



Agenda
Village of Arlington Heights
Bicycle and Pedestrian Advisory Commission
Hanson Room

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
August 27, 2015
7:30 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes of June 2, 2015
- B. Minutes of June 29, 2015

IV. REPORTS

- A. Chairman's Report

V. OLD BUSINESS

- A. Bike Plan Discussion

VI. NEW BUSINESS

- A. To Be Determined

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Item: Minutes of June 2, 2015

Department: Engineering

ATTACHMENTS:

Description

6 2 15 minutes

Type

Minutes

***Minutes of the Arlington Heights Bicycle and Pedestrian Advisory Commission
Tuesday, June 2, 2015 in the Hanson Room at Village Hall***

COMMISSION MEMBERS IN ATTENDANCE:

Peter Szabo, Chairman
Paul Danko
Juergen Juffa
James K. Daley
Ruth Kee

MEMBERS ABSENT:

Alan Medsker
Michael Walczak

STAFF PRESENT:

Briget Schwab, Engineering Liaison, VAH
Greg Czernecki, Police Department Representative, VAH

OTHERS PRESENT:

RESIDENTS IN ATTENDANCE:

CALL TO ORDER:

A quorum being present, P. Szabo called the meeting to order at 7:38 p.m.

APPROVAL OF MINUTES:

J. Juffa moved to approve the Minutes of the Bicycle Advisory Commission Meeting April 23, 2015. P. Danko seconded the motion and the motion was carried unanimously.

CHAIRMAN'S REPORT:

- P. Szabo began reaching out to employers in Arlington Heights for Active Transportation Alliance Bike Commuters Challenge for Bike to Work Week. It is free to join, but for the first time this year ATA is making it a fundraiser. P. Szabo has reached out to the Human Resource department at Northwest Community Hospital and School District 214 which are number two and three employers in the Village, and the Village Cycle bike shop which are all interested. P. Szabo requested that each BPAC member reach out to two or three employers to make them aware of the ATA bike challenge and provide them the bikecommuterchallenge.org website. J. Juffa stated he would contact Paylocity and Nokia. P. Szabo indicated Lutheran Home and Arlington Park would be good candidates. P. Szabo requested that P. Danko reach out to Lutheran Home and Moorings and let them know that that Bike to Work Week is June 12th to 19th and the direct them to the website. R. Kee stated she would reach out to businesses as well and will e-mail P. Szabo which businesses she decides to contact.

OLD BUSINESS:

- P. Szabo presented on Bike Arlington Heights 2015
 - May Ride review - Greenbrier Path was flooded, so the ride was redirected. P. Szabo thanked J. Juffa thanked for catching the flooding. P. Szabo stated that there was two signs missing after the ride. One was actually taken by a resident that was cutting his grass, but P. Szabo was able to retrieve the sign. There were 120 riders that turned out. P. Szabo indicated the weather was 48 Fahrenheit and rainy and was happy with the turnout considering the weather and overall a good experience. B. Schwab stated that the Village received feedback that there was a sign that blocking the view of the intersection of Euclid and Douglas Ave, so future rides make sure of proper sign placement. P. Szabo indicated there were two minor crashes. One was a child that was carrying a jacket and hit a bump and skinned his knee. The other happened when climbing the hill at Nichol Knoll. The Arlington Bike Club and Arlington Heights Police Officers requested that BPAC do a better job of communicating the Rules of the Road and riding single file in advance of the ride. P. Szabo drafted an e-mail for the next ride which provides information about the rules and prizes and received approval from the BPAC to send the e-mail once the June registration was setup.
- June Ride Discussion - P. Szabo stated that BPAC has five hundred dollars from Quality Bicycle Products in grant money to spend on prizes. P. Szabo was thinking of bike lights. The June ride will be kept on street and will have two rides, a short ride and long ride, and will stop and start at Harmony Park. The short ride will be kept to the end and encourage families and child to stay to the end. The longer 16 mile ride will dismiss first, and the short ride will dismiss second and both will end at Harmony Park. P. Szabo presented the ride to the BPAC members and asked for comments. R. Kee wants to make sure it was obvious to riders that wanted to take the shorter ride.
 - P. Szabo requested that the morning of the next ride someone help with putting out the route signs. J. Juffa responded that he would be able to assist with placing out the signs. P. Szabo asked about the online registration and B. Schwab stated that Legal made the changes to the forms and have been sent to the department that makes them online forms and should be up soon.
- September Ride Discussion - P. Szabo also presented the September ride and requested comments from the BPAC which will go further south and will stop and end at North School Park. P. Danko was happy to see the September ride would go south since feedback indicated riders wanted to see other parts of the Village and the previous rides were similar. P. Szabo stated the online event calendar for Library hasn't been updated since April, but P. Szabo is checking regularly to see if it is updated. B. Schwab stated that the registration forms will changed slightly, so once the ride information is set P. Szabo must sent the information to B. Schwab, so it can be sent to Legal. P. Szabo agreed.
- P. Szabo indicated that he would like to have two grand prizes for the June ride and two for the September Ride. J. Juffa stated that stickers with the Bike Arlington logo would be nice to hand out to everyone and the idea was well received.
- P. Szabo did not distribute the revised Existing Conditions Report to the BPAC. Therefore, the members did not have chance to review the changes and no motion was made.
- P. Szabo requested that a BPAC member assist him with monitoring the website. J. Juffa agreed to assist with website monitoring.
- P. Szabo present Douglas and Euclid Memo – presented on the screen, no discussion.

J. Juffa moved to approve sending the DOUGLAS AVENUE AND EUCLID AVENUE INTERSECTION IMPROVEMENTS AND REQUEST EXEMPTION FROM THE RESTRICTED LEFT TURN FOR CYCLISTS memo to Engineering Staff. R. Kee seconded the motion and the motion was carried unanimously.

- P. Szabo presented a memo requesting the addition of Bike May Use Full Lane signs along Wilke Road from White Oak to Algonquin and remove the existing cross to sidewalk on east side of Wilke Road. J. Daley asked if there were any incidents in this section. P. Szabo stated he did not use data himself he used the AASHTO guide and felt it would be sufficient.

J. Juffa moved to approve sending the PROPOSED “BICYCLE MAY USE FULL LANE” SIGNAGE ALONG WILKE ROAD FROM WHITE OAK STREET TO ALGONQUIN ROAD AND REMOVAL OF “USE SIDEWALK” SIGN memo to Engineering Staff. R. Kee seconded the motion and the motion was carried unanimously.

- P. Szabo presented the memo to Staff about the Complete Streets Policy which stated his interpretation of the policy is that the BPAC would like see the improvements that the policy has made in the Village since it was adopted. P. Danko stated that the memo does not clearly state what the BPAC is looking for from Staff. P. Danko will rewrite memo and have ready for next meeting.
- P. Szabo drafted a letter to Mayor about meeting with the Mayor and the Board about the BPAC intent and purpose. J. Juffa requested that the discussion of the BPAC intent and purpose happens over multiple meetings and how the BPAC achieves the goals before the meeting with Board actually happens. J. Juffa asked B. Schwab how the Engineering Department wants to work with the BPAC. P. Szabo was pleased to see the Stop when Pedestrians in Crosswalk, but was embarrassed that he wasn't aware of it until they were installed and felt the BPAC should have been consulted. P. Szabo is unsure of what the BPAC role is, and J. Juffa agrees. P. Szabo feels the best way to know what they Village is looking for is to be reviewed by the Board. J. Juffa asked how the Engineering Department views the BPAC and B. Schwab responded that in the past the BPAC requested proposed routes and the Engineering Department reviewed and supported the routes which were proposed for signage. The most recent since B. Schwab was on the BPAC was in the Terramere subdivision. B. Schwab stated that if there is something that BPAC wants or sees as a needed improvement on the bike system and the Engineering Department would review it. Items that have brought to the Engineering Department in the past are bike lanes which B. Schwab has researched and continues to do so, but the current thought is most routes in town don't require a striped bike lane and are expensive to stripe and maintain. In addition, there are documents that support residential streets are best left unstriped. Another project that BPAC has requested and the Engineering Department has supported is the Buffalo Creek crossing, but unfortunately that project came in over budget and was shelved until further funding is available. J. Juffa asked how BPAC is involved in current projects, specifically the Northwest Highway and Wilke Road and Davis Arthur project, and asked how the BPAC was involved in those projects and in the design process. J. Juffa saw how much the Davis Arthur intersection project cost and was disappointed that there wasn't a bike connection made. J. Juffa wanted to know how the Village involved the BPAC. B. Schwab stated this project was substantially designed before she was the liaison for the BPAC, so she isn't sure how much BPAC was involved, but the Village did work with the consultant and cyclists and pedestrians were considered, but there is limited right-of-way and Union Pacific Railway requirements that restricted more of a connection. J. Juffa requested that BPAC meet

with the Engineering Department before meeting with the Board, so they can get a better idea of how the BPAC should work.

- P. Szabo asked if there was any response on the Abandoned Bicycle Ordinance. B. Schwab stated she has not heard back. R. Kee asked why follow up hasn't been done. B. Schwab explained the e-mail from P. Szabo with the memos was not sent to her, but to the Director of Engineering, even though B. Schwab was copied on the memos. Protocol is that B. Schwab would draft a memo and distribute the proposal to Staff, so the Director assumed B. Schwab was doing this. However, B. Schwab did not have the information to distribute, so memos only recently went out to Legal and Police for review. P. Szabo asked what the next step in the process of getting the ordinance passed. B. Schwab stated that for the Bike Parking Ordinance it went to Staff for review and comment. The revised ordinance then went back to BPAC for approval and then to Committee of the Whole and Ordinance Review Commission. Ordinance Review Commission has some follow up questions that need to be addressed before the Bike Parking Ordinance can move on to Plan Commission and Village Board for Approval.
- BPAC discussed revisiting the Bike Parking Ordinance since most weren't on the BPAC when it originally went to the Board. B. Schwab will forward all the information she has. P. Szabo pointed out that M. Walczak has asked that the Bike Parking Ordinance be added as a goal for the BPAC and he was the member that originally researched the Bike Parking Ordinance.
- P. Szabo will send the ECR to all members tonight and the motion will be made at the next meeting. In addition, P. Szabo will request that M. Walczak provide the current draft of the Bicycle Parking Ordinance.
- P. Szabo asked if the BPAC initiated applying for Bike Friendly Community, or if it was something the Village Board asked the BPAC to pursue. B. Schwab stated that it was initiated by BPAC and was one of A. Medsker's goals when he was chair of the BPAC.

NEW BUSINESS:

- The next meeting will be June 23, 2015 and the CMAP meeting will be July 7, 2015.

ADJOURNMENT:

- **P. Danko moved to adjourn the meeting. J. Juffa seconded the motion and the meeting adjourned at 9:20PM.**

APPROVED:

Chairman

Date

Secretary

Date



Item: June 29

Department: Village Clerk

ATTACHMENTS:

Description

6/29/15 minutes

Type

Minutes

***Minutes of the Arlington Heights Bicycle and Pedestrian Advisory Commission
Monday, June 29, 2015 in the Hanson Room at Village Hall***

COMMISSION MEMBERS IN ATTENDANCE:

Peter Szabo, Chairman
Paul Danko
James K. Daley
Ruth Kee via Skype
Alan Medsker
Michael Walczak

MEMBERS ABSENT:

Juergen Juffa

STAFF PRESENT:

Briget Schwab, Engineering Liaison, VAH

OTHERS PRESENT:

Michael Bagby

RESIDENTS IN ATTENDANCE:

CALL TO ORDER:

A quorum being present, P. Szabo called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES:

Motion to approve the meeting minutes from the June 2, 2015 was moved to the next meeting.

CHAIRMAN'S REPORT:

- P. Szabo reported that J. Daley, A. Medsker and P. Danko all assisted with the Bike Arlington June ride. P. Szabo stated three signs had been moved by the time the ride had started, so P. Szabo would like to look into marking the route in another way and/or providing route sheets to the leaders. Feedback from the Police Officer was that riders should be in tighter group because there was multiple times officers actually stopped traffic. J. Daley offered that other groups use pavement chalk to mark routes. There were 100 riders that attended and the Mayor stopped out to show support. P. Danko's feedback was that Campbell St. felt too busy and too narrow.
- Traffic Skills course and September 5th ride is the Arlington Heights Memorial (AHML) newsletter. Traffic Skills course is on the AHML calendar and open for registration. Registration forms need to be sent to AHML from the Village. P. Szabo will e-mail B. Schwab to forward to N. Kluz.

OLD BUSINESS:

- Brief discussion about the Chicago Metropolitan Agency for Planning (CMAP) Existing Conditions Report.

P. Danko moved to approve the Existing Conditions Report. J. Daley seconded the motion and the motion was carried unanimously.

- Follow-up on Submitted Memos to Village Staff:
 - Proposed Abandoned Bicycle Ordinance – B. Schwab reported that the Director of Engineering informed her that Legal had received comments back from the various departments and was drafting a formal response to the BPAC.
 - Douglas Avenue and Euclid Avenue intersection improvements and Signage on Wilke Memos – B. Schwab reported that the Traffic Engineer was still working on a response. He indicated he would have a response ready for tonight's meeting, but he was out of the office today.
- P. Szabo plans to e-mail Sgt. Czernecki regarding the tagged bikes that are currently at the train station because under the current policy they should have been move, but last time he looked they still had not been moved.
- M. Walczak reported that the Northwest Municipal Conference was looking into doing a survey for surrounding communities because there had been interest at the last meeting on how other communities are handling abandoned bicycles.
- P. Szabo presented Complete Streets Memo that is addressed to the Engineering Department and was revised by P. Danko. BPAC discussed who the audience of the memo and report should be, how long it would take staff to gather the requested information, what format the requested information would be in. Before presenting the memo to Staff BPAC would like a better understanding of what type of reporting is already taking place and who the memo should be addressed to. P. Szabo thinks it should go to Village Manager instead of just Engineering. P. Szabo suggested requesting a written or verbal response that includes the scoping work that would be required for the Complete Streets evaluation report that is being requested by the BPAC. P. Szabo asked P. Danko to revise the memo to include that statement. A. Medsker wants to have the discussion, but isn't sure requesting a report is going accomplish the goal of understanding how the Complete Streets Policy is working. P. Szabo feels that the report is necessary because his understanding of the policy is that calls for a review of the Complete Streets Policy and thinks that the Village and the BPAC can learn from the report. A. Medsker recommended inviting the Director of Engineering and any others pertinent players come to a meeting to openly discuss what BPAC is looking for and what the Village can provide in lieu of sending the memo. P. Szabo is interested in hearing from the Village Board and what their interpretation of the Complete Streets Policy is and what review expectations they had when the policy was passed. At the direction of the BPAC, P. Szabo will send an e-mail to Mayor Hayes to get feedback from him on how BPAC should proceed. P. Szabo requested A. Medsker's help with drafting the e-mail.
- M. Walczak briefly reviewed how the Bike Parking Ordinance was developed from the Village of Skokie's ordinance which was based on a percentage of auto parking. B. Schwab explained that currently the BPAC still owes the Ordinance Review Commission (ORC) some additional information before the ordinance would go to the Plan Commission which would hold public hearings. The final step is Village Board approval. B. Schwab e-mailed BPAC the list of questions that ORC had and wanted addressed and the issues were briefly discussed. B. Schwab stated the next step would be to prepare the response for the ORC questions to present to the Planning Department.
- P. Szabo moved the agenda item of 'Discussion of Intent and Purpose of BPAC' to next meeting.

- P. Szabo did not have Busse Woods access update. P. Szabo drafted a letter on behalf of the Northwest Suburban Counsel Committee and Nancy Wagner with the Active Transportation Alliance to the tollway through the Northwest Municipal Conference. The engineer in charge of the tollway project agreed to find a solution to access. Dave Simmons (Elk Grove), Peter Szabo, and Juergen Juffa were provided as contact names to the tollway. Walczak said he would follow up with Rocco, from the tollway, but P. Szabo said he was planning to follow up with Nancy Wagner.
- P. Szabo spoke with Kathy Nowicki, Executive Director of the Prospect Heights Park District regarding the ComEd right-of-way path in Prospect Heights. Kathy sent P. Szabo the recreation use agreement and was very helpful. Prospect Heights's Natural Resource Commission applied for and was approved for the Exelon grant. To qualify for the grant the entity has to be a 501(3)(c). The Village does not qualify, but the Active Transportation would and Nancy Wagner is checking with their legal to see if that would work. The \$10,000 in grant money could be used for the 20% match for other grants. A. Medsker recommended talking to Wayne Mikes who is on the Village of Palatine's Bike Commission.

NEW BUSINESS:

- P. Szabo would like to obtain bike counts for the Village. B. Schwab provided the information about what type of bicycle count equipment and bicycle counts that the Village currently uses which is MetroCount. To perform bike counts using the same counters new tubes would be required. However, another style of counter is specifically used for bike counts and is more accurate. The quote for the new kit was approximately \$2300. P. Szabo found a different brand and style that was only a few hundred dollars. A. Medsker recommended getting the locations that BPAC wants counted before buying equipment. A. Medsker also discussed the idea of using boy scouts to help with counts. M. Walczak mentioned that CMAQ was looking for locations for bike counts in the past. B. Schwab stated she did submit 5 locations last year and they chose Kennicott Ave and Palatine Rd. Before next meeting P. Szabo asked for BPAC members to think about locations and how the counts should be done.
- M. Bagby brought up the issue of contractors and drivers not being mindful of parking cars at the intersection and blocking crosswalks and would like the BPAC to look into ways to enforce the parking rules. P. Szabo offered that he would contact Sergeant Czernecki to see how the Police Department handles this type of enforcement issue.
- The next meeting is scheduled for July 7, 2015 at 7:00 PM with CMAP to discuss the Bike Plan.

ADJOURNMENT:

- **M. Walczak moved to adjourn the meeting. A. Medsker seconded the motion and the meeting adjourned at 9:05PM.**

APPROVED:

_____	_____
Chairman	Date
_____	_____
Secretary	Date