



## Agenda

Village of Arlington Heights  
Ordinance Review Committee  
Community Room, 3rd Floor

Arlington Heights Village Hall  
33 S. Arlington Heights Road  
Arlington Heights, IL 60005  
May 24, 2017  
6:30 PM

### **I. CALL TO ORDER**

### **II. ROLL CALL**

### **III. APPROVAL OF MINUTES**

### **IV. REPORTS**

### **V. OLD BUSINESS**

### **VI. NEW BUSINESS**

- A. Chapter 28 Text Amendment - Bike Parking Ordinance

### **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:** Chapter 28 Text Amendment - Bike Parking Ordinance

**Department:** Planning & Community Development Department

Since its last appearance in front of the Ordinance Review Commission in May 2013, the Bicycle and Pedestrian Advisory Commission (BPAC) has been working to refine and further research the proposed Code amendment to Chapter 28, Section 11. The proposal is based on national best practices and existing examples from other municipalities in the region, as well as feedback from Village staff.

The following changes have been made to the proposed ordinance: BPAC updated the formatting to allow for more specificity and a closer adherence with formatting found in similar Municipal Code.

- BPAC has written this ordinance without direct reference to the motor vehicle parking ordinance to minimize confusion.
- This ordinance will apply when a change in use results in the requirement for additional off-street motor vehicle parking as well as new construction.
- When applicable, a maximum number of bike parking spaces were added to avoid unnecessary requirements.
- The Planning Department is given discretion to allow for a lower number of bicycle parking spaces or no bike parking at all based on circumstances presented during the approval process of a new project.
- The ordinance does not apply to the downtown area. The BPAC pursued this initiative to promote active transportation

**ATTACHMENTS:**

| <b>Description</b>                             | <b>Type</b> |
|--|-------------|
| Memo   | Memorandum  |
| Minutes  | Minutes     |
| Bicycle Parking Ordinance Final - March        | Exhibits    |
| Existing Uses Table - Impact of Bike Ordinance | Exhibits    |

# Memo

**To:** Ordinance Review Commission  
**From:** Briget Schwab, P.E., Civil Engineer II  
**Subject:** Draft Ordinance Section 28-11.18 Required Number of Bicycle Parking Spaces  
**Date:** May 18, 2017

Since its last appearance in front of the Ordinance Review Commission in May 2013, the Bicycle and Pedestrian Advisory Commission (BPAC) has been working to refine and further research the proposed Code amendment to Chapter 28, Section 11. The proposal is based on national best practices and existing examples from other municipalities in the region, as well as feedback from Village staff.

The following changes have been made to the proposed ordinance:

- BPAC updated the formatting to allow for more specificity and a closer adherence with formatting found in similar Municipal Code.
- BPAC has written this ordinance without direct reference to the motor vehicle parking ordinance to minimize confusion.
- This ordinance will apply when a change in use results in the requirement for additional off-street motor vehicle parking as well as new construction.
- When applicable, a maximum number of bike parking spaces were added to avoid unnecessary requirements.
- The Planning Department is given discretion to allow for a lower number of bicycle parking spaces or no bike parking at all based on circumstances presented during the approval process of a new project.
- The ordinance does not apply to the downtown area.

The BPAC pursued this initiative to promote active transportation in our community, and to bring more people to new and existing Arlington Heights businesses and other community destinations. During the community outreach phase in the development of the proposed Bicycle and Pedestrian Plan, over 70 residents responded that lack of bicycle parking at a destination was a major barrier. Additionally, 56 map markers were placed throughout the Village indicating additional bike parking was needed which is significant given the wide range of topics to choose from. The Village currently has a great network of bikeways and has adopted a Complete Streets Policy requiring all types of

road users to be considered in the planning process; the next step is to provide places for cyclists to leave their bikes while shopping, having dinner, at a theater, etc. Adding bicycle parking is a low-cost and space-efficient way to add parking. The presence of available bike parking also serves as encouragement to bike to or stop at a business. Some destinations, such as the downtown Metra station, have numerous spaces and receive many cyclists. However, there are many destinations that have inadequate or no bicycle parking. A lack of bicycle parking can lead individuals to leave their bikes on the sidewalk, signposts, benches, or trees, creating unappealing and potentially harmful situations.

In our region, numerous villages have adopted similar bicycle parking ordinances. The Village of Skokie's ordinance, which served as a model for this ordinance was adopted in 2005. They have successfully worked with business through the plan review process and consider the ordinance to be working well. The Village of Schaumburg has required bicycle parking in new developments for decades. The Village of Naperville enacted a bicycle parking ordinance in 2006 and has reported successful implementation of their ordinance. The City of Elmhurst recently adopted a Bicycle Parking Ordinance which was strongly encouraged by their new Bike Plan. Schaumburg, Naperville and Elmhurst have all been designated Bicycle Friendly Communities by the League of American Bicyclists. The range of required spaces in all of the above ordinances are in line with the proposed ordinance for the Village of Arlington Heights and, upon adoption, should be enforced as is any other section of the Municipal Code by whichever department deemed appropriate by Village staff.

In addition to interviewing other communities, the BPAC applied the requirements to existing businesses to determine if proposed requirements were feasible. Also, the Engineering Department performed several bike counts at various locations to verify existing usage rates at businesses that currently have racks installed. Unfortunately, usage data in other communities is not collected and they were unable to report numbers.

At the BPAC's previous appearance before the Plan Commission and the Committee of the Whole, there were questions on the applicability of the ordinance to certain types of uses, such as gas stations. The Commission believes that all types of businesses should be subject to the ordinance, similar to motor vehicle parking zoning regulations. Each place of business, no matter how small or auto-oriented, has employees and customers who may choose to bike. Additionally, interior bicycle parking spaces provided for tenants or residents, while beneficial, should not qualify towards the requirements of the ordinance unless they are available to the general public.

It should be noted, that Village staff has supported this initiative and is currently encouraging developers during the plan review process to install bike racks under the original proposed ordinance and the Village has seen all businesses willingly comply, with some businesses exceeding the requirements. A table of these businesses is included with this memo.

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*Minutes of the Arlington Heights Bicycle and Pedestrian Advisory Commission  
Tuesday, March 14, 2017 in the Hanson Room at Village Hall*

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**COMMISSION MEMBERS IN ATTENDANCE:**

Peter Szabo, Chairman  
Dr. Michael Bagby D.C.  
Paul Danko  
David Easley  
Juergen Juffa  
Alan Medsker

**MEMBERS ABSENT:**

Michael Walczak

**STAFF PRESENT:**

Briget Schwab, Engineering Liaison, VAH

**OTHERS PRESENT:**

**RESIDENTS IN ATTENDANCE:**

**CALL TO ORDER:**

A quorum being present, P. Szabo called the meeting to order at 7:37 p.m.

**APPROVAL OF MINUTES:**

**J. Juffa moved to approve the Minutes of the Bicycle Advisory Commission Meeting from August 30, 2016. M. Bagby seconded the motion. P. Danko and D. Easley abstained since they were absent from the meeting. The motion carried unanimously.**

**CHAIRMAN'S REPORT:**

- P. Szabo reported that the Arlington Heights Bike Club will hold the Ride of Silence on May 17<sup>th</sup>, 2017. This year's ride will be in honor of Joni Beaudry, whom was struck and killed on her bicycle last year in Mount Prospect at Central Road and Weller Lane. The route will be slightly altered to include the crash site.
- J. O'Neal updated P. Szabo that the Graphic Design staff will be completed with the main body of the Bike Plan by March 15<sup>th</sup>.

**OLD BUSINESS:**

- D. Easley reported he has a meeting with the Special Events Committee meeting with Village Staff on Thursday, March 16<sup>th</sup> for the May Bike Arlington ride. P. Szabo asked if B. Schwab has heard if the proposed dates have been approved, but B. Schwab did not. The Arlington Heights Memorial Library (AHML) contacted P. Szabo because their publicity deadline is approaching and wanted confirmation of the dates. Additionally, AHML had asked if registration was still being handled the same way and is awaiting confirmation to provide registration information in their newsletter. B. Schwab stated she thought it worked well, but will confirm that the Legal department is OK with the system. P. Szabo plans to use the same forms from

previous years and will handle updating the information and will provide to Legal for them to approve the forms. P. Danko has not heard back from Arlington Heights Park District yet. P. Szabo requested that P Danko follow-up with the Arlington Heights Park District in the morning.

- BPAC finished reviewing and updating the proposed Bike Parking Ordinance. BPAC reviewed each Use by comparing proposed requirements to existing businesses to determine if proposed bike parking requirements were realistic. The following changes were recommended:
  - Bowling Alleys – maximum of 12 Bike Parking (BP)
  - Dance Studios – Minimum of two BP and one BP for every 2% capacity
  - Furniture and Appliances – Max 12 BP
  - Motor Vehicle Sales – Max 12 BP
  - Offices – Business, Professional & Governmental – One BP per 6000 SQ FT with max of 36 BP and min 2 BP
  - Offices – Medical or Dental – One BP per 4000 SQ FT with max 12 BP
  - Medical Center – Max 12 BP
  - Personal Trainer – change to 5000 SQ FT
  - Restaurant – Carry out – change to 900 SQ FT
  - Restaurant – Sit Down – Max 24 BP
  - Retail – Not otherwise specified – Max 24 BP
  - Hospitals – One BP per 80 employees, min of 2 BP
  - Community Centers – Spaces equal to 2% capacity, min of 2 BP
  - Daycare – Change ‘students’ to ‘children’.
  - Public Utility and Public Services Uses – Remove from list
  - Recreational Facilities – BP spaces equal in number to 2% of capacity
  - BPAC agreed to list of Uses that do not require bike storage.
  - BPAC agreed to add language for multi-tenant commercial or industrial developments to combine parking which was in the first version of the proposed bike parking Ordinance.
  - BPAC agreed to add language stating the Director of Planning or designee may determine that fewer or no spaces be provided.
  - BPAC agreed to add language the parking in the downtown is not required except for Planned Unit Developments which will be determined by the Plan Commission.

**M. Bagby moved to approve the Bicycle Parking Ordinance. J. Juffa seconded the motion and it carried unanimously.**

- B. Schwab reported that the Planning Department is currently in the process of updating the entire Zoning Code and is planning to bring the Bike Parking Ordinance when the updated Parking Regulations section of the Zoning Code is brought forward to the Ordinance Review Commission. The meeting date would likely be in May 2017, but has not been confirmed.
- P. Szabo presented a memo he drafted on behalf of the BPAC to discuss their overall approval of the recommendations made by the Planning Department. BPAC approved the memo after suggested changes were made.
- P. Szabo requested to table the discussion on Bikeways Map until next meeting.
- B. Schwab reported that Walk Arlington project is progressing. B. Schwab put together route maps from various destinations throughout town that would be considered walkable. The Village Manager and B. Schwab selected 12 locations to

launch the project and will be looking for approval from the rest of the committee which consists of representatives from Arlington Heights Library, Arlington Heights Park District, Northwest Community Hospital, Chamber of Commerce, School District 25, and the Village.

**NEW BUSINESS:**

- The next meeting is tentatively scheduled for April 20, 2017 at 7:30 PM.

**ADJOURNMENT:**

- **D. Easley moved to adjourn the meeting. M. Bagby seconded the motion and the meeting adjourned at 9:02 PM.**

**APPROVED:**

\_\_\_\_\_ Date  
Chairman

\_\_\_\_\_ Date  
Secretary

## **11.8 Schedule of Bicycle Parking Requirements**

Bicycle Parking (BP) is defined any designated space made publicly available for secure short-term bicycle storage. Designs and dimensions of BP spaces and structures must comply with standards set forth in the Association of Pedestrian and Bicycle Professionals *Bicycle Parking Guidelines* handbook. The minimum number of required off-street BP spaces shall be determined using the guides set forth in this Section. These requirements shall apply in the case of new construction or when a change in use results in the requirement for additional off-street motor vehicle parking. However, if space is not available or feasible on a site to provide the required number of bicycle parking spaces, the Director of Planning may determine that fewer or no spaces be provided.

These requirements are established to ensure adequate parking and access for the following building and development types in the Village of Arlington Heights.

### **11.8-1 RESIDENTIAL USES**

#### **USE**

#### **REQUIREMENT**

Multiple Family Dwelling in the R-5 and R-6 Zoning Districts

One BP space for every 10 dwelling units

Multiple Family Dwellings in the R-7 Zoning District

One BP space for every 10 dwelling units

### **11.8-2 RETAIL – COMMERCIAL AND SERVICES**

#### **USE**

#### **REQUIREMENT**

Amusement Device Arcades

One BP space for each 6000 square feet of floor area, minimum of two BP spaces

Automobile Service Stations

One BP for every 40 employees, minimum of two BP spaces

Banks

One BP space for each 6000 square feet of floor area, minimum of two BP spaces

Beauty Shops

One BP space for each 5000 square feet of floor area, minimum of two BP spaces

Bowling Alleys

One BP space for each 5000 square feet of floor area, minimum of two BP spaces, maximum of 12 BP

Dance Studios

One BP for every 2% capacity, minimum of two BP spaces

Furniture and Appliance Stores

One BP space for each 12,000 square feet of floor area, minimum of two BP spaces, maximum 12 BP

|   |   |
|---|---|
| Health Clubs                                    | One BP space for each 5000 square feet of floor area, minimum of two BP spaces                            |
| Motor Vehicle Sales                             | One BP space for each 12,000 square feet of floor area, minimum of two BP spaces, maximum of 12 BP spaces |
| Offices - Business, Professional & Governmental | One BP space for each 6000 square feet of floor, minimum 2 BP spaces, maximum of 36 BP spaces             |
| Offices - Medical or Dental Clinics             | One BP space for every 4000 square feet of floor area, minimum 2 BP spaces, maximum of 12 BP spaces       |
| Medical Center                                  | One BP space for every 6000 square feet of floor area, minimum of two BP spaces, maximum of 12 BP spaces  |
| Personal Trainer                                | One BP space for each 5000 square feet of floor space, minimum two BP spaces                              |
| Restaurant- Carry-Out                           | One BP space for each 900 square feet of seating area, minimum of two BP spaces                           |
| Restaurant- Sit Down                            | One BP space for each 900 square feet of floor area, minimum of two BP spaces, maximum of 24 BP spaces    |
| Retail Stores- Not Otherwise Specified          | One BP space for each 900 square feet of floor area, minimum of two BP spaces, maximum of 24 BP spaces    |
| Theaters (indoor)                               | One BP space for each 6000 square feet of floor area, minimum of two BP spaces                            |
| Undertaking Establishments, Funeral Parlors     | One BP space for each chapel or parlor, minimum of two BP spaces  |

### **11.8-3 WHOLESALE, STORAGE, AND PRODUCTION**

#### **USE**

#### **REQUIREMENT**

Establishments Engaged in Production, Cleaning, Servicing, Materials, Goods or Products, or Engaged in Research and Development

One BP space for each 40 employees, minimum of two BP spaces

Warehouses and Storage

One BP space for each 40 employees, minimum of two BP spaces

Wholesale Establishments

One BP space for each 40 employees, minimum of two BP spaces

## **11.8-4 COMMUNITY SERVICE USES**

### **USE**

### **REQUIREMENT**

|   |   |
|---|---|
| Colleges & Universities   | 1 BP for every 20 employees and 2.5% of max enrollment  |
| Community Centers   | Spaces equal to 2% of capacity, minimum of two BP spaces  |
| Churches  | One BP for each 100 seats, minimum of two BP spaces   |
| Day Care Centers  | One space for every 100 children at maximum enrollment plus three spaces per every 40 employees, minimum of two BP spaces                         |
| Schools   | 1 BP for every 20 employees and 2.5% of max enrollment  |
| Hospitals   | One BP space for every 80 employees, minimum two BP spaces  |
| Libraries, Art Galleries, Public Museums  | One BP space per every 20,000 square feet of gross floor space, with a minimum of two BP spaces   |
| Places of Assembly as follows: Stadiums, Arenas, Auditoriums (other than Church College or Institutional School), Convention Halls, Skating Rinks, and other similar places of assembly | BP equal in number to 1% of the capacity when capacity is >10,000 persons, 2% when capacity is <10,000 persons                                    |
| Recreational Facilities   | BP spaces equal in number to 2% of capacity   |
| Schools, Commercial   | One BP space for every 20 employees plus BP spaces equal to 2.5% of the maximum number of students projected to be in attendance at any one time. |
| Schools, Elementary and High  | One BP space for every 20 employees plus BP spaces equal to 2.5% of the maximum number of students projected to be in attendance at any one time. |

## **11.8-5 MISCELLANEOUS USES**

| <b><u>USE</u></b>                     | <b><u>REQUIREMENT</u></b>   |
|---------------------------------------|---|
| Fraternities, Sororities, Dormitories | One space for every 20 lodging rooms plus BP equal to 2% of the capacity in persons (exclusive of lodging room capacity)        |
| Hotels & Motels                       | One BP space for each forty employees, minimum of two BP spaces, plus BP spaces as required for any restaurant that is included |
| Nursing Homes                         | One BP space for every 40 beds  |
| Private Clubs & Lodges                | One space for every 20 lodging rooms plus BP equal to 2% of the capacity in persons (exclusive of lodging room capacity)        |
| Crematories, Mausoleums               | One BP space for each 40 employees (minimum two BP spaces)  |

For uses not listed in this schedule of BP requirements, BP spaces shall be provided on the same basis as required for the most similar listed uses. However, BP spaces shall not be required for Construction Yards, Day care Homes, Freight Terminals, Private and Public Utility Facilities and Single Family/Two Family Dwellings.

The required BP spaces for a multi-tenant commercial or industrial development may be combined at one location on the site provided that the total number of spaces is not less than the required sum for the combined square footage of all the tenants, and the location is within 200 feet of each tenant entrance.

If space is not available on a site to provide the required number of bicycle parking spaces, the Village may determine that fewer or no spaces be provided.

## **11.8-6 BIKE PARKING IN THE DOWNTOWN DISTRICT**

Bike parking is not required in the Downtown District except for Planned Unit Developments, in which case the number of BP spaces will be determined as part of the formal review process.

| Bicycle Parking Ordinance (if applied to recent developments) |                      |   |                                 |
|---|----------------------|---|---------------------------------|
| Development   | Address              | Bike Parking Required by Proposed Code  | Actual Bike Spaces Provided     |
| 2020 E. Northwest Hwy Commercial/Culvers                      | 2020 E. NWH          | One BP space for each 900 square feet of floor area, minimum of two BP spaces, maximum of 24 BP spaces (4500 SF) = 5    | 12 spaces ( 2 racks 6 per rack) |
| Dunkin Donuts   | 1818 W Northwest Hwy | One BP space for each 900 square feet of seating area, minimum of two BP spaces (500 SF) = 2                            | 3 spaces (1 rack)               |
| Arbor Lane Townhomes  | 1605 E Palatine Rd   | One BP space for every 10 dwelling units (16 units) = 1   | 0                               |
| BP Gas Station/Convenient Mart/ Car Wash                      | 2250 S AH Road       | One BP for every 40 employees, minimum of two BP spaces =2  | 6 spaces(1 rack 6 per rack)     |
| PNC Bank  | 1800 N AH Road       | One BP space for each 6000 square feet of floor area, minimum of two BP spaces = 2                                      | 2 spaces (1 rack)               |
| Medical Office  | 1051 W Rand Rd       | One BP space for every 4000 square feet of floor area, minimum 2 BP spaces, maximum of 12 BP spaces (18,800 SF) = 6     | 0                               |
| Arlington Crossings Townhomes                                 | 800-900 E Wing       | One BP space for every 10 dwelling units (66 units) = 6   | 0                               |
| Transitional Care (TCM)                                       | 1200 N AH Rd         | One BP space for every 40 beds (120 beds) = 3   | 0                               |
| Marianos  | 800 E NWH            | One BP space for each 900 square feet of floor area, minimum of two BP spaces, maximum of 24 BP spaces (66,393 SF) = 24 | 24 spaces (4 racks 6 per rack)  |
| Smashburger/Jersey Mikes                                      | 115 W Rand           | One BP space for each 900 square feet of floor area, minimum of two BP spaces, maximum of 24 BP spaces (5100) = 6       | 4 spaces (1 rack)               |
| Esplanade   | Euclid/Salt Creek Ln | One BP space for each 900 square feet of floor area, minimum of two BP spaces, maximum of 24 BP spaces (17,700 SF) = 20 | 10 spaces (5 inverted U racks)  |