested sidewalk will not be included in the Village's Capital Improvement Plan and no further action on the request will be taken.
  - iii) If 30% to 66-2/3% of the owners adjoining the proposed final route of the sidewalk return the signed form with a favorable response, the proposed sidewalk will be placed on the Village Council's agenda for consideration. The Village Council may, in the sole exercise of its discretion, grant the request, deny the request, or take any such other or further action it deems appropriate under the circumstances.
- 3) **Initiation by Citizen Requests.** Nothing in these procedural guidelines should be construed as a limitation of the right of any citizen of the Village of Winnetka to submit a sidewalk request directly to the Village Council. The Council, in the sole exercise of its discretion, may take any action on such requests that it deems appropriate, including but not limited to, the following:
- a) the Village Council may direct the Village staff to perform an engineering study to determine possible routes for the sidewalk;



- b) the Village Council may direct the Village staff to meet with the owners of property adjoining the proposed sidewalk route and with owners of property located within 250 feet of the proposed sidewalk route to determine whether there is local support for the proposed sidewalk;
  - c) the Village Council may direct the Village staff to conduct traffic studies to determine whether the volume of pedestrian and vehicular traffic warrant the construction of a sidewalk;
  - d) the Village Council may conduct a public meeting or public hearing to consider the request; and
  - e) the Village Council may grant or deny the request without further input from either adjoining property owners or the general public.
- 4) **Effect of Village Council Decision.** All decisions of the Village Council on sidewalk construction requests are final.

Adopted: February 18, 2003



## Village of Wilmette

## Policies & Procedures

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**Policy Topic:** Requesting New Sidewalks

**Effective Date:** February 9, 2016

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### 1.0 Policy Statement

This policy sets forth the procedures for requesting or relocating public sidewalk.

### 2.0 Purpose of Request Procedures for Public Sidewalk

Public sidewalk are “pedestrian lanes” that provide people with space to travel within the public right-of-way separated from motor vehicles.

The purpose of this policy is to allow a sidewalk request within the public right-of-way may to be made by any resident with or without adjacent ownership or residency of the proposed sidewalk location, and that the stakeholders adjacent to the proposed sidewalk location be informed of the request.

### 3.0 Procedure

- Step 1: Requests for new public sidewalk shall be initiated with a letter to the Village Engineer. The requester does not have to reside on the block in which the new sidewalk is proposed. The letter shall include the limits of the new sidewalk.
- Step 2: Village staff will send a letter to the stakeholders within the block of the proposed sidewalk and inform them a request for new sidewalk has been received. “Stakeholders” is defined as any property with a front, side or rear yard directly adjacent (not “across” street if proposed on one side only) to a proposed new or relocated sidewalk.
- Step 3: Village staff will perform a conceptual feasibility review of sidewalk alignment, drainage, ADA compliance, conflicts with existing utilities, impact to existing vegetation, cost estimate and permit jurisdiction.
- Step 4: Village staff will send, by certified mail, a survey ballot to the stakeholders. The survey will include an aerial drawing of the proposed location of the sidewalk.

Step 5: If 67-percent of the stakeholders are in favor of the proposed sidewalk, staff will place the request on the Municipal Services Committee (MSC) agenda to discuss funding options. All stakeholders and the petitioner(s) will be notified of the collective ballot results (individual votes will remain anonymous) and MSC meeting date (if agenda is scheduled). If the ballot is less than 67 percent, a four year moratorium for future petitions will be imposed effective from the ballot due date.

Approved by:

  
Village Manager

3/9/16  
Date