

040453

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:** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** William T. Lichter, Village Manager

**DATE:** June 16, 2004 (COW) (B of T) **Date:** January 20, 2005

**TITLE:** Sidewalk Policy

**SUBMITTED BY:** Wes Anderson, Director of Public Works



**BACKGROUND/POLICY IMPLICATIONS:**

See attached memo.

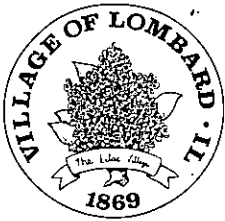
**FISCAL IMPACT/FUNDING SOURCE:**

See attached memo.

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X W. T. Lichter Date 1/12/05

**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.



To: William T. Lichter

From: Wesley B. Anderson

Date: January 12, 2005

Subject: Revised Village Sidewalk Policy

Public Works has been working with the Public Works Committee to revise the Village's sidewalk policy. One of the Committee's objectives was to re-institute a deteriorated sidewalk program where the Village shares the cost (50% Village/50% Resident) of repairing a resident's sidewalks. The other objective was to establish a system to inspect and repair sidewalks.

The proposed policy incorporates all previous Board sidewalk policies into one document. All elements of the Village policy remain unchanged except for the trip hazard and deteriorated sidewalk program. The following are the changes to this program.

**Trip Hazards:** In addition to responding to resident work orders, Public Works will annually inspect an area in the Village for trip hazards in need of repair. The size of the area inspected will be determined based on the Village's annual trip hazard replacement budget in the Capital Improvement Program. Priority for inspection goes to neighborhoods with the oldest sidewalks first.

**Deteriorated sidewalk:** Re-institutes the first come-first served program where the Village splits the cost (50% Village/50% Resident) of repairing a resident's sidewalk. The policy limits Village funding to \$15,000 per year.

Based on the level of funding for trip hazard replacement in the Capital Improvement Program for the upcoming fiscal year, all available funds will be used to repair resident trip hazard work orders. Thus the inspection program will not be executed in FY 2006.

The Public Works Committee reviewed (January 11, 2005) and has recommended for Board consideration the attached sidewalk policy.

Please present this recommendation to the Board of Trustees for consideration at the regularly scheduled meeting on January 20, 2005.

# Final

## VILLAGE OF LOMBARD VILLAGE BOARD POLICY MEMORANDUM

**Subject:** SIDEWALK POLICY

Number:

Date:

### 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

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)

#### 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 or sections of streets 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 both resident calls for trip hazards in sidewalks and to support a systemic program that inspects the condition of the community's sidewalks on a recurring basis and funds the corrections.

**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)

**Inspection program:** A systemic program similar to the existing pavement management system. The Village sidewalks are managed based on their age. Older neighborhoods are inspected first. The inspection determines repairs that are required. The annual inspection stops at the point when the estimate for the amount of repairs is equal to the dollars in that year's program. The inspection resumes where it was left off the next fiscal year. Identified trip hazards will be temporarily repaired within 48 hours. After the community has been completed the process will repeat.

**Deteriorated sidewalk :** An annual program funded at 10% of Lombard's sidewalk budget with a not to exceed of \$15,000 per year. If 10% of the sidewalk program is over \$15,000 then the difference is split based on the Budgets funding ration 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). Residents can submit requests beginning 15 April but must submit requests NLT 15 Dec 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 next. Residents who were accepted but not funded must notify Public Works beginning 15 April but NLT 1 May 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 such as the recent Roosevelt Rd. 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 1 ¼”
- 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**

Deteriorated sidewalk program

**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. Minutes Board of Trustees meeting January 6, 2000
- B. Minutes Board of Trustees meeting June 17, 1999
- C. Minutes Board of Trustees meeting June 8, 1999
- D. Minutes Board of Trustees meeting May 20, 1999