



Agenda
Village of Arlington Heights
Bicycle and Pedestrian Advisory Commission
Hanson Room, Village Hall
33 S. Arlington Heights Rd., Arlington Heights, IL 60005
February 22, 2017
7:30 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes of September 27, 2016
- B. Minutes of October 18, 2016
- C. Minutes of December 15, 2016
- D. Minutes of January 12, 2017

IV. REPORTS

- A. Chairman's Report

V. OLD BUSINESS

- A. Bicycle Parking Ordinance - Review of Staff Recommendation
- B. Walk Arlington - Update

VI. NEW BUSINESS

- A. Bikeways Map

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 September 27, 2016

Department: Engineering

Minutes of September 27, 2016

ATTACHMENTS:

Description	Type
Minutes of September 27, 2016	Minutes

***Minutes of the Arlington Heights Bicycle and Pedestrian Advisory Commission
Tuesday, September 27, 2016 in the Hanson Room at Village Hall***

COMMISSION MEMBERS IN ATTENDANCE:

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

MEMBERS ABSENT:

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.

CHAIRMAN'S REPORT:

- P. Szabo and J. Juffa both attended the Illinois Bike Summit for personal interest. P. Szabo and J. Juffa did not go as official representatives of the BPAC. Both attended a coffee talk session that was sponsored by Ed Barsotti. Mr. Barsotti has been working on the approval of the 'Bike May Use Full Lane' signage and signage that reminds drivers of the three foot passing law. Mr. Barsotti reported that both signs are now allowed by IDOT and the MUTCD. P. Szabo asked Mr. Barsotti if he would look into the use of the signs on New Wilke Road from White Oak to Golf Road. In 2015, the BPAC had requested the Village switch out the 'Share the Road' and "Bikes May Use Sidewalk" signage with the 'Bike May Use Full Lane' signs. At the time the memo was sent to Village Staff, the signage was not approved by IDOT or recognized by MUTCD, and Staff recommended against the use of these signs. P. Szabo stated that it is worth having Staff take another look at BPAC's recommendation since these signs have been approved. Mr. Barsotti stated that if P. Szabo sent him the information, he would look into the location and see if it would be an appropriate application for the signs. In the event it would be an appropriate application, Mr. Barsotti agreed to put P. Szabo in contact with the individual he has been working with from IDOT for additional guidance.
- P. Szabo also spoke with CEO of Ultra Planning at the Bike Summit and discussed his wishes to obtain data collection. P. Szabo indicated that BPAC had a limited to no budget, but was interested in data collection in advance of some of the improvements recommended in the Bike and Pedestrian Plan. P. Szabo would then like to do another data collection after improvements were complete. The CEO had another member of Ultra Planning e-mail P. Szabo and set up a meeting. P. Szabo said he would make sure to inform her that it was for informational purposes and not with the pretense of hiring Ultra Planning.
- P. Szabo reported he attended Innerbike seminars that covered the topic about the increase of electric bikes and where they belong in the network. P. Szabo brought it up as a point of discussion to bring attention to the topic that it may be something BPAC wants to pay attention to. Currently the Village of Arlington Heights Municipal Code does not allow non-

registered motorized vehicles to be driven on public rights-of-way and P. Szabo is not sure if that would include a pedal-assist motorized bicycle.

OLD BUSINESS:

- B. Schwab e-mailed the revised Walk Arlington Wayfinding map to the BPAC on September 12th and requested comments, but did not hear back from anyone on the BPAC. The Engineering Technician made the requested changes from the last BPAC meeting, but is still working on finalizing the business information within the map. M. Walczak requested that the business category titles match the same color and hue as the building it is associated. For example, 'Professional Service' title would be dark blue and all building footprints would correspond with that color.
- B. Schwab explained that the next step the BPAC needs to accomplish is coming up with a design for signage that would be placed at various locations throughout town to expand Walk Arlington. Example locations include Pioneer Park, Recreation Park, schools, etc, with distances to the downtown and calories burned and an associated food item. P. Szabo asked if the signs would be mounted using a post, or something more decorative. B. Schwab stated that the current quote for the signs is a standard metal sign and post that is produced by the sign shop in the Public Works Department. P. Szabo stated he envisioned something more decorative for the signs, but had planned to use the standard street sign and metal post for the downtown wayfinding signs. B. Schwab stated that BPAC is able to propose anything they would like, but must have the budget to support the request. P. Szabo displayed an example of a sign that he came up with for the park districts and schools. P. Szabo will forward this file to B. Schwab, so the Engineering Technician can place it into the appropriate file format.
- P. Szabo displayed a wayfinding street map from Normal, IL to gauge feedback from BPAC. J. Juffa liked it, but suggested BPAC move forward with what is already in the design. D. Easley suggested that we keep this example for future versions of the Village wayfinding map.
- P. Szabo reported that he spoke with J. O'Neal on the phone and was asking when CMAP could expect comments back for the Bike and Pedestrian Plan. P. Szabo requested that J. O'Neal include an index or glossary by streets, so a design engineer or planner could quickly reference the Plan during the design process. P. Szabo stated he received comments from P. Danko, J. Juffa, and A. Medsker and was waiting for comments from M. Walczak, M. Bagby, and D. Easley. M. Bagby will send comments by Thursday, September 29th. P. Szabo provided a flash drive with comments to B. Schwab. B. Schwab will review comments from BPAC to see if they need to be routed through Staff before going to CMAP.
 - P. Szabo displayed J. Juffa's comments for discussion. J. Juffa stated that he thought it was an excellent draft and was very happy with the Plan and was impressed with the level of suggestions CMAP provided in the Plan. A. Medsker agreed that there was a lot of great information and suggestions for improvement included in the Plan.
 - J. Juffa briefly reviewed his comments with the BPAC. J. Juffa's main comment and what he feels is the biggest issue with the Plan is the suggested route to Busse Road. J. Juffa believes the best route to get to Busse Woods is via Wilke Road, but the Plan suggests taking Golf Road as the best solution. The Plan does state that all options should be further studied, but J. Juffa would prefer to have Wilke Rd suggested as the best solution and Golf Road listed as the option.
 - P. Szabo stated that speed tables and raised crosswalks are recommended in the Plan as a traffic calming measure. However, there are no specific locations recommending these features, so P. Szabo has requested the Village consider these options in the Downtown District. B. Schwab said she has also seen entire intersections that are raised to help make pedestrians more visible and cited the intersection of Main Street and University Street in Peoria, IL. M. Walczak shared that one is being proposed on Sheridan Road, but it is for bikes. P. Szabo displayed the Google Street View of the Peoria intersection and BPAC was able to see the raised intersection, curb bump outs, and added parking lanes which B. Schwab explained are all traffic calming treatments.

- P. Szabo discussed the advantage of the recommendation for a road diet on Windsor Drive to accommodate bike lanes in both directions. P. Szabo stated if the Com-Ed right-of-way is eventually turned into a bike trail those two improvements would provide much better access to Lake Arlington.
- B. Schwab thanked the BPAC for all the work that was put into reviewing and commenting on the Plan.
- P. Szabo displayed the updated Bicycle Parking Ordinance. J. Juffa presented how he went through the Permitted Use Table. J. Juffa was unable to meet up with M. Bagby because of scheduling. J. Juffa was able to update approximately 60 percent of the proposed Ordinance to match the Permitted Use Table, but some areas still require discussion. P. Danko asked for clarification on why the BPAC was responsible for going through the Permitted Use Table. P. Szabo explained that the original Bike Parking Ordinance followed the automobile parking Ordinance which only contained a fraction of the Use's mentioned in the Permitted Use Table and Legal had requested the Bike Parking Ordinance be consistent with the Permitted Use Table. Additionally, P. Szabo explained that BPAC was looked at to be the experts in determining how to appropriately apply bike parking requirements. P. Szabo asked to schedule a separate meeting with J. Juffa, so they can finalize the requirements. J. Juffa agreed. P. Szabo stated the motion to approve the memo to Staff will be moved to the next meeting.

NEW BUSINESS:

- B. Schwab informed the BPAC that the Village is working on its own adoption of the new law that recognizes a bike as a vehicle.
- The next meeting is tentatively scheduled for Tuesday, October 11, 2016 at 7:30 PM.

ADJOURNMENT:

- **A. Medsker moved to adjourn the meeting. M. Bagby seconded the motion and the meeting adjourned at 9:06 PM.**

APPROVED:

_____	_____
Chairman	Date
_____	_____
Secretary	Date



Item: Minutes of October 18, 2016

Department: Engineering

Minutes of October 18, 2016

ATTACHMENTS:

Description

Minutes of October 18, 2016

Type

Minutes

***Minutes of the Arlington Heights Bicycle and Pedestrian Advisory Commission
Tuesday, October 18, 2016 in the Hanson Room at Village Hall***

COMMISSION MEMBERS IN ATTENDANCE:

Peter Szabo, Chairman
Dr. Michael Bagby D.C.
Paul Danko
Juergen Juffa

MEMBERS ABSENT:

David Easley
Alan Medsker
Michael Walczak

STAFF PRESENT:

Briget Schwab, Engineering Liaison, VAH

OTHERS PRESENT:

RESIDENTS IN ATTENDANCE:

CALL TO ORDER:

The start of the meeting was delayed until a quorum was present. P. Szabo called the meeting to order at 8:15 p.m.

CHAIRMAN'S REPORT:

- P. Szabo followed up with Ed Barsotti with Ride Illinois with regards to the 'Bike May Use Full Lane' signage and signage that reminds drivers of the three foot passing law. Mr. Barsotti informed P. Szabo that the following locations have recently installed, or will be installing the "Three Feet to Pass" signs:
 - Wayne Township currently has two installed. One is on a 35 mph road with ten foot lanes and the other is on a 40 mph road with ten foot wide lanes.
 - Lake County has installed one on St. Mary's Road which is a 40 mph road with eleven foot lane width.
 - Highland Park has allocated money and listed dozens of locations to install this signage in spring 2017. J. Juffa asked if the signage plan was being funded locally, or by Ride Illinois. P. Szabo's understanding was that the project was locally funded and that Mr. Barsotti was assisting with the coordination between IDOT and local officials.

Mr. Barsotti also shared a letter with P. Szabo describing the situations when the signage would be applicable. P. Szabo stated that Highland Park is most similar municipality, so he is planning to reach out to see how they determined the locations and see if it would be applicable to Arlington Heights and the locations BPAC has in mind.

- P. Szabo spoke with a planner from Ultra Planning. However, the information provided was geared towards having a contract with the agency. Ultra Planning would review the Bike and Pedestrian Plan and determine appropriate data collection points and methods. J. Juffa asked if she offered any low budget data collection methods. P. Szabo said most of the options discussed were ones that were talked about at the Illinois Bike Summit meeting. One option was the detection cameras instead of loops at signalized intersections. P. Szabo said he has not looked into prioritizing locations, but thinks this is the best option. P. Szabo said Elk Grove just installed the cameras at a couple intersections and the bill was \$17,000, but he is not sure what that included. P. Szabo explained that the cameras have a dual purpose and are

used to help control the intersection, but data can also be collected. P. Szabo stated the cameras are more effective at triggering the light to change for motorcycles and bicycles than detector loops. M. Bagby inquired if the cameras were stationary, or movable to different locations. P. Szabo explained they would be part of the traffic signal and stationary. B. Schwab informed that BPAC that the Traffic Engineer has recently explored cameras as an option for detection at various locations in the Village, but she is not sure how far the project has gotten. The other data collection option is Miovision. P. Szabo explained the benefit of this system is that it only about \$5000 and movable to different locations. It would be used specifically for pedestrian and bicycle counts.

- P. Szabo would like to discuss both the “Three Feet to Pass” sign and the data collection at the next meeting.

OLD BUSINESS:

- B. Schwab presented the updated the Walk Arlington Wayfinding Map. B. Schwab reported that she had a meeting with the Marketing Team on October 12, 2016. B. Schwab provided an overview of the Walk Arlington initiative to the team and received positive feedback. The Marketing Team would like to see the initiative expand throughout Arlington Heights. One critique was the walkshed on the map, they understood once it was explained, but they did not like that there was a learning curve to understanding what was trying to be conveyed. The Team preferred a scale indicating the walking times in lieu of the walkshed circle. The other concern expressed from the Team was that the Wayfinding map is a smaller area that was previously included on the Business Directory Map. B. Schwab explained why the limits of the map were chosen. B. Schwab explained that if some of the limits were expanded the map would be harder to read and include a large portion of residential area, but did agree to add some of the businesses back on by name with a direction arrow. Additionally, a general arrow indicating more businesses and restaurants directing people to the south would be included. B. Schwab is waiting to hear from the Planning Department on what businesses will be called out by name. With regards to the signs proposed at destinations outside of Downtown, the Team preferred the signs to indicate calories burned in lieu of the food item. The Team also discussed keeping the old business directory on one side of the kiosk. However, the decision was to replace all existing directories with the new Walk Arlington Wayfinding signs. B. Schwab also reported that the Marketing Team really liked the simple wayfinding sign that did not have all the businesses listed. B. Schwab was tasked with determining locations where the map may be appropriate and asked for BPAC input. So far, B. Schwab is thinking North School Park, Arlington Heights Memorial Library, Train Station, etc. J. Juffa will forward B. Schwab ideas. P. Szabo expressed concern that each location would need to be individualized.

J. Juffa moved to approve the Walk Arlington Wayfinding Sign with the Business Directory with the elimination of the walkshed concentric circle and replace it with a linear scale in minutes it would take to walk. M. Bagby seconded the motion and it carried unanimously.

- P. Szabo presented a design for a sign to be used at locations outside of Downtown. P. Szabo asked for group’s decision on displaying walking time or distance on signs. BPAC agreed to display walking time in minutes on signs. J. Juffa suggested sticking with locations within a 20 minute walking time. P. Szabo would prefer to stick with a 30 minute walking time. P. Szabo is in favor of including farther out locations, but thinks it should switch to referencing mileage. BPAC mapped various parks throughout the Village and determined a list of potential parks they will recommend. P. Szabo will e-mail the list to B. Schwab. B. Schwab reported that the Walk Arlington Logo is being designed by Chuck Homuth in the Engineering Department and Nancy Kluz, Community Relations Coordinator.
- P. Szabo corrected the agenda item “Temporary Bicycle Parking Ordinance” to read “Bicycle Parking Ordinance”. P. Szabo presented the updated Ordinance and thanked J. Juffa for his time placing the Permitted Use Table into a spreadsheet and updating the old categories into the new spreadsheet. J. Juffa explained if there was a direct match, it went into the

spreadsheet. P. Szabo reiterated that they applied the same recommendations from the original Ordinance, but to a more detailed list of Permitted Use's. If there was not a direct match, J. Juffa and P. Szabo used an association with an existing requirement. P. Szabo will e-mail the spreadsheet to B. Schwab and BPAC. P. Szabo requested a motion to approve the updated requirements. P. Danko would like time to review the updates in more detail. P. Szabo displayed the memo to Staff for BPAC to review. P. Danko recommended minor changes to the memo to which all a BPAC members in attendance agreed to. BPAC also recommended the original definition of the Bicycle Parking still be included in the memo and not modified. B. Schwab stated that the memo should explain why the BPAC does not recommend including the language that would only apply to this Ordinance when it is physically feasible, as recommended by the Planning Department. J. Juffa recommended adding a last sentence that states "If there are no issues with this draft, we propose this Ordinance go into effect as earliest as possible". P. Szabo will send memo to B. Schwab.

P. Danko motioned to approve the Memo to Staff that responds to review comments for the proposed Bicycle Parking Ordinance. M. Bagby seconded the motion and it carried unanimously.

- The motion to approve the Bicycle Parking Ordinance was carried to the next meeting after BPAC members have time to review the changes made by P. Szabo and J. Juffa to the requirements.

NEW BUSINESS:

- The next meeting is tentatively scheduled for Tuesday, December 6 at 7:30 PM.

ADJOURNMENT:

- **M. Bagby moved to adjourn the meeting. J. Juffa seconded the motion and the meeting adjourned at 9:38 PM.**

APPROVED:

Chairman

Date

Secretary

Date



Item: Minutes of December 15, 2016

Department: Engineering

Minutes of December 15, 2016

ATTACHMENTS:

Description	Type
Minute of December 15, 2016	Minutes

*Minutes of the Arlington Heights Bicycle and Pedestrian Advisory Commission
Thursday, December 15, 2016 in the Hanson Room at Village Hall*

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:

John O'Neal, Chicago Metropolitan Agency for Planning (CMAP)

RESIDENTS IN ATTENDANCE:

CALL TO ORDER:

A quorum being present, P. Szabo called the meeting to order at 7:36 p.m.

CHAIRMAN'S REPORT:

- No report.

OLD BUSINESS:

- P. Szabo started the meeting with the review of BPAC comments of the Draft Bicycle and Pedestrian Plan. P. Szabo requested an Index be included in the Plan for ease of finding information. J. O'Neal explained that he has never included an index in a Plan before and asked P. Szabo what the purpose would be of including one. P. Szabo explained that he thinks it would be helpful to engineers and planners during the planning or design process to see what, if any, recommendations there are for roads or areas that are being designed. J. O'Neal still thinks using the function 'control F' to search the document would work the same way. Additionally, J. O'Neal explained that the bulk of the recommendations are in Chapter Four of the Plan, so planners and engineers should make themselves familiar with that chapter. J. O'Neal stated that the amount of work required to put an index together would probably not be worth it. However, J. O'Neal said if BPAC provided a list of terms, locations, etc. that they wanted indexed that CMAP would look into including one in the Plan. P. Szabo still thinks it would be helpful and already started putting together a list for an index, so will continue to do that and send it to J. O'Neal to include.
 - J. O'Neal also discussed changes to the proposed trunk routes map that J. Juffa made comments on. J. Juffa recommended a number of adjustments to the trunk route map, and J. O'Neal explained that the map is meant to be an overall vision and the actual details of the connectivity of the routes would need to be studied

before actual implementation. Most likely, details of the routes would be adjusted once they were studied, but the general vision of the overall network would still be implemented. J. Juffa is still concerned because the Palatine Bike Plan was developed in 2012 and they are currently installing the routes exactly as spelled out in their Bike Plan. J. O'Neal is confident that more engineering had to go into final decisions in the implementation stage of Palatine's Bike Plan. J. Juffa stated the map included in Arlington Heights' Plan should at least be consistent with connectivity points with other Village Plans. Currently, there is an inconsistent recommendation between Arlington Heights' Plan and Buffalo Grove's Plan. P. Szabo agreed.

- To ensure that the engineers and planners also look at the map as an overall general vision of the bike network and don't get hung up on the details of connectivity points, P. Szabo thinks it's important to add language to the front of the Plan that clarifies and highlights the main vision of the Plan and how to use the Plan. P. Szabo has written recommended language that he will send to J. O'Neal, and J. O'Neal will reword and include in the Plan.
- P. Szabo added an additional goal in Chapter 4 which would state the importance of connectivity within the neighborhood and with adjacent communities. P. Danko does agree that the number one goal should be safe connectivity throughout the Village. P. Szabo added language that he will forward to J. O'Neal, and J. O'Neal will reword and include in the Plan.
- J. Juffa asked how Staff would use the Plan and what improvements were necessary to make it the best Plan for that use. B. Schwab explained that her vision is for Staff to reference the plan during design process of the reconstruction and resurfacing programs to see if there are any recommended improvements. B. Schwab further explained that it doesn't necessarily mean they will be included in those projects; it would be looked at to see if the changes could be incorporated, or if limits of construction would change. J. O'Neal offered that the Federal Highway Administration published Developing On-Street Bicycle Facilities as Part of Routine Resurfacing Programs which is guidebook that can be used to start implementing some of the recommendations in the Plan. J. Juffa expressed his concern again that if the Plan is of a broader vision and not of specific improvements, that there might be missed opportunities.
- P. Szabo asked J. O'Neal if, in the future, there is a project that proposes an alternate route than what is proposed in the Plan, would it hurt the chances for funding. J. O'Neal explained as long as there was a reason supporting the change, such as a feasibility study, or Phase I planning, than he does not think it would be an issue.
- J. Juffa discussed the proposed route to Busse Woods going on Golf Road, but the BPAC is recommending that the preferred solution is Wilke Road. J. O'Neal acknowledged that Golf Road is probably expensive, but explained that Golf Road had more right-of-way, fewer driveways, and a more consistent cross section than Wilke Road which is why Golf Road was the preferred route recommended in the Plan. B. Schwab stated that she believes Rolling Meadows is proposing improvements to the intersection of Wilke Road and Algonquin Road. J. O'Neal stated that no one can say which option is best without studying the options, so J. O'Neal's recommendation is to study all options before moving forward with improvements to either route. J. O'Neal explained the neither options will happen fast and will require additional study. J. O'Neal also

recommends taking the Plan to Rolling Meadows and showing them the Wilke Road recommendation to see if they are willing to work with Arlington Heights to improve that proposed route. J. Juffa stated Rolling Meadows would probably prefer the Wilke Road alternative because the Golf Road route would be out of their way. Overall, J. O'Neal does not think it matters which recommendation is proposed as the top solution in the Plan as long as all options are included.

- P. Szabo wants to have language added that clearly states connectivity of the Village and surrounding neighborhoods. J. O'Neal stated that this type of language was mentioned many times throughout the Plan, but will review the proposed language and see if it can work in the Plan. J. O'Neal has asked for the proposed changes electronically with reasons why the changes are important to them.
- J. Juffa asked what changes could be made to improve the Plan. J. O'Neal suggests making a one page brochure that summarizes the Plan to distribute to decision makers and residents to help promote the Plan. J. O'Neal recommends BPAC help promote and market the Plan in every way they can by attending events and sending e-mails with links to the Plan. J. O'Neal also stated they envision this Plan being consulted when transportation decisions were being made. Overall J. O'Neal suggests that the flyer includes the vision statement, goals, an image, or map from the Plan that is a quick visual that can be handed out to generate interest and promote the Plan. J. O'Neal has seen Villages hire Graphic Design consultants for this purpose unless there is Staff that can do this work. P. Szabo offered to work on the handout and would like to form a subcommittee to work on the brochure. J. Juffa and D. Easley agreed to participate on the subcommittee. The subcommittee agreed to meet on January 9, 2017 at 7:30 PM at the Arlington Heights Memorial Library.
- P. Szabo discussed the possibility of mapping the Plan with the ability to turn layers on and off. J. O'Neal stated that would be huge undertaking and would involve geocoding of all the data which would require the hiring of a consultant.
- J. O'Neal explained that he went through all the comments previously sent from BPAC and provided his disposition of comments to the BPAC which have been incorporated in version 3 of the Plan.
- J. O'Neal stated the Village will receive three copies of the Plan once complete along with a digital copy.
- B. Schwab reported what steps are required before the Plan is adopted:
 1. BPAC has a carried motion that recommends the adoption of the Plan at a meeting.
 2. Present the Bicycle and Pedestrian Plan at a Comprehensive Plan Subcommittee of the Plan Commission Meeting. Proposed dates are January 25th or February 8th, but meetings are subject to a quorum and have not been confirmed.
 3. Hold a Public Hearing of the full Plan Commission, who will make a recommendation to the Village Board;
 4. Plan goes to the Village Board meeting for approval.
- J. O'Neal will need to make the three language changes suggested by P. Szabo and will then forward the Plan to the Graphics Department. J. O'Neal believes the Graphic Department will need at least a month to complete their work. P. Szabo asked if the context of the Plan could be shared with the Comprehensive Plan Subcommittee instead of waiting for the full graphic layout to be complete.

B. Schwab will need to check with Staff if that is acceptable. P. Szabo believes that it should be acceptable for the Comprehensive Plan Subcommittee to get a head start reviewing the Plan, if they receive a copy digitally so maps can be zoomed in on.

- J. O’Neal requested photos from BPAC to include in the graphic layout of the Plan.
- B. Schwab will find out from Staff who needs to attend the Comprehensive Plan Subcommittee meeting, but she thinks at a minimum it should be J. O’Neal from CMAP and P. Szabo from BPAC.
- P. Danko asked how quickly recommended projects in the Plan would be implemented. B. Schwab did not have a direct answer, but some of the less expensive projects could possibly be included in the resurfacing and reconstruction programs. B. Schwab also explained that the Village may be able to incorporate changes in proposed IDOT projects, or surrounding community’s projects. Additionally, B. Schwab stated the BPAC can make recommendations in their budget for projects they see as a priority.
- B. Schwab distributed the Memo to Village Staff and the updated Permitted Use Table as provided by P. Szabo. J. Juffa recommended that the agenda item “Bike Parking Ordinance” is moved to the next meeting due to time constraints.

NEW BUSINESS:

- B. Schwab reported that Rolling Meadows is moving forward with the Euclid Avenue Bike Path and the Village of Arlington Heights is participating. The project timeline is tentatively:
 - March 10, 2017. Pre-final Engineering to IDOT
 - May 8, 2017. Final Engineering to IDOT/FHWA
 - June 14, 2017: Final ROW must be certified
 - August 4, 2017: Letting
 - Oct 2017-July 2018: Construction
- The next meeting is tentatively scheduled for Thursday, January 12, 2017 at 7:30 PM.

ADJOURNMENT:

- **J. Juffa moved to adjourn the meeting. M. Bagby seconded the motion and the meeting adjourned at 9:48 PM.**

APPROVED:

Chairman

Date

Secretary

Date



Item: Minutes of January 12, 2017

Department: Engineering

Minutes of January 12, 2017

ATTACHMENTS:

Description

Minutes of January 12, 2017

Type

Minutes

*Minutes of the Arlington Heights Bicycle and Pedestrian Advisory Commission
Thursday, January 12, 2017 in the Hanson Room at Village Hall*

COMMISSION MEMBERS IN ATTENDANCE:

Peter Szabo, Chairman
Paul Danko
David Easley
Juergen Juffa
Alan Medsker

MEMBERS ABSENT:

Dr. Michael Bagby D.C.
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 7:46 p.m.

APPROVAL OF MINUTES:

J. Juffa moved to approve the Minutes of the Bicycle Advisory Commission Meeting from June 16, 2016. A. Medsker seconded the motion and it carried unanimously.

P. Danko moved to approve the Minutes of the Bicycle Advisory Commission Meeting from July 28, 2016. A. Medsker seconded the motion and it carried unanimously.

CHAIRMAN'S REPORT:

OLD BUSINESS:

- P. Szabo reported that CMAP's lead Graphic Designer that was working on the graphic layout of the Bicycle and Pedestrian Plan has resigned. Therefore, the delivery date of the final Plan will be delayed.
- P. Szabo reported that he had a follow-up conversation with John O'Neal from CMAP regarding the index for the Plan. P. Szabo recapped their conversation and said J. O'Neal is now supporting the efforts of an index and does see a benefit of including one. However, J. O'Neal stressed that the Village would only receive two or three hard copies of the Plan, and the digital copy would not require an index because of the 'control F' function that will find specific words or phrases in the digital copy. P. Szabo does think the index is important for the hard copies. P. Szabo's vision is to have the index at the front of the Plan and it would function as outline of the Plan. P. Szabo thinks the index would also be valuable in the electronic copy, but would require significantly more work linking all of the terms to the

appropriate section. P. Szabo used the index function in Microsoft Word to assist with the task and thinks that it will be easily accomplished in the time constraints provided. P. Szabo presented the terms he has already included in the index to the BPAC for feedback. BPAC reviewed the different categories and offered suggestions to improve the title of the categories as well as how to split the terms into respective categories.

- In general, all categories need to be checked for duplicate terms, fix typos, and place in alphabetical order.
- Change category to Referenced Resources, Organizations, and Concepts
- Add Rolling Meadows and Buffalo Grove to the Surrounding Communities category
- Add category for Existing Street Types and Features for items such as; cul-de-sac, collector, narrow, etc.
- Change “A trail” to Commonwealth Edison Trail under Locations
- Remove the words “a path along” and just have Northwest Highway under Locations
- Change cut-through items to read location first with a subsection listing it as a cut-through.
- Remove general term “residential areas” under Destinations category
- Specify name of park referenced or take out general term “parks” under Destinations category.
- Specify “shopping center” or remove under Destinations
- Add Robert Morris University to list of Destinations
- Remove Miscellaneous category and list of items associated with it

P. Szabo will send the index to J. O’Neal who will then insert it into the Plan.

- P. Szabo and J. Juffa discussed approval of the Bicycle and Pedestrian Plan and stated that it should only be for the context of the Plan since the final layout with updated appendixes and maps have not been seen by the BPAC.

D. Easley made a motion to approve the November 22, 2016 Draft text of the Bicycle and Pedestrian Plan. J. Juffa seconded and the motion carried unanimously.

- P. Szabo discussed how BPAC can begin to work towards the implementation of the suggestions in Chapter 5 of the Plan without waiting for approval of the Plan. For example, it discusses updating the Bike Parking Ordinance which the BPAC is currently working on. P. Szabo stated the Plan suggests the Ordinance should explain the type of rack, so questioned if the BPAC should include that in their Ordinance. Furthermore, the Plan suggests a way to enforce the Bike Parking Ordinance, so P. Szabo suggests adding the Abandoned Bicycle Ordinance back to the list of things BPAC should continue to work towards.
 - J. Juffa asked B. Schwab how BPAC can start to implement the infrastructure in the Plan. P. Szabo thinks having the Plan itself will begin the process since it will hopefully be adopted by the Village Board which would mean they support and are behind improving the infrastructure. B. Schwab explained that there will still be a process of choosing which project or projects to propose funding for. B. Schwab explained that projects are proposed either by Planning, Engineering, or Public Works, but can also be submitted by BPAC during budget time. B. Schwab recommends BPAC determines which projects are priority and she could help with determining an estimated cost for the proposed projects.

- P. Szabo recommends BPAC begin with signage updates along the main corridor routes. P. Danko added that striping of the main corridor route could also be included at the same time.
- J. Juffa would like to see at least one feasibility study begin for at least one of the bigger projects such as the Busse Woods connection or crossing of Palatine Road. B. Schwab agrees with the Palatine Road crossing at Windsor Drive would be a priority since it is a major obstacle within Arlington Heights and was pointed out by Ride Illinois in the Bicycle Friendly report as a difficult area to cross. D. Easley thinks Lake Arlington is the number one destination people want to get to within Arlington Heights. P. Szabo also proposed a feasibility study for changes suggested in the Plan at Kennicott Road and Palatine Road. BPAC agreed to begin the process for a request for Palatine Road and Windsor Road crossing feasibility study first.
- P. Szabo stated that the Plan also suggested that the BPAC continue hosting Bike Arlington rides. P. Szabo reported that he hoped to get Special Events Commission involved to host future rides, but it has not worked out to date. J. Juffa thinks BPAC should definitely keep holding the Bike Arlington rides, but acknowledges how much work goes into each ride and the P. Szabo has carried most of the work. D. Easley also thinks it is an inexpensive way to get the word out and stay visible in the community. P. Szabo asked D. Easley to Chair the Subcommittee for Bike Arlington rides which would include planning the route, choosing a date, and coordination with outside groups to host rides. J. Juffa volunteered to work with D. Easley on the Subcommittee for Bike Arlington. J. Juffa had the idea to host a ride that would encourage people to ride for transportation rather than recreation.
- B. Schwab reported that there will be a meeting planned for January 18, 2017 where Trustee Glasgow will discuss the possibilities of expanding the Walk Arlington initiatives. The Village Manager, Village Outreach Coordinator, and key representatives from School District 25, Arlington Heights Memorial Library, Arlington Heights Park District, Chamber of Commerce, and Northwest Community Hospital will be in attendance. B. Schwab also reported that there were already some changes that need to be made to the Walk Arlington wayfinding map which should be completed by the end of January.
- B. Schwab reviewed that P. Szabo and J. Juffa presented the updates to the Bicycle Parking Ordinance based on Staff comments at the October 18th, 2016 meeting. The memo with disposition of comments had been approved by BPAC at that meeting, but the actual revised Ordinance was moved to another meeting to provide more review time to other BPAC members before a formal motion was made. Then, due to time constraints at the December 2016 meeting, the agenda item was moved to this meeting. P. Szabo displayed the revised Ordinance format for BPAC to review.
 - J. Juffa explained that they used the Permitted Use Table to match up the use from the original draft Ordinance. J. Juffa stated about 70% of the uses were directly transferable, the other 30% they used like business use to assign requirements.
 - P. Danko questioned the requirements for arcades. J. Juffa stated they determined this requirement based on an existing like use requirement.
 - P. Danko asked if the 2% of capacity requirements for Stadium is too much and how would that affect a larger stadium such as Arlington Park Race Track. The

capacity is 50,000 which mean they would need 1000 bikes. P. Danko recommends that the requirements should say 2% if capacity is up to 10,000 persons, and 1% if capacity is over 10,000 persons. All BPAC agreed.

- P. Danko asked how the Railroad Passenger Station requirement of 5% of estimated daily ridership affects the current level of available bike parking spaces. P. Szabo stated that they looked into it, and the ridership is currently at 2000 passengers a day, and there are more bike spaces than the 100 spaces this Ordinance would require.
- The memo to staff with disposition of comments was approved on October 18, 2016. P. Szabo displayed the memo for review.

J. Juffa moved to approve Revised Bicycle Parking Ordinance. D. Easley seconded the motion and it carried unanimously.

NEW BUSINESS:

- A. Medsker reported that the Arlington Height Memorial Library (AHML) is in the process of redesigning the underground parking lot and asked if BPAC could request AHML to include bicycle parking in the underground parking lot. P. Szabo stated that the BPAC should recommend that they include bicycle parking in line with the proposed Bicycle Parking Ordinance which would be 1 parking space for everyone 20,000 square feet of gross floor space, or they could just ask for 2% of the car parking spaces. Additionally, P. Szabo stated the recommendation should include that they do away with the “lima bean” racks that they currently have on the outside and install U-shaped racks. P. Szabo would request that A. Medsker draft a letter for the next meeting to review. P. Szabo stated that AHML previously had bike parking underground, but took it out when they changed the traffic pattern for book drop off. P. Szabo has sent previous requests for them to reinstate the underground bike parking. J. Juffa asked if BPAC had time to send a letter in for this recommendation since it appeared the project had already started. P. Szabo will e-mail the Programs Director to find out the status of the project, but asked A. Medsker to still prepare a letter for BPAC to review. P. Szabo will send his thoughts to A. Medsker to include in the letter.
- The next meeting is tentatively scheduled for February 16, 2016 at 7:30 PM, but B. Schwab will follow-up via e-mail to confirm the date.

ADJOURNMENT:

- **D. Easley moved to adjourn the meeting. A. Medsker seconded the motion and the meeting adjourned at 9:35 PM.**

APPROVED:

_____	_____
Chairman	Date
_____	_____
Secretary	Date