

LEGISTAR: 130446  
DISTRICT: ALL

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda

Resolution or Ordinance (Blue) \_\_\_\_\_ Waiver of First Requested  
  X   Recommendations of Boards, Commissions & Committees (Green)  
Other Business (Pink)

**TO:** VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
**FROM:** Scott Niehaus, Village Manager  
**DATE:** January 15, 2014 (B of T) Date: February 6, 2014  
**TITLE:** Amendment to Village Board Policy 6.D. – Sidewalk Policy  
**SUBMITTED BY:** Carl S. Goldsmith, Director of Public Works *cf*

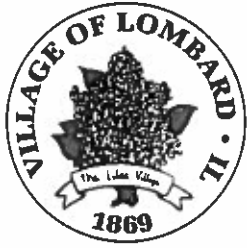
**BACKGROUND/POLICY IMPLICATIONS:**

The Public Works Committee has reviewed and is recommending that the Village Board Policy regarding sidewalks be amended. The amendments create a “Complete the Block” program for three (3) or more properties and modifies the policy based upon current fiscal year and budget allocations.

**FISCAL IMPACT/FUNDING SOURCE:**

Review (as necessary):  
Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



January 15, 2014

**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 Public Works Committee and staff have reviewed the referenced Village Board Policy on sidewalk installation, maintenance and repair. Based upon the review, the following changes are recommended at this time:

- Create the “Complete the Block” program to afford a group of three (3) or more property owners in residential areas funding in the amount 50% of the cost of the installation of sidewalks. The program would utilize existing Village funds and would be distributed on a first-come, first-served basis.
- Modifies the funding levels of the Deteriorated Sidewalk Program to match existing budgets.
- Modifies the Village’s fiscal year based upon the change to a calendar year budget.

The Public Works Committee reviewed this policy in relation to a request from a property owner on Taylor between Hammerschmidt and Grace. There are sidewalks on the continuous sidewalks along the south side, but gaps along the north side. The current policy does not provide any funding mechanisms that would address this neighborhood concern. The Transportation and Safety Committee reviewed the specific safety concerns raised by the resident, in November. The T & S Committee recommended no changes.

The Public Works Committee reviewed this item at their November 2013 and January 2014 meetings. The Committee unanimously supported the proposed changes and requested that the policy be forwarded to the Village Board for approval. Included in the packet are the following items for consideration:

- Staff memorandum to the Public Works Committee dated August 6, 2013
- 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.



Legistar: 130446

August 6, 2013

TO: Public Works Committee  
FROM: Carl S. Goldsmith, Director of Public Works 06  
SUBJECT: Village Board Sidewalk Policy – 6.D.

**Background**

The Village of Lombard has a set of Village Board Policies that govern the manner in which staff addresses issues related to the provision of services to the community. One such policy is the Sidewalk Policy. This policy (attached) provides guidance on the installation, maintenance and replacement of sidewalks in Lombard. The policy provides for five (5) categories related to sidewalks. The categories are summarized below:

**A. SCHOOLS** - There are two (2) policies related to sidewalks in proximity to schools.

1. **3-Block, I-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):** 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. The Village addresses changes to the routes directly with the schools on an as-needed basis.

**B. FILL THE GAP** - This program provides that the 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. The policy only applies to improved residential streets.

**C. STREET CONSTRUCTION PROJECTS** - This section of the Sidewalk Policy provides guidance on the construction of sidewalks in conjunction with roadway improvements. There are five (5) qualifications with this section of the policy.

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

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.
4. **Downtown Tax Increment Financing District:** Brick pavers are the standard sidewalk construction material for downtown 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 AND DETERIORATED SIDEWALKS** - The policy provides direction on two programs for deficient sidewalks.

1. **Sidewalk Management:** This is a program that is 100% funded by the Village and addresses known hazards that exist. The Village defines trip hazards as an elevation difference of more than 1 ¼ inch.
2. **Deteriorated Sidewalk:** 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.

**E. SPECIAL SERVICE AREAS** - Occasionally, a SSA is used to finance the installation of sidewalks in an area not part of another construction project. Through the SSA, the benefiting parties typically fund the entire cost of the improvement.

The Village has received a request to address a "gap" in the sidewalk along Taylor Street between Hammerschmidt Avenue and Grace Street. This area is within a three (3) block radius of Hammerschmidt School and therefore, should comply with the 3 x 1 rule. The Village does have a continuous sidewalk on the south side of Taylor, so that section of the Sidewalk Policy is adhered to. There are seventeen properties that are situated between Hammerschmidt and Grace. Of the seventeen properties, there are two that contain sidewalk (240 E. Taylor and 332 E. Taylor. As such, a gap of twelve properties exists on the west side of the block and only three exist on the east side. The "Fill the Gap" policy would typically fund the gap between 338 E. Taylor and 848 S. Grace; however, the installation of sidewalk would not complete the block, as provide in the policy.

The Village does not have immediate plans to improve the roadway, which would include the installation of sidewalks. As such, two options for the completion of the sidewalk exist: establish an SSA or amend the policy to broaden the "Fill the Gap" program. Staff has prepared an amendment to the Sidewalk Policy that proposes an expansion to the "Fill the Gap" policy by creating the "Complete the Block" program. This program is designed to construct sidewalks to provide a link between existing sidewalks in a similar manner as the "fill the Gap" program. The

difference is that there are no limitations to the number of lots, but the program, would require a 50% match from the residents. Prior to the Village initiating any sidewalk improvement, a letter of interest would be sent to the properties affected by the proposed project. Once interest was gauged, a follow-up letter identifying the costs would be sent. Upon receipt of the funding, the Village would proceed with the work. The Village would use existing funds set aside in the CIP for the 50%/50% sidewalk program and funding would be on a first-come basis.

**Recommendation**

The Department of Public Works respectfully requests that the Public Works Committee recommend that the Village Board of Trustees adopt of the amended Sidewalk Policy (6.D.).



## VILLAGE OF LOMBARD

### VILLAGE BOARD POLICY MEMORANDUM

**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 ~~Program presently completed.~~

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 ~~streets~~ sidewalks or sections of ~~streets~~ 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 a trip hazard. The Village will temporarily ramp the location within 48 hours of being notified and will have the hazard corrected in 1 year. (Board decision June 17, 1999)

**Deteriorated sidewalk:** An annual program ~~funded at 10%~~ of Lombard's sidewalk budget with a not to exceed of ~~\$1520,000~~ per year. ~~If 10% of the sidewalk program is over \$15,000 then the difference is split based on the Budgets funding ratio for the two elements of the sidewalk management program.~~ 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 (~~June — May~~ 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 (~~such as South Finley pedway~~)
- 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
- ~~a~~. **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. ~~A.~~ Public Works Committee January 14, 2014**

**B. Public Works Committee meeting November 25, 2013**

**~~A-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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- a. Deteriorated sidewalk program
- b. Complete the Block

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- b. New subdivisions
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