

# Village of Itasca

550 West Irving Park Road, Itasca, Illinois 60143-2018

## Public Works/Infrastructure Committee Meeting Agenda

February 16, 2016

5:30 pm

(Upstairs Board Room)

Chairperson: Jeff Aiani  
Trustees: Marty Hower  
Michael J. Latoria  
Ellen Leahy  
Frank J. Madaras  
Lucy Santorsola  
Mayor Jeffery J. Pruyn, ex-officio

Phone: 630.773.0835  
FAX: 630.773.2505

1. Call To Order
2. Presentation Of Public Works/Infrastructure Committee Meeting Minutes Of January 19, 2016.

Documents: [20160119 PWI COMMITTEE MTG MINUTES.PDF](#)

3. Discussion Concerning Hamilton Lakes Watermain Cost Sharing Agreement.

Documents: [COST SHARING RECOMMENDATION FOR CONSIDERATION OF APPROVAL.PDF](#), [LETTER OF AGREEMENT RE HAMILTON WATER MAIN\\_UPDATED WITH REIMBURSEMENT SCHEDULE 011216.PDF](#)

4. Discussion Concerning Arlington Heights Road Intersection Design.

Documents: [ARLINGTON HEIGHTS ROAD INTERSECTION.PDF](#)

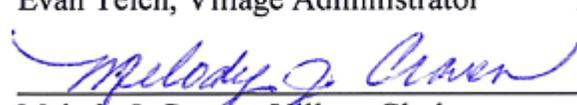
5. Discussion Concerning Metra Reserved Parking Lot

Documents: [METRA PARKING MEMO TO VB FEB 2016.PDF](#)

6. Executive Session

7. Adjournment

  
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Evan Teich, Village Administrator

  
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Melody J. Craven, Village Clerk



**VILLAGE OF ITASCA PUBLIC WORKS/INFRASTRUCTURE COMMITTEE**  
**MEETING MINUTES**

**January 19, 2016 – 5:30PM**

- Call to Order:** Chairperson Jeff Aiani called the meeting to order at 5:34PM.
- Roll Call:** Present: Mayor Jeff Pruyn; Trustees – Jeff Aiani, Marty Hower, Mike Latoria, Frank Madaras, Lucy Santorsola.
- Also present: Village Administrator – Evan Teich; Community Development Director – Nancy Hill; Director of Public Works – Ross Hitchcock; Deputy Village Clerk – Jacob Lawrence; Village Engineering Consultants – Aaron Fundich, Al Stefan, Steve Zehner; Village Attorneys – Chuck Hervas & Yordana Sawyer.
- Discussion:**  
(2016-2021 Draft Capital Improvement Plan)
- Trustee and Chairperson Jeff Aiani explained that the purpose of the current Public Works/Infrastructure Committee meeting was to discuss the 2016-2021 draft Capital Improvement Plan.
- Conversation ensued over the differences between the current phase of the draft plan and the prior version; in addition, sentiment was expressed over what Mr. Hitchcock and Mr. Fundich wanted the state of the draft to be by the end of the meeting.
- Trustee Santorsola asked the Committee what progress had been made from the 2010 CIP. Mr. Hitchcock and Mr. Fundich responded that approximately 66% of the 2010 CIP have been completed. The 33% remaining of the 2010 Plan have now been rolled over to the current draft plan.
- Conversation ensued over non-programmatic items like, for example, carpet replacement and generator usage. Conversation ensued over Nature Center Trail Improvements and, Ms. Hill suggested, doing substantial work on the Improvements project in order to capitalize on the existing Wetland Delineation Study. Trustee Aiani suggested to make an action on this at the next Public Works/Infrastructure Meeting; Trustee Aiani added that he would be moving to call for an additional Public Works/Infrastructure Meeting at tonight's Board meeting.
- Executive Session:**  
(Pending Litigation)
- Adjourned for Executive Session at 6:04PM to discuss pending litigation.
- Reconvene:** Chairperson Aiani reconvened the regular Public Works/Infrastructure Committee Meeting at 6:47PM.

**Adjournment:**

Chairperson Aiani made a motion to adjourn the Public Works/Infrastructure Committee meeting at 6:48PM; Trustee Latoria seconded the motion. Motion carried by a unanimous voice vote.

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Minutes by: Jacob A. Lawrence, Deputy Village Clerk



## MEMO

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To: Village of Itasca President and Board of Trustees

From: Scott Marquardt, Project Manager

Subject: Village and Hamilton Partners Letter of Agreement  
Hamilton Lakes Drive Watermain Cost Sharing  
Recommendation for Consideration of Approval

Date: January 19, 2016

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Mayor Pruyn and Village Board of Trustees,

BACKGROUND INFO (*discussed at the April 7, 2015 COW meeting*)

As you may be aware, on November 2, 1999 the Village and Hamilton Partners entered into an agreement entitled "Agreement for Water and Sewer Services for the Chancellory Office Park ROC District". This agreement defined responsibilities of the various parties to the agreement, along with specific required infrastructure improvements.

One of these required improvements, as defined in Section III.B.2 of that agreement, is for the installation of a new 8" watermain from Lake 4 to Thorndale Avenue (See attached Exhibit F). The requirement for installation of this watermain, which is to be constructed at Hamilton and POA expense, is triggered by the issuance of an occupancy permit for development along the watermain corridor. While development has not yet occurred that would trigger the requirement for installation of this watermain, with the pending Elgin O'Hare Tollway construction the Village and staff felt it was appropriate time to approach Hamilton Partners and discuss the opportunity to install the watermain as part of the Tollway construction, thereby completing necessary improvements in this area of the Village.

Village staff has met several times with Hamilton Partners, and Hamilton Partners has agreed with the plan to construct this watermain as part of the Elgin O'Hare construction contracts.

The Village did update the water system model with this proposed watermain, in order to show the specific impacts and benefits of the installation of the new watermain. The agreement requires the installation of an 8" watermain, but both 8" and 12" watermains were modeled, in order to determine if there was additional benefit of the larger main. Both mains improve looping and redundancy in the Village water system, and the 12" watermain does also provide additional fire flow benefit.

The 12" watermain provides additional benefits to the Village watermain system beyond what would be provided if the 8" watermain required by the agreement were to be installed. Due to these additional benefits to other sections of the Village (the residential and office areas south of Thorndale Avenue), there is some logic to the Village funding the cost differential between these two mains.

At the April 7, 2015, there was concurrence from the COW members that the Village should participated in funding of the cost differential of the 12" watermain due to the additional benefits the larger main provides to the Village.

## CURRENT UPDATE

Since this item was discussed at the April 7, 2015 meeting, the Tollway has completed bidding and award of the two contracts which include construction of the Hamilton Lakes Drive watermain.

One of the associated Intergovernmental Agreements (IGA's) has also been finalized and was previously approved by the Village Board on September 1, 2015. As you may recall, the Tollway will only enter into an IGA with a public municipality, so payments due for all contract enhancements will be paid for by the Village upon receipt of invoice from the Tollway. However, since these contracts include construction of watermain which is also being partially paid for by Hamilton Partners, a Letter of Agreement between Hamilton Partners and the Village is necessary to document the appropriate cost sharing arrangement and subsequent reimbursement to the Village.

Staff has worked with the Village attorney and Hamilton Partners to craft the attached Letter of Agreement between the Village and Hamilton which defines the maintenance responsibilities, cost sharing arrangement and a schedule of repayments from Hamilton Partners to the Village.

## FUNDING ISSUE

In regards to the costs of the watermain construction, contract bid prices from both Tollway Contract C08 (4629) and Contract C10 (4621) were used to prepare the cost summary for the 12" watermain which is being constructed as part of both contracts. The total cost of the 12" watermain based on the respective bid prices and bid quantities, including design and construction engineering, is \$194,486.45.

As stated earlier in this memo, however, Hamilton Partners is responsible per the 1999 agreement only for the cost of an 8" watermain, and the Village has previously agreed to be responsible for the cost differential between the 8" and 12" watermains.

Bid prices within each contract were used to prepare a cost estimate of what the 8" watermain would have been, with the Village responsible for the differential. When the proposed cost sharing figures were initially presented to Ron Lunt of Hamilton Partners for his approval, however, he brought up a question that on one of the contracts the bid price for an 8" watermain was \$10 per lineal foot greater than the bid price for the 12" watermain, for reasons known only to the contractor. As a result, Mr. Lunt requested that the Village reconsider how the cost differential should be determined.

Independently, and at the request of Village staff, Robinson Engineering and HR Green reviewed bid tabs from other representative contracts they have worked on, to see what a realistic cost differential between 8" and 12" watermain should be. Here are the results:

Robinson Engineering – reviewed 3 representative municipal projects

Differential of \$20.69 per lineal foot, that 8" watermain was less expensive than 12"

HR Green – reviewed 2 representative municipal projects

Differential of \$22.12 per lineal foot that 8" watermain was less expensive than 12"

Tollway – 1 representative project, which is adjacent Contract C08

Differential of \$23.21 per lineal foot that 8" watermain was less expensive than 12"

With this supporting information about bid prices from numerous other projects, staff is therefore able to support a credit of about \$21.00 per lineal foot. This is a reasonable cost differential number that the Village should be responsible for paying.

Staff contacted Mr. Lunt on January 12, 2016 and received his verbal concurrence on this figure, which was used to revise the applicable cost estimates for the watermain work. Mr. Lunt also indicated that he is ready to sign the Letter of Agreement.

The revised figures, including the estimated repayment schedule for reimbursement to the Village, are contained in the attached Letter of Agreement. The cost allocation, which also includes design and construction engineering, is therefore as follows:

Overall 12 Inch watermain cost	\$194,486.45
Hamilton Partners cost responsibility	\$160,058.90
Village of Itasca cost responsibility	\$ 34,427.55

#### SUMMARY AND RECOMMENDATION

- The Village Board is requested to consider approval of the attached Letter of Agreement.

I will be in attendance at the January 19, 2016 COW meeting and will be available to answer questions.

LETTER OF AGREEMENT FOR PEDESTRIAN BRIDGE  
MAINTENANCE AND A WATERMAIN EXTENSION INSTALLATION

On November 2, 1999, the Village of Itasca (the "Village"), H/G Itasca Land, LLC ("Hamilton"), and the Hamilton Lakes Property Owners Association (the "POA") entered into an "Agreement for Water and Sewer Services for the Chancellory Office Park ROC District" (the "Agreement"). Pursuant to Section III(B)(2) of the Agreement, Hamilton and the POA agreed to construct an 8" water main traveling from Lake No. 4 of Hamilton and the POA's property to the southern edge of Thorndale Avenue. Now, as part of the construction and expansion of the Elgin-O'Hare Expressway, a 12" water main will be installed that will meet Hamilton and the POA's obligations under the Agreement. Additionally, as part of the construction and expansion of the Elgin-O'Hare Expressway, a new pedestrian bridge has been constructed northwest of the intersection of Park Boulevard and Hamilton Lakes Drive, on the existing bikepath around Lake No. 4. This pedestrian bridge is necessary to span the ditch outlet of the Thorndale Avenue 9' x 4' culvert at its discharge location into Lake No. 4.

By signing this Letter of Agreement, Hamilton, the POA, and the Village hereby acknowledge that:

- 1) Hamilton and the POA shall reimburse the Village for the proportionate costs of the installation of the 12" water main that will be constructed by the Illinois Tollway as part of the construction and expansion of the Elgin-O'Hare Expressway. Hamilton and the POA will be responsible for the costs of an 8" watermain as required in the 1999 agreement, and the Village will be responsible for the cost differential between the required 8" watermain and the 12" watermain which is being installed. This 12" water main will be constructed as part of two Tollway construction contracts, Contract C08 and Contract C10. These reimbursement costs shall fulfill Hamilton and the POA's obligations under Section III(B)(2) of the Agreement, and the reimbursement payments shall be made per the attached reimbursement schedule Exhibit A.
- 2) Hamilton and the POA shall accept all maintenance responsibilities for the new pedestrian bridge on the existing bikepath around Lake No. 4.

\_\_\_\_\_  
Hamilton Lakes Property Owners Association

\_\_\_\_\_  
H/G Itasca Land, LLC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village of Itasca

\_\_\_\_\_  
Date

## REIMBURSEMENT SCHEDULE

## EXHIBIT A

### CONTRACT C08 WATERMAIN

Total estimated expense: \$81,092.14

Payment due dates per IGA: 50% after May 1, 2016, and balance after May 1, 2018

### CONTRACT C10 WATERMAIN

Total Estimated expense: \$78,966.76

Payment due dates per IGA: 50% after May 1, 2015 and balance after May 1, 2017

### REPAYMENT SCHEDULE

After May 1, 2015	\$39,483.38
After May 1, 2016	\$40,546.07
After May 1, 2017	\$39,483.38 <i>*estimated</i>
<u>After May 1, 2018</u>	<u>\$40,546.07 <i>*estimated</i></u>
TOTAL	\$160,058.90

*\* The IGA's state that the local agency is responsible for the actual construction costs, which may vary somewhat from the bid costs included here due to potential field changes and decreases or increases in necessary installed quantities of work. Therefore, the two final payments may vary from the amounts shown. The Village will review the invoices submitted by the Tollway for these reimbursements to confirm that the final payment requests accurately represent the work completed on each contract.*



## TECHNICAL MEMORANDUM

**DATE:** February 10, 2016

**TO:** Honorable Mayor and Board of Trustees

**FROM:** Aaron E. Fundich, PE  
Harry L. Gilmore, Jr., PE

**CC:** Evan Teich, Village Administrator  
Ross Hitchcock, Director of Public Works

Recent concerns have been raised regarding the completeness of the interchange design at Arlington Heights Road and the Elgin-O'Hare Expressway, and whether or not the Village should invest capital to widen this intersection beyond the Tollway's proposed 2030 design. Primary concerns are related to the ability of the proposed improvements along Arlington Heights Road to accommodate anticipated future traffic volumes after 2030. Questions regarding potential traffic diversions through the Wildspring neighborhood were also raised.

***This memorandum concludes that the Arlington Heights Road improvements as proposed by the Illinois Tollway are sufficient to accommodate all future traffic at an acceptable Level of Service (LOS). This conclusion is supported by independent 2009 & 2012 studies commissioned by Hamilton Partners, as well as the Tollway design team. Furthermore, it is concluded that the proposed improvements will not result in a diversion of traffic through the Wildspring neighborhood, nor would there be a significant change in travel patterns or levels of service for the Wildspring residents.***

Our findings are primarily based upon review of the following documents, combined with our 25-year historic knowledge of the area:

- *Access Justification Report - I-290 and Elgin O'Hare Expressway/Thorndale Avenue Interchange; Prepared for the Illinois Department of Transportation and Illinois Tollway; October 2012*
- *Elgin O'Hare – West Bypass: 2040 Off-System Arterial Capacity Requirements Prepare for the: Illinois Department of Transportation (IDOT) District 1/Illinois Tollway; February 2012*
- *Intersection Design Study – Elgin-O-Hare Expressway at Arlington Heights Road; March 2013*
- *Average Daily Traffic Maps – IDOT*
- *Illinois Tollway Plans - Contracts #1-13-4629 (Elgin-O'Hare) and #1-13-4621 (Hamilton Lakes Drive, ...)*
- *Traffic Access Study for Hamilton Partners prepared by Civiltech Engineering, Inc.; October 2009*
- *Hamilton Lakes Business Park Traffic Access Study Update - Technical Memorandum from Civiltech Engineering, Inc. to Hamilton Partners; February 2012*

### **Wildspring Access**

Regarding the suggested diversion of traffic within the Wildspring neighborhood, residents currently have full access to Thorndale Avenue via Park Boulevard, Tall Oaks Lane, Nicole Way and Arlington Heights Road. The Park Boulevard and Arlington Heights Road traffic signals provide protected access for vehicles traveling to and from I-290 as well as neighboring communities to the east. The Wildspring neighborhood also has access to Arlington Heights Road south of Thorndale via Theodore Lane, Walters Lane and Bryn Mawr Avenue. There is currently no protected access for pedestrians or bicyclists desiring to travel north and south across Thorndale.

Upon completion of the Elgin-O'Hare Tollway, these traffic patterns will remain essentially unaffected. Though direct access onto I-390 will not be provided directly at any of the existing intersections with Thorndale Avenue, two (2) routes are being provided for westbound I-390 access, and one (1) primary access to eastbound I-390:

**Westbound I-390 Access:** Clover Ridge/Wildspring residents will have the option of crossing under I-390 at Park Boulevard and entering the Tollway at Ketter Drive by means of the Hamilton Lakes Drive extension to the northeast. Residents will also have the option of using the South Frontage Road extending east from Park Boulevard, and entering the Tollway at Ketter Drive by means of Arlington Heights Road. *[Traffic signals will be provided at the Arlington Heights Road/South Frontage Road intersection and the Arlington Heights Road/Ketter Drive intersection.]*

**Eastbound I-390 Access:** Access to eastbound Elgin-O'Hare will be provided via the South Frontage Road connection just east of Prospect Road.

It is concluded that traffic diversions will not occur within, or by-pass through, the Wildspring Subdivision, because the proposed improvements will fully reinstate existing subdivision accesses and, as such, no reductions in travel times or increased travel distances would be realized. On the South Frontage Road where this subdivision will have modified access points (Tall Oaks Lane, Nicole Way) traffic volumes will be significantly lower than today's Thorndale Avenue. We further note that pedestrian and bicycle access from the residential areas to Hamilton Lakes will be enhanced by means of off-street paths constructed under I-390 at both Park Boulevard and Arlington Heights Road.

### **Arlington Heights Road Intersection**

Comparison of the existing traffic volumes in the Tollway's 2040 *Off-System Arterial Capacity Requirements* report to the existing volumes from the IDOT traffic maps and Civiltech's site specific studies reveals that the CMAP traffic projections were overly aggressive for this intersection (*meaning higher than anticipated; particularly south of existing Thorndale Avenue*).

A projected traffic volume increase north of I-390 due to future build-out at Hamilton Lakes, and vacant properties immediately to the east, is understandable. However, there is limited potential for traffic growth south of I-390 since it is already fully developed. Though an increase in local traffic may occur due to trip generations resulting from the new Elgin-O'Hare access at this location, a shift in regionally-generated traffic patterns would be extremely minor since the main collector roadway to the south (*Irving Park Road*) provides more efficient access to the Elgin-O'Hare via Prospect Road or IL-53.

Civiltech's 2009 *Traffic Access Study* identified that – because CMAP traffic projections are regional and not site specific in nature – the projections used in the initial 2040 Intersection Design Study alternative inaccurately assigned nearly 100% of all traffic to/from Hamilton Lakes to Arlington Heights Road (AHR), which CMAP identified as a 'Zone Centroid Connector'. This resulted in originally skewed 2030 CMAP projections of 26,200 north of I-390 and 21,000 on the south leg of Arlington Heights Road (*see Exhibit A-7 – note how Park Blvd or Ketter Dr. aren't shown*). These may have contributed to the difference in proposed roadway cross sections between IDOT's early 2030 & 2040 Intersection Design Study alternatives presented to the Board last year by HR Green.

Civiltech improved upon CMAP's 2030 regional projections by assigning them more accurately throughout the various Hamilton Lakes access points. Its 2012 update models that 36% of traffic would enter Hamilton Lakes from I-390 via Ketter Drive, none of which utilizes AHR other than to cross it. Another 41% would enter from

Park Boulevard. The remaining 23% entering Hamilton Lakes would be equally split among the arterial roadway network of Devon Avenue, Pierce Road or AHR, meaning only about 7-8% would be anticipated to utilize AHR. As a result, their Synchro 7 traffic model dramatically reduced CMAP-projected 2030 volumes for Arlington Heights Road from 26,200 to 13,200 vehicles per day on the north leg, and from 21,000 to 9,300 for ARH south of I-390 (see Exhibit A-8). These projections are expected to increase AHR traffic by only about 800 vehicles per day at Ketter Drive, and 300 vpd at South Frontage Road, upon full Hamilton Lakes buildout beyond 2030 (see Exhibit A-11).

The 2009 and 2012 Civiltech studies contained numerous conclusions and recommendations, most of which were incorporated by the Tollway into its design. Civiltech concluded that with one exception (Devon Ave), all of the major roadway segments surrounding Hamilton Lakes Business Park, including the Arlington Heights Road intersection at I-390, would operate satisfactorily in 2030. Our review of the relevant data supports this conclusion.

It is important to clarify and understand that the existing Arlington Heights Road lane configuration (see aerial photo on p.5), and especially the intersection dynamics, will change significantly in 2017. Today, the roadway south of Thorndale Avenue to Irving Park Road typically includes one (1) through lane in each direction, with no center median, with a westbound left turn lane at Thorndale. North of Thorndale Avenue to Pierce Road, Arlington Heights Road also includes one (1) through lane in each direction, with a painted median/left turn lane to facilitate access to the adjacent properties, and a left turn lane at Ketter Drive.

The Arlington Heights Road intersection design (see colored arrows on attached exhibit) provides two (2) northbound through lanes, plus one (1) westbound left turn lane at South Frontage Road and at Ketter Drive. There will also be one (1) southbound through lane, with a westbound right turn lane at Ketter and eastbound left turn lane at the South Frontage Road. Thus, the Arlington Heights Road cross section will be widened from three (3) total lanes to four (4) lanes in the vicinity of I-390. But more importantly, the bulk of Thorndale Avenue thru traffic currently impacting the intersection operation (over 40,000 ADT) will be transferred to I-390, and no longer impact Arlington Heights Road. The future intersection will operate far differently.

The ability of an intersection or roadway segment to affectively accommodate vehicular traffic is commonly termed Level of Service (LOS). IDOT's manuals define LOS as "A quantitative stratification of a performance measure or measures that represent quality of service, measured on an A to F scale, with LOS A representing the best operating conditions from the traveler's perspective and LOS F the worse." For an intersection that includes a traffic signal to control traffic, the table below provides a further explanation:

<b>Level of Service</b>	<b>Average Control Delay (sec/veh)</b>	<b>General Description (Signalized Intersections)</b>
A	≤10	Free Flow
B	>10 - 20	Stable Flow (slight delays)
C	>20 - 35	Stable flow (acceptable delays)
D	>35 - 55	Approaching unstable flow (tolerable delay, occasionally wait through more than one signal cycle before proceeding)
E	>55 - 80	Unstable flow (intolerable delay)
F	>80	Forced flow (jammed)

The Intersection Design Study provided by the Tollway shows that South Frontage Road intersection will operate at an acceptable LOS "B" during both the morning and evening peak periods (*average vehicle delay of 18-19 seconds*). The Ketter Road intersection is projected to operate at an acceptable LOS "C" (*average vehicle delay of 21-22 seconds*) during both the morning and evening peak hours, based on projected traffic in 2030 and beyond. These are both far better than the current LOS of the Arlington Heights Road/Thorndale intersection.

In addition, the Tollway's *2040 Off-System Arterial Capacity Requirements* report indicates that no roadway capacity improvements are required along Arlington Heights Road beyond the I-390 intersection due to the Elgin-O'Hare. The basis of this conclusion is that a 2-lane arterial roadway can safely and efficiently accommodate a 2-way ADT of 19,000 vehicles per day – with the proposed cross section providing 2 northbound lanes and 1 southbound lane under the Elgin-O'Hare. Using the updated traffic projections from the 2009 and 2012 Civiltech studies and the Tollway Intersection Design Studies, neither the north or south leg of AHR is projected to reach 19,000 ADT.

Finally, Civiltech's studies further concluded that all major roadway segments surrounding Hamilton Lakes would operate satisfactorily upon full buildout of Hamilton Lakes (*i.e. 2040 and beyond*) with the exception of two segments:

- Devon Avenue (Nerge Road to Park Boulevard); and
- Arlington Heights Road north of Pierce Road.

Each of these segments would likely require capacity improvements upon full build-out of Hamilton Lakes, but are not specifically related to the I-390 construction.

The information herein is based on the best available data we've been able to uncover. We, therefore, recommend that the Village concur with the I-390 / Arlington Heights Road intersection design as currently shown in the plans.

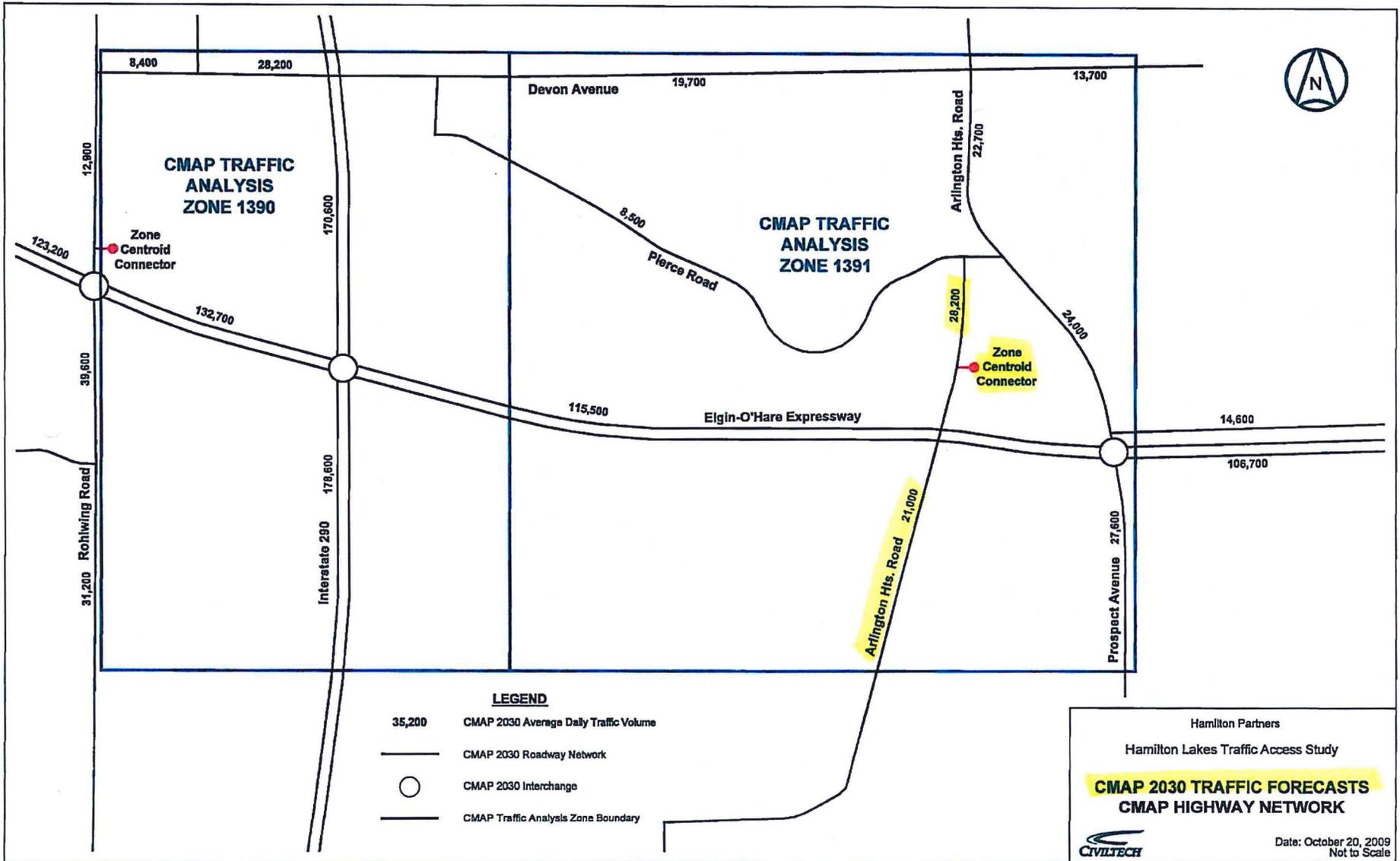
Should the Board continue to have concerns regarding the ultimate traffic projections impacting the I-390/AHR intersection LOS, we suggest the following two alternatives to expending present capital toward over-building the intersection today:

1. As suggested last year, negotiate a "look back" provision into the applicable Tollway Intergovernmental Agreement (IGA) whereby a traffic study be performed in a designated year (2030) to verify that the intersections are indeed operating at the projected "B" and "C" Levels of Service. If actual results demonstrate performance below LOS "C", hold the Tollway accountable by having it contribute appropriate dollars to future intersection capacity improvements.
2. Require and carefully review traffic studies for all future developments within and around the I-390/AHR intersection, and consider establishing a transportation impact fee for future developments expected to contribute significant traffic to Arlington Heights Road. This was recently done with the Hamilton Lakes Apartments; the same logic can be applied to future developments as well.

We will present these findings at the February 16<sup>th</sup> Infrastructure Committee meeting. If you have any questions in advance, please don't hesitate to call at your convenience.

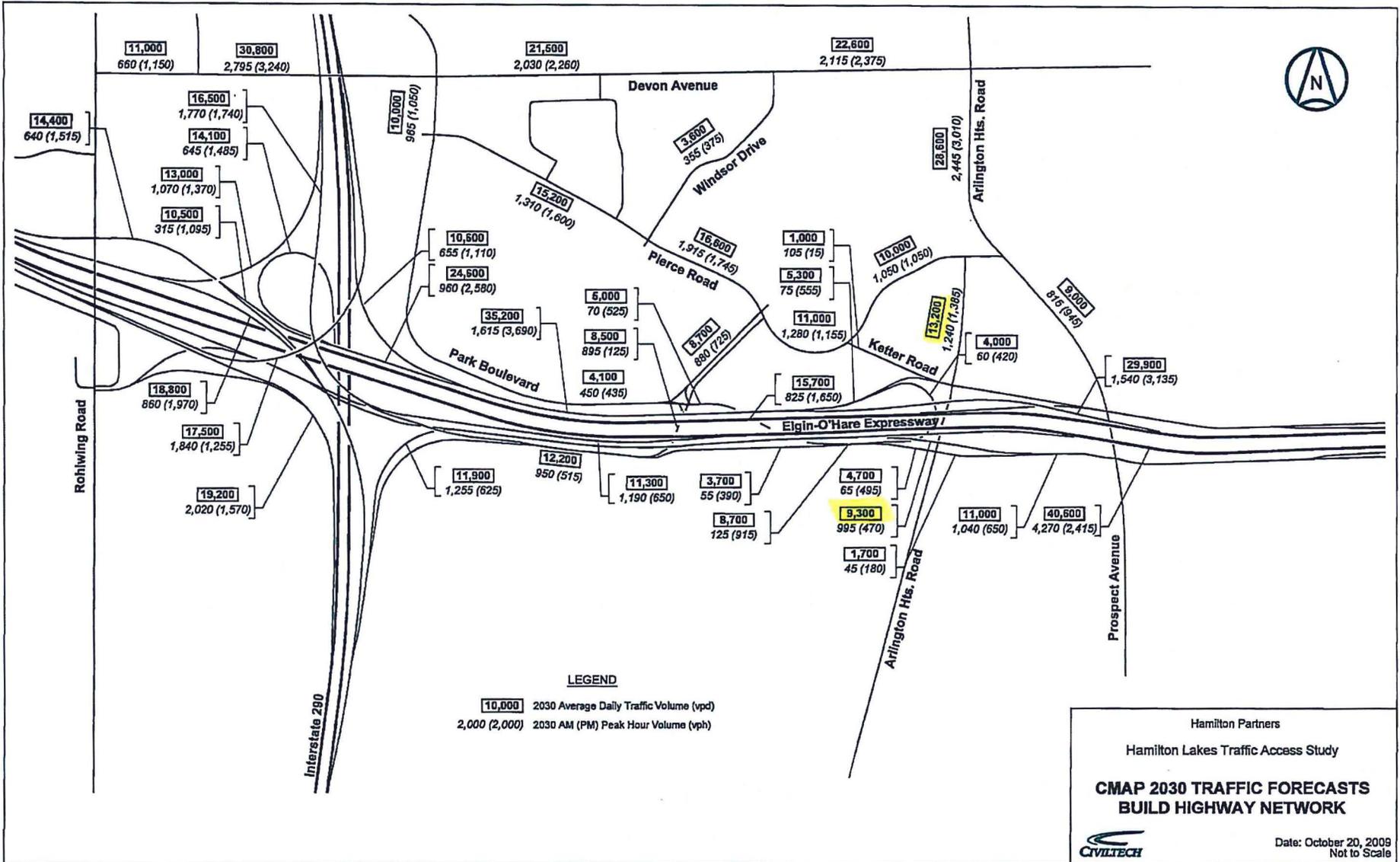






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Hamilton Partners  
 Hamilton Lakes Traffic Access Study  
**CMAP 2030 TRAFFIC FORECASTS**  
**CMAP HIGHWAY NETWORK**  
 CIVILTECH  
 Date: October 20, 2009  
 Not to Scale



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**EXHIBIT A-8**



## Village of Itasca

550 W. Irving Park Rd. Itasca, IL 60143  
630.773-0835 • Fax 630.773.2505 • www.itasca.com

### MEMORANDUM

TO: Jeffery Pruyn, Village President  
Village Board of Trustees

FROM: Evan Teich, Village Administrator

DATE: February 12, 2016

SUBJECT: Metra Parking Reserve Lot Review Request and Recommended Changes

At a previous Board meeting Trustee Santorsola requested that I look into the parking situation at the Village's reserved lot (this is the lot that contains the District 10 offices at the corner of Maple and Orchard). In discussing the issue with Trustee Santorsola and subsequently Mayor Pruyn, the issue is that there are spaces that are empty or unused on a daily basis in the reserve lot. Those spaces should be re-allocated to allow more residents who are on our waiting list to obtain parking spaces. There was also a desire to increase the resident to non-resident ratio of the permit list. This lot is owned by the Village and does not require any approvals from Metra.

Staff reviewed the entire Metra parking availability, the street parking on Maple and Orchard on the north side of the tracks and the use of the Village owned lot on Maple Street behind Kwik Print, and we are proposing to make the following changes:

#### 1. Current Reserved Lot Waiting List Policy

The Village's current reserved lot policy is the following; when a spot becomes available, quarterly permits are sold to persons on our waiting list with residents being offered the first two available spots and then one spot is offered to a non-resident on the waiting list. Ratio 2:1

Change: go to 3: This will reduce the waiting time for residents to get a spot in the Reserved lot and increase the percentage of usage by residents versus non-residents.

#### 2. Reverse Spots

There are six spots reserved for reverse commuters located within the Reserved Lot at the northeast corner. Businesses and reverse commuters who work here have asked for these spaces to be made available and in the past the Village Board agreed. The six spaces are located at the northeast corner of the lot and are all reserved. There is a waiting list of 19 people. However, the usage is usually only two or three cars on a regular basis.

Change: These six spots will be moved to the Village's lot on Maple behind Kwik Print and we will maintain the number at six spaces. Public works will need to place signs at this lot, denoting the spaces as being for reverse Metra parkers by permit only. Also, there are 2 motorcycle spots designated adjacent to these spots. We recommend leaving the two motorcycle spots where they are, due to bike posts that are currently installed within the spot.

3. 4 hour parking spaces on south side of the District 10 building:

There are (8) four hour parking spots on the east side of the District 10 building. These spaces were once part of the reserved lot spaces but were converted to four hour parking a few years ago. Our research shows that on any given day there are several open public parking spaces along Orchard Street, mainly at the east end, and there are (3) two hour spaces on Maple on the east side of the school district building. There are also twelve school district spots in the reserve lot that are available during the day for the school district. This appears to be adequate for today's needs.

Change: add these (8) four hour parking spots to the reserved lot and have PW properly sign them.

4. Reserve Lot Oversold Percentage

Our reserve lot has a total of 157 spaces (currently 6 are for reverse parkers, 2 spaces for motorcycles, and 2 handicapped spaces). We currently over sale 147 of those spaces equaling 176 permits, which establishes an oversold percentage of 20% (we do not include the 10 specialty spots in oversold percentage). We currently have a waiting list of 37 people. Our research shows that on any given day we have 15-20 unused spaces in the reserved portion of the lot and 3 to 4 unused reverse spots.

Change: At 171 spaces (161 of which we would over sale) we could increase the oversold percentage from 20% to 22% equaling 206 permits for the reserved lot. We will need to monitor the effects and incrementally add permits if spaces are still available.

Currently the reserve lot is rarely filled to capacity. However, changing the percentage of oversold could create a parking shortage on any given day (we close the driveway for 4 business days during Oktoberfest). If the reserved lot is full, the next place to park is in the daily lot, next door on Irving Park Road. Permit parkers do need to pay for the spot or they will be ticketed. Also, the Irving Park Road daily lot is usually quite full, especially in the winter. If someone is coming to a later morning train, they could find the reserved permit lot and the daily lot full and by the time they realize this and go to Schiller they could miss their train. Space utilization will need to be monitored quarterly and the number of permits sold adjusted accordingly.

5. Village Lot on Maple

The Village owns the lot behind Kwik Print- There are 27 spaces in this lot and is mainly for downtown parking and for users of the River walk. These spots are rarely used during the day.

Change: move the six reverse parking spaces to the Village's parking lot behind Kwik Print on Maple, south of Irving Park Road. This will require Public Works to install the proper signage at these six spaces and for the Village to send the permit holders a letter notifying them of the change.

6. Daily Parking Fee Lot on Irving Park Road

We are looking to repave a section of bad asphalt at the east end of the lot and restripe as this area to reduce confusion. We are also looking to do a better job of signing the property and letting people know there are spaces on Schiller should the lot be full. This lot can be full with no spaces available.