

**NORTHWEST MUNICIPAL CONFERENCE**

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*A Regional Association of Illinois  
Municipalities and Townships  
Representing a Population of Over One Million*

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**Northwest Municipal Conference  
Bicycle and Pedestrian Committee  
Tuesday, February 16, 2016**

**10:30 a.m.**

**NWMC Offices**

**1600 E. Golf Road, Suite 0700, Des Plaines**

**AGENDA**

- I. Call to Order/ Introductions**
  
- II. Approval of January 19, 2016 Meeting Minutes (Attachment A)**  
*Action Requested: Approval of Minutes*
  
- III. CDOT Make Way for People Program (Attachment B)**  
The Chicago Department of Transportation has submitted an application to CMAP for planning funds to develop design standards and evaluate implementation of “People Sports” or parklets under their existing [Make Way For People Program](#) and are seeking municipal partners. Staff is requesting discussion on the opportunity for NWMC to participate in the initiative.  
*Action Requested: Discussion*
  
- IV. Skokie Valley Trail – Lake-Cook Road Bridge**  
Bruce Christensen from the Lake County Division of Transportation will update the committee on the bridge project across Lake-Cook Road.  
*Action Requested: Informational*
  
- V. Project Updates**
  
- VI. Other Business**
  
- VII. Next Meeting**  
The next meeting of the NWMC Bicycle and Pedestrian Committee will be scheduled for March 15, 2016.  
*Action Requested: Informational*
  
- VIII. Adjournment**

**Northwest Municipal Conference  
Bicycle and Pedestrian Committee  
Tuesday, January 19, 2016  
Draft Meeting Minutes  
10:30 a.m.  
NWMC Offices**

**Committee Members Present:**

Mayor Arlene Juracek, Co-Chair, Village of Mount Prospect  
A.C. Buehler, Co-Vhair, Village of Northbrook  
Bill Blanchard, Village of Schumburg  
Maggie Jablonski, Elk Grove Village  
Andrew Jennings, Village of Wheeling  
Joe Kenney, Village of Glenview  
Scott Mangum, City of Des Plaines  
Anne Marrin, Village of Fox Lake  
Natalie Ossowski, Village of Barrington

**Others Present:**

Nellie Beckner, Village of Mount Prospect  
Brooke Jones, Village of Wheeling  
Matt Lawrie, Village of Mount Prospect  
Derek Peebles, City of Des Plaines  
Dan Randolph, Village of Niles  
Nancy Wagner, Active Transportation Alliance  
Brian Pigeon, NWMC  
Mike Walczak, NWMC

**I. Call to Order/ Introduction**

Trustee Buehler called the meeting to order at 10:30 a.m. and asked those present for introductions.

**II. Approval of December 15, 2015 Minutes**

On a motion by Mayor Juracek, seconded by Mr. Mangum, the committee voted to approve the minutes as presented.

**III. Complete Streets Coalition Update**

Mr. Pigeon discussed the recent meeting of the Active Transportation Alliance's Chicagoland Complete Streets Coalition. He noted that the coalition sought community co-chairs to help direct the agenda of future meetings and asked if NWMC should volunteer. The committee agreed.

**IV. Fox River Trail to Old Stover Trail Bikeway Feasibility Study Implementation**

Mr. Pigeon described a recent meeting between CMAP staff, IDOT, Cook County and municipal staff on how to implement the corridors identified in the recently completed Bikeway Feasibility Study. He noted that discussion focused on revised cost estimates and ongoing projects along the corridor.

**V. Bike Signage Implementation Strategies**

Mr. Walczak discussed the NWMC Bike Signage Plan and possible funding opportunities to implement the plan. These included the NWMC special projects fund. Trustee Buehler said he would like to discuss the plan again to refresh the committee's memories. Mr. Peebles said that due to the piecemeal nature of implementing routes, signage should begin on the most complete route.

**VI. Project Updates**

Ms. Beckner discussed the Village of Mount Prospect's Rand Road corridor project. She noted that traffic counts were underway the the village was accepting public comments and municipal surveys on the project website.

**VII. Other Business**

Trustee Buehler asked if Chicago had begun separating bicyclists and pedestrians along the Lakefront Trail. Ms. Wagner noted that the Cook County Forst Preserve District had broken ground on an extension of the North Branch Trail. Mr. Walczak noted that CMAP was undertaking an update to the regional trails and greenways plan and this would be a topic at future meetings. He also encouraged those who were interested to sign up for the Chicagoland Complete Streets Coalition and Northbrook Bike Commuter groups.

**VIII. Next Meeting**

Trustee Buehler noted that the next meeting was scheduled for Tuesday, February 16, 2016.

**IX. Adjournment**

At 11:15 a.m., the committee unanimously voted to adjourn.

## Attachment B

In response to the FY 17 UWP call for projects, the Chicago Department of Transportation (CDOT) is proposing an initiative to develop design standards and evaluate the implementation of People Spots (sometimes referred to as "Parklets") under the City of Chicago's existing Make Way for People Program. Since many surrounding communities are either considering or starting to implement similar efforts, CDOT would like to coordinate their efforts with communities that might be interested in implementing or are already implementing this type of program. Below please find an initial draft of CDOT's project description that they are working to develop in conjunction with interested communities.

### **Project Proposal:**

The Make Way for People Program converts neighborhood streets, sidewalks, plazas and alleys into places for people to sit, eat, and play. The program helps create safe walkable neighborhoods that support local business and strengthen a sense of place. The proposed project is a three part process seeking to 1) Evaluate how People Spots and People Streets specifically affect local businesses through additional foot traffic, increased sales, and unplanned purchases; 2) promote the use of alternate transportation choices such as pedestrian, transit and bicycle usage in line with CDOT's Modal Hierarchy; and 3) expand the program's reach through the development of design standards that can be utilized by community groups in the creation of more financially feasible and easily implementable projects. This is not meant to be the unique steps peculiar to a city, but the physical standards, requirements, processes, and details addressing utilities, adjacent land use, ADA accessibility, maintainability, ease of installation, etc., that are common to any location or municipality. Major tasks include:

- Engage key stakeholder and community leaders in the development and execution of program evaluation parameters, including but not limited to, surveys and local outreach.
- Develop an outreach plan to disseminate information about People Spots/People Streets, their role in creating a sense of place in communities, market studies and transit evaluations.
- Conduct user interviews and pedestrian/bicycle counts to determine foot traffic levels, transit and bicycle usage pre- and post- installation.
- Conduct commercial corridor market study of proposed People Spots / People Streets prior to installation to find base level information on commercial activity, market reach, sales and purchases.
- Conduct commercial corridor market study of already installed People Spots / People Streets in high usage summer months to find out changes in commercial activity, sales and purchases as a result of installations.
- Develop People Spot design standards applicable to a variety of community types throughout the region that foster the creation of financially feasible and implementable projects.
- Coordinate information among government agencies and divisions in the execution of the program (including groups involved in bike, transit, planning and placemaking initiatives).
- Prepare draft and final document presenting results of market and walkability/transit mode studies. Make the results available in print and online.
- Prepare draft and final design standards document for public review and comment, including presentations summarizing the proposed standards.
- Ensure delivery of the program and resulting documentation on a timely manner through coordination with the various governmental agencies and community stakeholders.