



January 17, 2017

**TO:** Public Works Committee  
**THROUGH:** Scott Niehaus, Village Manager  
**FROM:** Carl S. Goldsmith, Director of Public Works *g*  
**SUBJECT:** Recommendation Village Board Policy Amendment 6.D.

The Village of Lombard Board of Trustees has a Village Board policy on the maintenance and installation of sidewalks within the public right-of-way. A component of the policy defines the Village's response to resident reported trip hazards. A hazard is defined as a 1/4" difference in elevation. In 2016, the Public Works Department purchased a grinder that can be used to grind down sidewalks to address grade differentials. Staff has reviewed the referenced Village Board Policy on sidewalk installation, maintenance and repair. Based upon the review, the following changes are recommended at this time:

- Amends the response time for the Village to respond to resident reported trip hazards from 48 hours to two (2) business days to align more closely with efficient resource management.
- Includes the process of grinding sidewalk to alleviate trip hazards.

Staff recommends that the Committee agree to the proposed modifications to the policy and forward the recommendation to the Village Board of Trustees for consideration. Included in the packet are the following items for consideration:

- Redlined copy of Village Board Policy 6.D.
- Clean copy of Village Board Policy 6.D.

Should you have any questions, please feel free to contact me.



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

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**Subject:** Sidewalk Policy

**Section:** 6.D.

**Dept.:** PW

**Date:** January 20, 2005

**Revised:** December 2, 2010

**I. Purpose**

To establish the sidewalk installation, maintenance, and replacement programs in the Village of Lombard. This policy replaces all previous versions.

**II. Procedures/Guidelines**

**A. SCHOOLS**

1. **3-Block, 1-Side Rule:** All schools are entitled to sidewalks on one side of the street within three (3) blocks of the school property.
2. **Preferred Pedestrian School Route Plan (PPSRP):** School safety committees, the Village Transportation and Safety Committee, and Public Works staff developed the PPSRP in the early 1990s. Detailed studies were performed to determine the student walking routes to schools. The Village incorporated crucial segments of sidewalk into the Capital Improvement Plan and installed the necessary sidewalks.

**B. FILL THE GAP & COMPLETE THE BLOCK**

1. On improved residential streets, sidewalks will be installed in up to three (3) lots in a city block at 100% Village cost to complete the block. The installation of the sidewalks must complete a continuous walkway around a city block to qualify for this program. Irregular-shaped lots and blocks will be considered on a case by case basis. Funding cap is determined annually during the Capital Improvement Program development process. (Board decision May 20, 1999)
2. On improved residential streets, where there are more than three (3) lots in a city block that do not have sidewalks installed in the public right-of-way, the Village will construct the sidewalks to complete the block. The residents adjacent to the proposed sidewalks must pay for 50% of the cost of the work. The Village will only complete sidewalk improvements in the event that there is unanimous support for the extension of sidewalks. It is a first-come first-served program and applications for the current fiscal year will no longer be accepted once the funds are expended. This program is subject to funding of the program in the Capital Improvement Program.

**C. STREET CONSTRUCTION PROJECTS**

1. **Unimproved Streets & Special Assessments:** Sidewalks are a component of the street improvement program. Basic improvement costs, including sidewalks, are

split 70% Village, 30% adjacent owner. Occasionally, corner lots on the special assessment roll are adjacent to an improved street on one side and an unimproved street on the other. The basic improvement shall include the installation of sidewalk on both sides of the lot. Cost of the sidewalk on the improved street side of the lot shall also be split 70% Village, 30% adjacent owner.

2. **Reconstruction of Improved Streets:** The Village will install ADA ramps, replace trip hazards, replace construction damage; and replace all deteriorated sidewalks during street reconstruction projects at no cost to the owner. The Village provides 100% funding for the construction of new sidewalks adjacent to all streets under reconstruction where sidewalks did not previously exist. (Board decision January 6, 2000)
3. **Subdivisions:** The Subdivision Ordinance requires sidewalks on both sides for the full length of right-of-way in all cases of plat approvals and developments. Exceptions are rare. Whenever public, sidewalk is required as part of the subdivision ordinance, sidewalk replacement is required in the event that broken or out of proper grade sidewalk is encountered.
4. **Downtown Tax Increment Financing District:** Brick pavers are the standard sidewalk construction material for downtown sidewalks or sections of sidewalks in the downtown area.
5. **Annexation Agreements:** Construction of sidewalks as part of any unimproved street, special assessment project or as a stand-alone project will be planned and scheduled in accordance with the annexation agreement.

#### **D. TRIP HAZARDS & DETERIORATED SIDEWALK**

**Sidewalk Management:** This program is 100% funded by the Village. The purpose of this program is to have a system that responds to resident calls for trip hazards in sidewalks.

**Resident reported trip hazards:** Sidewalks with a 1 and 1/4 inch difference in elevation ~~is~~ are considered a trip hazard. The Village will address the elevation difference, on a case-by-case basis, via the following process:

1. The Village will ~~may~~ temporarily ramp the location within ~~48~~ two (2) business days ~~hours~~ of being notified and will have the hazard corrected in 1 year. ~~(Board decision June 17, 1999)~~
2. The Village may grind the sidewalk to alleviate trip hazards in situations where the sidewalk will remain in compliance with the Section 500.12 of the Lombard Specification Manual. The cross section of the ground sidewalk must meet the following criteria:
  - a. The minimum transverse (cross) slope shall be 2%.
  - b. The maximum transverse (cross) slope shall not exceed 4%
  - ~~a-c.~~ The maximum longitudinal slope shall not exceed 6%

**Deteriorated sidewalk:** An annual program of Lombard's sidewalk budget with a not to exceed of \$20,000 per year. The purpose of the program is to support Lombard

residents' efforts to maintain their homes. It is a first-come first-served program and applications for the current fiscal year will no longer be accepted once the funds are expended. The resident must pay for 50% of the cost of the work.

The program is based on Lombard's fiscal year (–January – December). Residents can submit requests to be considered for the current fiscal year. Any request accepted but not funded will not automatically be carried over from one fiscal year to the residents who were accepted but not funded. Residents on the carry over list must notify Public Works beginning 15 April that they want to participate in the upcoming fiscal year's program.

**E. SPECIAL SERVICE AREA (SSA)**

Occasionally, a SSA is used to finance the installation of sidewalks in an area not part of another construction project.

**SUMMARY OF SIDEWALK POLICIES**

**1. Installation at 100% Village cost**

- a. Near schools - 3 block, 1 side rule; PPSRP
- b. Near Prairie Path or Great Western Trail (trail connections)
- c. Construction damage, ADA, after regrading (during a construction project)
- d. Trip hazards of 1¼ "
- e. Gaps of 3 lots or less in a continuous walkway around city block
- f. All gaps in an improved street construction area
- g. Major trail or pedways
- h. State or Federal assistance (STP, TCM or CMAQ) .

**2. Installation at 70% Village cost; 30% resident cost**

Special Assessment street improvement (part of basic improvement)

**3. Installation at 50% Village cost; 50% owner cost**

- a. Deteriorated sidewalk program
- b. Complete the Block

**4. Installation at 100% owner cost**

- a. Special Service Areas (such as Roosevelt Road sidewalks)
- b. New subdivisions
- c. New "in-fill" home construction

**III. Legislation/Documentation**

- A. Public Works Committee January 14, 2014
- B. Public Works Committee meeting November 25, 2013
- C. Minutes Board of Trustees meeting January 20, 2005
- B. Minutes Board of Trustees meeting January 6, 2000
- C. Minutes Board of Trustees meeting June 17, 1999
- D. Minutes Board of Trustees meeting June 3, 1999
- E. Minutes Board of Trustees meeting May 20, 1999



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