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**NOTICE OF MEETING
of the
TRANSPORTATION COMMISSION**

**Wednesday, July 13, 2016 at 7:00 P.M.
Second Floor Training Room
Wilmette Village Hall
1200 Wilmette Avenue, Wilmette, Illinois**

AGENDA

1. Call to Order
2. Approval of Minutes
Minutes of the Transportation Commission Meeting of March 9, 2016
3. Approval of the 2016/2017 School Crossing Guard Report presented by the Police Department.
4. Public Comment
5. New Business
6. Adjournment

Chair, Pat Lilly

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1200 Wilmette Avenue
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Engineering
Department

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MEETING MINUTES

TRANSPORTATION COMMISSION

WEDNESDAY, MARCH 9, 2016

7:00 P.M.

SECOND FLOOR TRAINING ROOM OF VILLAGE HALL

- Members Present: Chairman Pat Lilly
Commissioner Brendan McCarthy
Commissioner Susan Barton
Commissioner Libby Braband
Commissioner Jill Hayes
- Members Absent: Commissioner Michael Taylor
Commissioner Isaac Gaetz
- Staff Present: Brigitte Berger P.E., Director of Engineering and Public Works
Russ Jensen P.E., Village Engineer
Brian King, Police Chief
- Guests Present:

I. CALL TO ORDER.

Chairman Lilly called the meeting to order at 7:04 p.m. and welcomed those in attendance.

II. APPROVAL OF MINUTES; TRANSPORTATION COMMISSION MEETING OF DECEMBER 9, 2015.

Chairman Lilly directed the Commission's attention to the draft minutes of the Transportation Commission meeting of December 9, 2015.

Commissioner McCarthy moved approval of the minutes. The motion was seconded by Commissioner Braband. The motion was approved by a unanimous voice vote. **The motion passed.**

III. Petition for parking change on Laurel Avenue between 4th and 5th Streets

Village Engineer, Russ Jensen recapped the petition requesting a change in parking restrictions on the 400 block of Laurel Avenue from "No parking 6 AM to 6 PM Monday thru Saturday, except by Permit" to "N permit parking." Mr. Jensen provided background on the resident permit parking regulations as outlined in the Village Code and how the "Lettered" permit parking works. He discussed the parking survey results and noted there were many days in which there was plenty of parking capacity on the 400 block of Laurel.

Mr. Jensen noted 200 letters were sent out communicating the meeting to the residents in the neighborhood, however there were few comments from the recipients. Staff closely reviewed the parking in the area per the request of the Commission and suggests discussion of the following parking changes to help provide parking relief to the 400 block of Laurel:

Location 1: West side of 4th Street between Linden and Laurel Avenues
Existing: "No Parking 2am-5am"

Proposed: Removal of the overnight parking restriction

Location 2: East side of 5th Street between Laurel Avenue and the alley to the north

Existing: "N Permit Parking"

Proposed: "P Permit Parking"

Commissioner Braband asked why the daytime hourly restrictions on Linden were not changed to be the same. Staff indicated the only change proposed for this block is removing the overnight restriction.

Commissioner McCarthy noted that he was not comfortable with lifting the overnight parking ban on the west side of 4th Street between Linden and Laurel because of safety reasons noting the area was close to the park.

Mark Kramer, 430 Laurel Avenue, northeast side of the intersection, indicated he supports making Laurel "N" permit only. He also supports opening 4th Street up to overnight parking. The suggestion to change the east side of 5th Street to "P" parking is not supported, however. His concern is that a change to "P" permit parking will result in a large volume of parked cars.

Patty Maloney, 427 Laurel, reiterated her neighbor's position and indicated Laurel is currently being parked on a continuous basis. "P" permit holders park and leave their cars for days. Ms. Maloney thought a few spaces should be opened on 5th Street.

Chief King noted that he is okay with splitting the zone.

A discussion ensued concerning whether or not to split the 4th Street overnight parking change.

Motion to remove the 2-5 parking ban on 4th Street

Motion: Braband

Second: Barton

Change permit designation on 400 block of Laurel to N permit only

Motion: Lilly

Second: McCarthy

Split designation on 5th Street to make north half as "P" parking and south half as "N" parking. (Note to place sign approximately on the north lot line of the house on the corner.)

Motion: Lilly

Second: Braband

IV. OLD BUSINESS

NONE

V. NEW BUSINESS

NONE

VI. ADJOURNMENT

Commissioner McCarthy moved to adjourn the meeting. The motion was seconded by Commissioner Barton. The motion was approved by a unanimous voice vote. **The motion carried.** No further discussion occurred on the motion.

The meeting was thereafter adjourned at 8:07 PM.

Minutes Respectfully Prepared by R. Jensen.

TRANSPORTATION COMMISSION SIGN-IN SHEET

DATE March 9, 2016

NAME

ADDRESS

PHONE

EMAIL

MARK KRAEMER

430 LAUREL AV.

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MARKKRAEMER@SBCGLOBAL.NET

Patti Maloney

427 Laurel Ave

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TO: Village Of Wilmette Transportation Commission

DATE: July 6th 2016

FROM: Traffic Service Officer Ron Andrews

SUBJECT: 2015-2016 School Crossing Review

Each year the Wilmette Police Department conducts an annual assessment of crossing guard positions in the village. The purpose of the assessment is to determine if community needs are being met and to verify resources are being properly utilized.

Current Status

The Wilmette Police Department manages sixteen school crossing locations staffed by sixteen full-time adult school crossing guards and two substitute adult crossing guards. There are several starting and ending times which vary depending on which guards are crossing for specific schools. Generally, crossing guards work two hours per day with a few exceptions where some are working two hours and forty five minutes per day. Each crossing guard is evaluated annually based on their performance. ***Recommendation: NO changes are recommended in the crossing locations.***

Crossing Guard Vacancies

Covering crossing locations with substitute guards is a priority for the department. Once again we had a very successful year using substitute personnel rather than Police Officers. Substitute crossing guards as well as members of the Parking Control unit were utilized to cover vacant crossings as the need arose. We are currently at full staff with crossing guards, sixteen have a daily post. We are short one substitute crossing guard as one left mid-year; the other one will take over as a full time guard at a post. I have several applications on file for crossing guard positions, hopefully by the start of the school year a part-time crossing guard will have been hired.

Safety Improvements at Crossings

A tool that works very well is the use of portable narrowcades as well as striping on the street at the intersection. This significantly slows traffic down as illustrated at various locations through town.

Recommendation: If funding becomes available, placement of a new raised intersection with striping at various locations. Annually a list will be generated and forwarded to the Village Engineering Department for streets to be re-striped to increase visibility.

Safety Improvements Traffic Flow- Central School

Central School, as always, has been very busy with a large volume of parents driving their children to school in addition to those children who walk to school. School personnel continually does a tremendous job both mornings and afternoons expediting traffic flow in front of the school. As always, at all schools, bad weather days do pose problems, and staff can only do their best in trying to cope with the situation.

Recommendation: *School staff to continue to send out mailings advising driving parents of the rules which they need to abide by in order to keep conformity in and around the school pick- up and drop- off areas. Continue the use of traffic cones and informative barricades.*

Safety Improvements Traffic Flow- Highcrest Middle School

Unlike any other crossing we have, Highcrest stands alone as the most unique crossing. In the latter part of last school season, the school district were in discussion to make changes to their parking lots to enhance drop/off and pick/up for the following year. At the start of the school season this year, Highcrest implemented their new plan, which helped reduce congestion which stood for years. Buses now use the south parking lot as their drop off and pick up areas. There is a new exit which was installed in the south end of the parking lot. This makes it much easier for buses entering and exiting the area. The north entrance to the school is now used for parents to drop and pick their children up. School personal is out there on a daily basis orchestrating driver movements and are used as a crossing guard at their driveway.

Recommendation: *Keep the traffic flow procedures in place and continue to monitor the area for the upcoming school year and thereafter.*

Safety Improvements Traffic Flow- Romona School

Traffic flow near the school is working well. No parking signs, west of Romona on the Southside of Central Ave have been eliminated so teachers are able to park at this location. This forces parents to drive through without parking there themselves and disrupting traffic flow. The principal stated this tactic works very well.

Recommendation: *Keep the traffic pattern the same and continue to monitor the area. At the start of school next year have staff continuously advise parents of the restrictions in the area, continue to have staff on the street helping out at drop off/ pick up.*

Safety Improvements Traffic Flow- McKenzie School

This year traffic-related issues were at a minimum since the implementation of new parking restrictions and traffic flow changes from several years ago. Traffic flow in front of the school is running smooth with help from school personnel. It was recently reported parents are using the alley at 15th and Highland to travel westbound. The high volumes of vehicles as well as speeding are a major concern. This school has one of the largest enrollments for a grade school in town.

Recommendation: *Keep the traffic pattern the same and continue to monitor the area. At the start of the year, monitor the alley to see if a problem exists; if so, take appropriate action.*

Safety Improvements Traffic Flow-Harper School

Traffic flow near the school appears to be running well. No changes should be made at this time. There were just a few parking complaints in and around the area; those were dealt with as complaints were received.

In conclusion, attached are the Review of Adult Crossing Locations and the School Crossing Student Daily Average. With the exception of Lake & Locust which changed in 2005, locations remain constant. As in many locations, weather does play a key role in attendance. With this in mind, I see no need for change in any of our current school crossing locations.

WILMETTE POLICE DEPARTMENT
Review of Adult School Crossings
2015-2016

CENTRAL SCHOOL/ ST. FRANCIS

Location

9th & Lake
9th & Greenleaf
9th & Central
Forest & Wilmette

Guards

Alec Childress
Sue Daniels
Dudley Fair
Herb Sheriff

McKENZIE SCHOOL

Location

Prairie & Wilmette
15th & Lake
15th & Wilmette
Highland & Ridge

Guards

Terrance Wright
Chuck Pettius
Larry Daniels
Gwendolyn Hall

HARPER SCHOOL

Location

Illinois & Iroquois
Hunter & Thornwood
Hunter & Lake

Guards

Richard Terry
Conrad Wolski
Jean Bodkin

ROMONA SCHOOL

Location

Skokie & Wilmette
Romona & Wilmette

Guards

Betty Smith
James Wrzala

HIGHCREST MIDDLE SCHOOL

Location

Hunter & Illinois
Lake & Locust

Guards

Cathy Williams
Joyce Childress

ST. JOSEPH'S SCHOOL

Location

Lake & Ridge

Guards

Glyndean Lane

WILMETTE JR. HIGH

Location

Lake & Locust
Illinois & Hunter

Guards

Joyce Childress
Cathy Williams

SUBSTITUTES

David Erck

Combined AM/PM Average Daily Child Count

Location	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	Five Year Average
15th St & Lake Ave	31	19	43	42	24	32
15th St & Wilmette Ave	35	32	41	39	49	39
Forest Ave & Wilmette Ave	13	13	10	16	41	19
Highland Ave & Ridge Rd	42	32	14	56	49	39
Illinois Rd & Hunter Ave	357	274	288	298	357	314
Illinois Rd & Iroquois Rd	35	23	17	18	21	23
Lake Ave & Hunter Rd	68	73	73	83	83	76
Lake Ave & Locust Rd	29	30	45	48	14	33
Lake Ave & Ridge Rd	27	35	24	21	47	31
9th St & Central Ave	125	118	86	113	142	117
9th St & Greenleaf Ave	65	69	80	64	105	77
9th St & Lake Ave	115	103	95	96	130	107
Prairie St & Wilmette Ave	47	38	34	53	46	44
Thornwood Ave & Hunter Rd	71	62	70	64	36	61
Wilmette Ave & Romona Rd	18	12	18	9	16	14
Wilmette Ave & Skokie Blvd	16	25	20	12	6	16