



**NAPERVILLE TRANSPORTATION ADVISORY BOARD  
COUNCIL CHAMBERS – MUNICIPAL CENTER  
FINAL AGENDA  
05/01/2010 - 8:00 AM**

**CALL TO ORDER:**

**A. ROLL CALL**

**B. APPROVAL OF MINUTES**

1. April 10, 2010 Minutes of the Transportation Advisory Board

**C. PUBLIC FORUM**

**D. OLD BUSINESS**

**E. PUBLIC HEARINGS**

**F. REPORTS AND RECOMMENDATIONS**

1. City Council Report
2. BPAC Report
  - a. March 15, 2010 BPAC Meeting Minutes
3. Police Department Report
4. Recommendation to Amend Title 11, Chapter 3, Truck Routes
5. Remote Sites Parking Program

**G. CORRESPONDENCE**

1. Road Construction Overview 2010

**H. NEW BUSINESS**

**I. ADJOURNMENT**

**AGENDA**  
**NAPERVILLE TRANSPORTATION ADVISORY BOARD**  
**05/01/2010 - 8:00 AM - COUNCIL CHAMBERS**  
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**Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Accessibility Coordinator at least 48 hours in advance of the scheduled meeting. The Accessibility Coordinator can be reached in person at 1350 Aurora Avenue, Naperville, IL., via telephone at 630-420-6725 or 630-305-5205 (TDD) or via e-mail at [manningm@naperville.il.us](mailto:manningm@naperville.il.us). Every effort will be made to allow for meeting participation.**



**CITY OF NAPERVILLE  
TRANSPORTATION ADVISORY BOARD  
MINUTES OF MEETING – APRIL 10, 2010**

**CALL TO ORDER:** By Chairman Stephen Frost at 8:00 am

**ROLL CALL:**

Members Present: Jay Chiglo, Stephen Frost, Joe Gryczkowski, Mark Jaynes, Pam Perillo, Eva Polites, Myron Sawyer, Deborah Stamm, Dennis Wencel, Jim Wilson and Student Representatives Ryan Cap and Elizabeth Lass. Eric

Members Absent: Dan Bauer

Staff Present: Steve Cope, Jen Ebel, of TED, and Lee Martin of PD

**APPROVAL OF THE MINUTES:** Minutes of March 6, 2010 were approved as written. **Motion by Jim Wilson, seconded by Myron Sawyer. Ayes: Jay Chiglo, Stephen Frost, Joe Gryczkowski, Mark Jaynes, Pam Perillo, Eva Polites, Deborah Stamm, Myron Sawyer, Dennis Wencel and Jim Wilson.**

**PUBLIC FORUM:** No one from the public spoke.

**OLD BUSINESS:** There was no Old Business

**PUBLIC HEARINGS:** No one spoke at the public hearing.

**REPORTS AND RECOMMENDATIONS:**

Report of City Council Meeting of March 16-Deborah Stamm: Pedicab Ordinance was approved by Council and a permit issued to the Pedicab Company.

April 7–Dennis Wencel: There were no items pertaining to TAB on the Council Agenda on 4/7.

BPAC Report – Mark Jaynes: BPAC approved the Bicycle Implementation Plan Work Program which identifies projects to be implemented during the next year; approved the Bike to Metra Brochure which will be available in the coming months; discussed potential educational activities for Bike Month is June

Police Department Report-Sgt. Lee Martin: State of Illinois will be resurfacing Ogden Avenue from east of Route 59 to Raymond Drive which is to last two months and will start on Monday. The Red Light cameras will be taken off line at Ogden and Aurora Avenue during construction.

Recommendation for Temporary Parking Restrictions on Jackson Avenue-Steve Cope:

The Rubin Community Center parking lot will be closed to public use from July 19 to Sept. 2 due to maintenance on the parking lot. The Park District requests four ADA accessible spaces and six 15 minute spaces be provided on the north side of Jackson Avenue during the construction period.

**MOTION:** The Transportation Advisory Board concurs with the Transportation, Engineering and Development Staff to create ADA accessible spaces and 15 minute parking spaces on the north side of Jackson Avenue during the construction period. **Motion by Dennis Wencel, seconded by Deborah Stamm. Ayes: Jay Chiglo, Stephen Frost, Joe Gryczkowski, Mark Jaynes, Pam Perillo, Eva Polites, Deborah Stamm, Myron Sawyer, Dennis Wencel and Jim Wilson.**

**CORRESPONDENCE:**

Recommendation for FY 2010 – 2011, First Quarter Commuter Permit Issuance and Space Utilization Report: TAB noted daily fee parking remains at less than 100% occupancy. Commuter letters will be offered to persons on the waiting lists in an effort to increase occupancy which includes 5 for Burlington; 150 for Route 59; 5 for Parkview & 50 for Kroehler.

**NEW BUSINESS:**

Amtrak Update-Jim Wilson: Attended an Amtrak Town Hall Meeting on March 6, 2010.

- Update and rebuilding portions of their fleet as they now have a commitment from the Federal Government to do so including new equipment acquisitions.
- Committed to corridor hubs in Illinois in places where it can have an effect on the most people in the highest population centers. Does not include high speed trains at 200 mph.
- Looking for the states to invest money in this project which will determine what is going to proceed. Will not see focus on the Chicago to San Francisco type routes.

Recommendation will be brought to the May TAB Meeting to Amend the Truck Ordinance-

Steve Cope: The State on January 1 of 2010 approved the raising of the truck weight limit from 73,280 to 80,000 pounds. Maximum width is now eight and one-half feet rather than eight feet. Other states have already accepted these standards. TAB was invited to share their thoughts with Steve on this subject.

Traffic Controls for Ribfest- Steve Cope: Ribfest Event will now be able to increase from a capacity of 37,000 people to 60,000 people Managing the traffic will be the challenge. Will share a report to highlight what will be done for this event including adding bicycle parking. The increase is due to abandoning Hillside Road due to the High School Construction and adding the south section of Knock Park to the event.

Motion to adjourn by Pam Perillo, seconded by Myron Sawyer with unanimous approval. Meeting was adjourned at 8:12 a.m. Next TAB Meeting will be May 1 at 8 a.m. in the Council Chambers.

Respectfully submitted,

Marjorie McIntosh, Secretary

**Bicycle and Pedestrian Advisory Committee Meeting Summary**  
**March 15, 2010**

**Present:** Tom Craighead, Jeannette DiGiovine-Gehrs, Amy Hausman, Mark Jaynes, Keith Luhrs, Eric Peterson, Todd Stocke

**Absent:** Tom Buffington, Lee Nye

**Student Representatives:** Dorothy Cygan

**City of Naperville Staff:** Jen Ebel, Andy Hynes

**Members of public:** Rick Cosaro, Chris Termaat, Marla Turek

**A. Call to Order**

- Craighead called the meeting to order at 7:00 p.m.

**B. Public Forum**

- The public was welcomed and introductions were exchanged.

**C. Approval of Meeting Summary**

- Craighead made a motion to approve the February 22, 2010 meeting minutes. Jaynes provided a second and the motion carried.

**D. Correspondence**

D1. Hynes provided a summary of the Signal Actuation memo provided in the BPAC agenda packet. Hynes described the background of signal detection in Naperville and provided examples of different of detection methods. Hynes also responded to questions regarding the technical aspects of signal design, loop configuration, sensitivity adjustments, and placement of push button locations. Going forward, staff will research new technologies that become available and will seek funding to install and evaluate devices at trial locations. BPAC members expressed interest in contacting other communities and sharing additional information regarding signal actuation at future BPAC meetings.

**E. Old Business – None**

E1. BPAC discussed bike month planning initiatives for June 2010. Topics of discussion included a review of 2009 initiatives, new ideas for 2010, and activities with BPAC members providing support. The following activities were considered:

- A countdown to the opening of the DuPage River Trail- Segment 4 and the 75<sup>th</sup> Street and Washington Street underpasses
- BPAC member assistance to create family rides along low traffic routes and with local, neighborhood destinations
- BPAC interest in volunteering at the Green Earth Fair to promote Bike Month
- The capability to video an educational bike safety talk at Sts. Peter and Paul
- BPAC member interest in working in groups to provide additional educational, safety, riding messages to the community
- A new member orientation and/or open house in advance of the June meeting
- Promoting 3' law in safety campaign
- Promoting the economic success of trail development
- Promoting "Tips for Activating a Signal Change by Bike"

E2. BPAC provided final comments on the Bike to Metra brochure for the Naperville station.

Additional Old Business – Ebel updated BPAC on conversations with the Riverwalk Commission regarding the Bike Rack Fundraising Program. The Commission continues to approve six locations for bicycle racks; however, the location at the east edge of the Riverwalk by North Central College has been changed to the Hillside Road Gateway.

**F. New Business - None**

**H. Next Meeting** – April 19, 2010

**I. Adjournment**

- Luhrs made a motion to adjourn the meeting at 8:25 p.m. Hausman provided a second and the motion carried.



# Naperville

## TRANSPORTATION ADVISORY BOARD AGENDA ITEM

**AGENDA DATE:** 5/1/2010

**SUBJECT:** Recommendation to Amend Title 11, Chapter 3, Truck Routes

**ACTION REQUESTED:** Approve the recommendation to amend Title 11, Chapter 3, Truck Routes of the City of Naperville Municipal Code in accordance with the new State of Illinois default vehicle weight limit of 80,000 pounds Gross Vehicle Weight and the uniform truck width restriction to 8.5 feet.

**PREPARED BY:** Steve Cope, Project Manager

Correspondence    Reports    New Business    Old Business    Public Hearing

**ACTION PREVIOUSLY TAKEN:**

Date	Item No.	Action

**BACKGROUND:**

Title 11, Chapter 3 of the City of Naperville Municipal Codebook establishes motor vehicle weight limits on city streets in accordance with those established by State of Illinois traffic law. It also establishes Roadway Damage Permit Fees for vehicles having a gross weight in excess of the default vehicle weight limit, specific axle load limits and over-dimension vehicles.

**DISCUSSION:**

On July 13, 2009 Illinois joined the other 49 states by applying the Federal Bridge Formula to amend the default gross vehicle weight limit from 73,280 pounds to 80,000 pounds. State and local jurisdictions still have the ability to post roads and bridges with a lower limit if the construction design of a local road or bridge is inadequate to accommodate the default load. Naperville roadway design and construction meets the standards to accommodate the heavier trucks.

Illinois Senate Bill 1450 Amended the Illinois Vehicle Code to change the maximum width for a motor vehicle or its load on the highways of this State from 8 feet wide to 8 feet, 6 inches wide.

The City of Naperville Municipal Codebook requires revisions based on the changes made to vehicle weight and width limits established by the State of Illinois and effective beginning January 1, 2010. The following is a summary of the current truck regulations established in the Municipal Codebook and how the State changes affect the current code.

- Vehicles in excess of 8,000 pounds must follow a Naperville designated truck route. There is no change to this regulation.
- Vehicles in excess of 8,000 pounds may be operated on streets not designated as a truck route to make pick-ups, deliveries or to a service location via a route nearest a designated truck route. There is no change to this regulation.
- Vehicles exceeding 73,280 pounds must obtain a Roadway Damage Permit to travel on Naperville jurisdiction streets. The vehicle weight limit is now 80,000 pounds.
- Vehicles exceeding 18,000 pounds per axle or 32,000 pounds per tandem axle must obtain a Roadway Damage Permit. The new limits are 20,000 pounds and 34,000 pounds, respectively.
- Vehicles exceeding 8 feet in width require a permit as an over-dimension vehicle. Vehicles 8.5 feet or greater, weighing less than the overweight minimums shall be charged a fee using the State of Illinois Over-dimension Fee Categories table.

The attached draft ordinance and amended fee table for over-weight vehicles reflect the changes necessary to meet the new State of Illinois legislation which took effect on January 1, 2010.

#### *Economic Impacts*

During the one-year period of April 2009 through March 2010 there were 622 permits issued for over-weight and over-dimension vehicles. These permits generated \$93,528 in revenue to help fund roadway repairs. Of the 622 permits issued, only 13 were issued for less than the new default weight limit. Those 13 permits generated \$1,305 in revenue. This information indicates the new default vehicle weight and width limits will have minimal fiscal impact.

#### *Naperville Designated Truck Routes*

Staff is currently reviewing the city's designated truck route locations to establish appropriate truck routes in the southwest quadrant of the city. Staff will provide a recommendation to the Transportation Advisory Board and the City Council during the third quarter of the 2010 calendar year as an update to Section 11-1-5, Schedule V, Truck Routes in the Naperville Traffic Schedules.

#### **RECOMMENDATION:**

Approve the recommendation to amend Title 11, Chapter 3, Truck Routes of the City of Naperville Municipal Code in accordance with the new State of Illinois default vehicle weight limit of 80,000 pounds Gross Vehicle Weight and the uniform truck width restriction to 8.5 feet.

#### **ATTACHMENTS:**

1. Draft Ordinance

## CHAPTER 3

**TRUCK ROUTES**

## SECTION:

- 11-3-1: Weight: Truck Routes
- 11-3-2: Spills From Vehicles
- 11-3-3: Temporary Load Restrictions
- 11-3-4: Roadway Damage Permit Fees

11-3-1: **WEIGHT; TRUCK ROUTES:**

1. General Restriction: It shall be unlawful to drive on any street any motor vehicle with a weight, including load, in excess of that permitted by the State traffic law for driving on improved highways or with weight distributed in a manner not conforming to such law. (*Ord. 92-03, 1-21-1992*)
2. Vehicles In Excess Of Eight Thousand Pounds Restricted To Designated Truck Routes: It is unlawful to operate any vehicle in excess of eight thousand (8,000) pounds, or any vehicle with a registered weight greater than eight thousand (8,000) pounds pursuant to the Illinois Vehicle Code, 625 Illinois Compiled Statutes 5/3-815, on any street not designated and posted as a truck route, subject to the following exceptions: (*Ord. 93-57, 4-6-1993*)
  - 2.1. Vehicles not exceeding eighty thousand (80,000) pounds may be operated on streets which are not designated as truck routes for the purpose of making a pick up, delivery, and/or to provide services, or successive pick ups, deliveries and/or services, but not for purposes of peddling or soliciting, unless authorized by the City Council; provided however, vehicles may only leave a truck route to make pick ups, deliveries or to provide services by use of a direct route from the point on the truck route closest to the pick up, delivery or service location. When a vehicle making or providing successive pick ups, deliveries and/or services on nontruck route(s) arrives at a truck route, such vehicle must then utilize the truck route(s) until reaching the next point on a truck route closest to the next delivery or service location. (*Ord. 95-258, 11-21-1995*)
3. Exempt Vehicles: The following vehicles are exempt from the provisions of Subsection 11-3-1.2 of this Section:
  - 3.1. Vehicles owned and operated by governmental agencies.
  - 3.2. Vehicles owned and operated by private utilities.
  - 3.3. Buses.
  - 3.4. Vehicles engaged in the collection and removal of garbage or refuse.
  - 3.5. Snow removal vehicles engaged in snow removal functions on private property or under contract with the City.
  - 3.6. Vehicles registered and used as recreational vehicles.
  - 3.7. Tow trucks.
  - 3.8. Implements of husbandry.
  - 3.9. Owner operated vehicle, but only to the extent such vehicle is operated to and from the owner operator's residence over a direct route to and from the closest point on the nearest truck route.
4. Schedule Of Truck Routes: Refer to Section 11-1-5, schedule V of this Title for a complete listing of truck routes within, to or through the City.
5. Posting Truck Routes:

- 5.1. The City Engineer shall cause all of the truck routes designated in Section 11-1-5, schedule V of this Title, which are within the jurisdiction of the City, to be posted by the erection and maintenance of appropriate signs.
- 5.2. With respect to the truck routes designated in Section 11-1-5, schedule V of this Title which are within the jurisdiction of the State of Illinois, any county or any township, the City Engineer shall consult with and seek the approval of the appropriate highway authority for the erection and maintenance of appropriate signs designating such routes as truck routes.
6. Other Jurisdictions, Conflict: Nothing in this Section shall be construed as permitting the operation of trucks over routes within the jurisdiction of the State of Illinois, any county or any township to the extent that such operation is prohibited or regulated by the ordinances, resolutions, rules or regulations of such highway authority. (*Ord. 85-221, 12-2-1985*)
7. City Truck Routes: It shall be lawful for vehicles up to a gross weight of eighty thousand (80,000) pounds and width up to eight and one-half (8.5) feet to travel on City designated truck routes as identified in Section 11-1-5, schedule V of this Title. (*Ord. 93-17, 1-19-1993*)

11-3-2: **SPILLS FROM VEHICLES:**

1. No vehicle shall be operated on any street, alley or other improved roadway within the City when the condition of said vehicle is such that soil, clay, mud, stone, gravel or other material drops or falls from the tires or any other part of said vehicle.
2. The driver or operator or person in charge or control of any vehicle propelled or moved upon any street, alley or other improved roadway within the City, from any part of which vehicle there has or is being dropped, expelled, ejected or detached upon or to said improved street, alley or roadway, any soil, clay, mud, stone, gravel, concrete, concrete mix, wood, ashes, glass, or any kind of waste or refuse material, shall take or cause to be taken, all steps required to immediately remove such material from said improved street, alley or roadway. (*Ord. 73-53, 7-2-1973*)

11-3-3: **TEMPORARY LOAD RESTRICTIONS:**

1. Any street or public right-of-way under the control of the City may be closed or restricted, as the case may be, at the direction of the City Manager upon his determination: that excess damage will take place unless travel and load limits are restricted on said thoroughfares for temporary periods; that the temporary restriction of the rights of access on public thoroughfares shall not exceed a period of ninety (90) days; that the City Manager shall post signs giving notice that said right of access has been restricted on said rights-of-way and said City Manager may limit the right of access to vehicles with a gross tonnage not to exceed five (5) tons.
2. The closing or restricting, as the case may be, of the public rights-of-way and thoroughfares within the jurisdiction of the City shall not be applicable to emergency vehicles, shall not be applicable to abutting property owners and to residents on said public rights-of-way except that said abutting owners and residents shall be obligated to travel by means of the shortest possible distance to obtain egress and ingress. (*Ord. 50-61, 12-4-1961*)

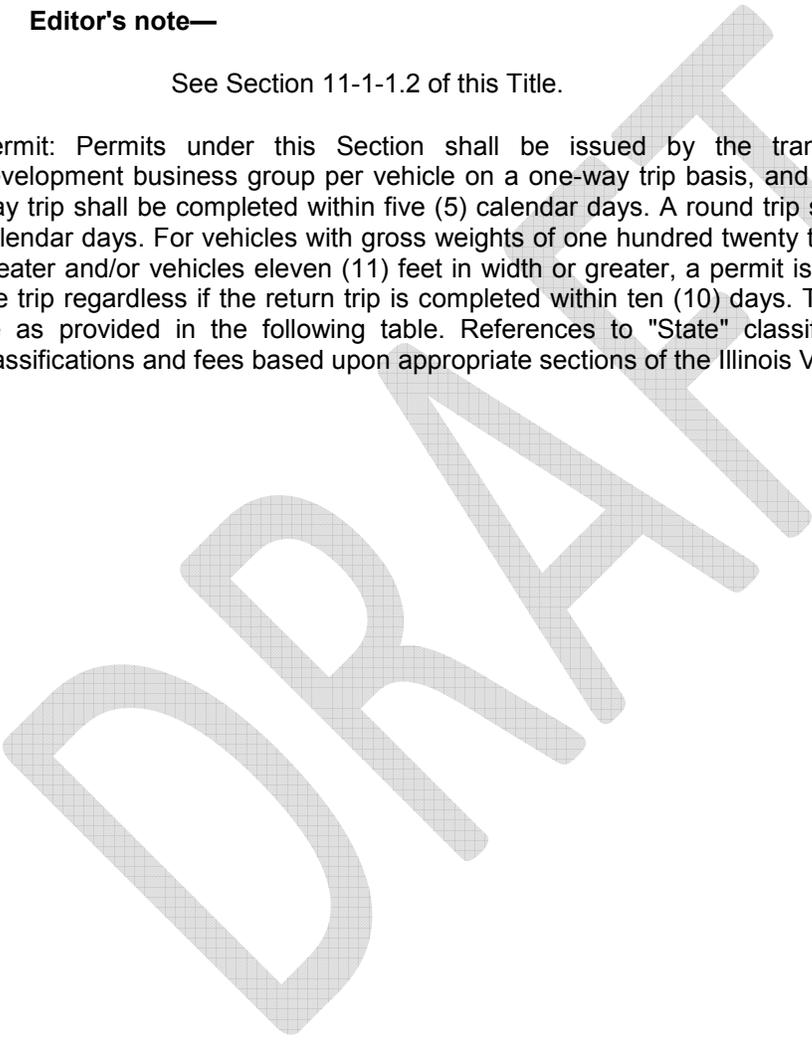
11-3-4: **TEMPORARY LOAD RESTRICTIONS:**

- 1. Gross Weight Limit: No vehicle having a gross weight in excess of eighty thousand (80,000) pounds shall be operated over, upon or across any public roadway within the City without first obtaining a roadway damage permit as provided for herein. Said vehicles shall only be operated over, upon or across designated and posted truck routes pursuant to Subsection 11-3-1.2 of this Chapter, as amended.
- 2. Operation of Vehicle: Any operation of a vehicle over, upon or across any public roadway within the City pursuant to Subsection 11-3-1.2 of this Chapter, as amended, in excess of the axle loads and gross weights contained in Section 11-1:15-111 of the Naperville Municipal Code, as amended, shall be governed by this Section. *(Ord. 93-119, 7-20-1993)*

**Editor's note—**

See Section 11-1-1.2 of this Title.

- 3. Permit: Permits under this Section shall be issued by the transportation, engineering and development business group per vehicle on a one-way trip basis, and on a round trip basis. A one-way trip shall be completed within five (5) calendar days. A round trip shall be completed in ten (10) calendar days. For vehicles with gross weights of one hundred twenty thousand (120,000) pounds or greater and/or vehicles eleven (11) feet in width or greater, a permit is required for each direction of the trip regardless if the return trip is completed within ten (10) days. The fees for said permits shall be as provided in the following table. References to "State" classifications and fees are to be classifications and fees based upon appropriate sections of the Illinois Vehicle Code.



Weight/Axle Or Tandem (1,000 Pounds)	Dollar Per Mile		Weight/Axle Or Tandem (1,000 Pounds)	Dollar Per Mile		
	2 Axle Tandem	3 Axle Tandem		2 Axle Tandem	3 Axle Tandem	4 Axle Tandem
18			54	\$1,682.00	\$60.00	
19			55	1,833.00	60.00	
20			56	1,973.00	67.00	
21			57	2,108.00	73.00	
22			58	2,148.00	78.00	
23			59	2,181.00	89.00	
24			60	2,213.00	94.00	n/a
25			61	2,277.00	99.00	\$19.00
26			62		105.00	19.00
27			63		197.00	19.00
28			64		343.00	19.00
29			65		456.00	25.00
30			66		630.00	30.00
31			67		763.00	37.00
32			68		846.00	41.00
33	n/a		69		859.00	46.00
34	19.00		70		863.00	54.00
35	29.00		71		886.00	60.00
36	48.00		72		906.00	64.00
37	48.00		73		1,221.00	67.00
38	60.00		74		1,391.00	70.00
39	67.00		75		1,517.00	76.00
40	76.00		76		1,565.00	80.00
41	86.00		77		1,601.00	86.00
42	95.00		78		1,741.00	92.00
43	103.00		79		1,829.00	95.00
44	226.00		80		1,925.00	102.00
45	398.00		81		2,016.00	105.00
46	655.00		82		2,118.00	181.00
47	838.00	n/a	83		2,140.00	286.00
48	859.00	19.00	84		2,164.00	347.00
49	871.00	19.00	85		2,186.00	480.00
50	903.00	27.00	86		2,210.00	622.00
51	1,324.00	35.00	87		2,231.00	763.00
52	1,565.00	41.00	88		2,253.00	838.00
53	1,590.00	46.00	89		2,277.00	847.00



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*(Ord. 07-224, 10-16-2007)*

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4. **Determination Of Fees:** In determining the fees provided for herein, all weights shall be to the next highest one thousand (1,000) pounds.
5. **Overweight And Overdimension Fee:** With respect to fees for overweight and overdimension gross loads listed in this Section, and those listed in Sections 11-1:15-301 through 11-1:15-315 of the Naperville Municipal Code, one fee only shall be charged, whichever is greater.
6. **Roadway Damage:** The roadway damage permit fee for axle configurations for vehicle's gross weights above eighty thousand (80,000) pounds not covered in Subsection 11-3-4.2 of this Section will be determined by the City Engineer based upon the percentage of the overload of the vehicle.
7. **Payment Of Fees:** The fees established herein shall be paid to the City at the time of the issuance of a permit. An administrative fee of fifteen dollars (\$15.00) to cover the cost of processing an application for a roadway damage permit shall also be paid by the applicant at the time of issuance of a permit. The administrative fee shall be charged for each roadway damage permit issued. Permit applications shall be obtained from the Transportation, Engineering and Development Business Group, and shall require such information and be on such forms as are approved by the City Engineer. All fees required under this Section shall be paid to the City Finance Department.
8. **Escrow Account:** Any permit applicant may, at its option, establish an escrow account with the City Finance Department, and sign appropriate escrow and permit documents and deposit cash in order to allow the automatic payment of permits and administrative fees from such account. The administrative fee for each roadway damage permit issued to an applicant through an established account shall be five dollars (\$5.00).
9. **Refunds:** No refund of the administrative fee shall be made to an applicant following the issuance of a permit if a move is not completed.
10. **Penalty:** A violation of any provision of this Section, except a violation of Subsection 11-3-4.7 of this Section, shall be punishable pursuant to Sections 11-1:15-113.1 through 11-1:15-113.3 and 11-1:15-301(h) through (j) of the Naperville Municipal Code, as amended.
11. **Deposit Of Funds:** Funds collected from overweight fines and the issuance of permits provided for herein shall be deposited in the Naperville road and bridge fund.
12. **Application Of Fees:** The fees required herein shall not apply to the owner of a vehicle or vehicle combination owned by the United States, the State of Illinois, or any political subdivision of the State of Illinois, or any municipality of the State of Illinois.

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*(Ord. 93-119, 7-20-1993)*

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# Naperville

## TRANSPORTATION ADVISORY BOARD AGENDA ITEM

**AGENDA DATE:** 5/1/2010

**SUBJECT:** Remote Parking Sites Program

**ACTION REQUESTED:** Direct staff to implement the Remote Parking Sites program that will allow weekend use of the city's commuter parking facilities for parking.

**PREPARED BY:** Jen Ebel, Transportation Planner

### **ACTION PREVIOUSLY TAKEN:**

Date	Item No.	Action

### **BACKGROUND:**

The City of Naperville manages five commuter parking facilities including the Burlington Lot, Kroehler Lot, and Parkview Lot at the Naperville Metra Station, the Route 59 Lot on the north side of the Route 59 Metra Station, and the 95<sup>th</sup> Street Park-n-Ride, located at the southwest corner of 91<sup>st</sup> Street and Wolf's Crossing Road. The park-n-ride was constructed in 2008 and is served by Pace Route 675 which operates weekday commuter express bus service to the Route 59 Metra Station. All of the commuter parking facilities are designed for commuter use Monday through Friday from 6 a.m. to 6 p.m.

In late 2008, the Fry Family YMCA contacted the city and expressed interest in using the 95<sup>th</sup> Street Park-n-Ride for off-site, overflow parking. The YMCA requested use of the park-n-ride lot in order to offer shuttle service from the park-n-ride to their field house facility located approximately one mile north of the park-n-ride at 31W290 Schoger Drive. In February 2010, the YMCA the City Council approved weekend use of the 95<sup>th</sup> Street Park-n-Ride for a trial period ending April 30, 2010.

### **DISCUSSION:**

The Fry Family YMCA has expressed interest in continuing to use the 95<sup>th</sup> Street Park-n-Ride for remote parking during weekend events, especially during the winter months. During use of the facility during the trial period, the YMCA parking count average was 40-50 cars/day at the park-n-ride. The YMCA informed city staff that the shuttle transportation was successful and that, should approval for use of the park-n-ride be extended, they look forward to increasing their efforts promoting use of the park-n-ride and shuttle service. As a result of the continued interest

from the YMCA to use the 95<sup>th</sup> Street park-n-ride, staff proposes the implementation of the Remote Parking Sites program.

The proposed Remote Parking Sites program establishes a process for requests to use the city's commuter parking facilities as a remote parking site for activities that are not associated with special events. At this time, staff proposes that the Burlington Lot, Parkview Lot, Kroehler Lot, Route 59 Lot, and the 95<sup>th</sup> Street Park-n-Ride be available for weekend use only. The program concept is similar to the meeting room request procedures and would allow staff to more formally evaluate and track each request. Additionally, through the guidelines established, the city will be able to ensure that there is no overlap of events and that there is a uniform procedure for reviewing requests to use the commuter parking facilities. The attached draft Guidelines for Use of Remote Parking Sites further describes the five commuter parking facilities available, eligible uses, requirements to request use, restrictions, and provides the application to request use.

The Guidelines for Use of Remote Parking Sites require that an application, Certificate of Insurance indemnifying the city for use of the parking facility, Additional Insured Endorsement form, \$25.00 administrative fee, and \$100 deposit be submitted prior to use or advertisement of the parking facility. If an organization intends to offer transportation services to or from the facility, an operations plan will also be submitted. Historically, the city has not charged a fee for the use of various city facilities, such as meeting rooms, and staff does not recommend charging a fee for using the commuter parking facilities. The administrative fee will cover staff time dedicated to the evaluation of the request and parking usage. The deposit fee will ensure that any costs that may result from use will be paid for by the requesting organization. The deposit will be fully refunded if the parking lot is left in good condition. The city will not provide any weekend maintenance, including snow removal, or transportation services to the organizations requesting use.

At this time, the city has not received any other requests to use the commuter parking facilities and there have been no concerns or added costs related to use of the 95<sup>th</sup> Street Park-n-Ride by the YMCA. Staff supports the use of the city's parking facilities on the weekends as an opportunity to further market commuter options to the public.

**RECOMMENDATION:**

Direct staff to implement the Remote Parking Sites program that will allow weekend use of the city's commuter parking facilities for parking.

**ATTACHMENTS:**

1. Draft Guidelines for Use of Remote Parking Sites

## CITY OF NAPERVILLE GUIDELINES FOR USE OF REMOTE PARKING SITES

Thank you for your interest in requesting the use of one of the city's parking facilities. The following pages provide information regarding the city's available parking facilities and the application process to request use of the parking lots for parking, for activities that are not associated with a Special Event. Special Events include all outdoor events held on city property and/or deemed to significantly impact the city, require street closures, closure of parking facilities, or require the posting of "No Parking, Tow Zones."

It is the responsibility of external organizations to request use of the city's parking facilities by submitting the required documents. The city's parking facilities are designed to provide access to the Metra stations and serve as remote parking for Special Events organized by the city. These uses will have priority over all other uses.

All requests must be approved by the City of Naperville before an organization can use a parking facility. Additionally, the request must be approved by the City of Naperville before an organization may begin event promotion that includes advertising use of the requested parking facility. Approval for use of a parking facility does not provide an organization exclusive use of the requested facility.

### *Parking Facilities*

The city maintains five commuter parking facilities located adjacent to the Metra stations, with the exception of the 95<sup>th</sup> Street Park-n-Ride which is located in southwest Naperville. The five parking facilities are available for WEEKEND USE ONLY beginning at 6 p.m. on Friday evenings.

The following are the locations of the city's five commuter parking lots and the approximate number of spaces available for use:

Parking Facility	Parking Spaces	Location
Naperville Metra Station		105 E 4 <sup>th</sup> Avenue, Naperville
Burlington Lot	500	SW corner of 5 <sup>th</sup> Avenue and Center Street
Parkview Lot	100	NE corner of North Avenue and Washington Street
Kroehler Lot	250	NE corner of 5 <sup>th</sup> Avenue and Loomis Street
Route 59 Metra Station		1090 N. Route 59, Aurora
Route 59 Naperville Lot	1,500	North Aurora Road and Fairway Drive
Park-n-Ride		
95 <sup>th</sup> Street Park-n-Ride	200	SW corner of 91 <sup>st</sup> Street and Wolfs Crossing Road



**Naperville**

City of Naperville • TED Business Group • 400 S. Eagle Street • Naperville, IL 60540

### ***Eligible Uses***

City approval will allow use of the requested facility for parking by the requesting organization. Organizations may promote access to/from the parking facility and their event through a variety of modes including biking, walking, and shuttle services. Should transportation services be offered by the organization, an operations plan must be submitted with the Application.

### ***Priorities for Requested Uses***

In the event of conflict, this list of priorities will prevail.

1. Use for City of Naperville sponsored Special Events
2. Special uses requested by other transit agencies
3. Requested use by an external organization

### ***Requirements to Request Use***

The following documents must be submitted and approved by the City of Naperville prior to use or advertisement of the commuter parking facilities.

1. *Request Use of Remote Parking Site Application*
2. Certificate of Insurance naming the city as an additional insured in the general aggregate amount of \$2,000,000 and indemnifying the city for use of the parking facility (an example of a standard certificate is attached)
3. A copy of the Additional Insured Endorsement form for the city to verify how the coverage is being extended
4. Signature of the Release and Waiver of Liability on the Application
5. \$25.00 administrative fee, payable to the "City of Naperville"
6. \$100 deposit fee, payable to the "City of Naperville"

All requests must be submitted at least 21 calendar days in advance of the intended use. The city reserves the right to request additional insurance for the event as deemed necessary by staff and/or the City Council. The city also reserves the right to request additional documentation supporting use of the commuter parking facility or institute an additional fee if it determined there are added costs to the city.

### ***No Endorsement***

Use of the City of Naperville's parking facilities does not constitute the city's endorsement of viewpoints expressed by the events or programs of external users. No advertisement or announcement implying such endorsement will be permitted. No use of the city logo will be permitted unless approved by the City Council.

### ***Equal Opportunity***

All events requesting use of the city's parking facilities must be open to all citizens, regardless of age, sex, race, religion, national origin, or physical handicaps. It is the responsibility of each



**Naperville**

organization to provide any and all reasonable accommodations with disabilities in accordance with the Americans with Disabilities Act.

### ***Restrictions***

1. The City of Naperville parking lots may be used for parking only, and may NOT be used for private parties, fundraising activities, or other activities as determined by the city.
2. No revenue may be collected by the applicant for use of the city's parking facilities.
3. All groups of persons under 18 years of age must be attended by adult chaperones who will assume responsibility for the group's activities.
4. Alcoholic beverages are not allowed to be consumed anywhere on the premises.
5. No food or beverage sales will be allowed in the commuter parking lots.
6. No speakers or sound systems may be used.
7. The City of Naperville will not provide any maintenance (including snow removal) for activities taking place outside of commuter hours, which are in effect Monday through Friday.
8. The City of Naperville will not provide transportation services for external organizations using the parking facilities.
9. Requests will be approved on a first come, first serve basis. The City of Naperville reserves the right to modify approval.
10. The applicant shall comply with all applicable city ordinances, codes, conditions and requirements.

### ***Use and Care of Facilities***

The parking facilities must be left clean and in good condition. All waste must be disposed of properly AND REMOVED FROM THE FACILITY by the event organizer. Failure to leave the facility in proper order could result in denial of future requests. Each organization will reimburse the city for any and all property damage done or presumed to have been done to the city's parking facilities as a result of an approved request. The \$100 deposit will be returned if the facility is determined to be left in proper order following usage.

### ***Liability***

The City of Naperville is not responsible for any accidents or damages to persons or property resulting from the use of the city's commuter parking facilities. The applicant is responsible for ensuring that event participants and spectators abide by all of the above conditions, ordinances, codes, and requirements. In the event of any emergency during use of the facility, contact the Naperville Police Department.

The applicant agrees to indemnify, hold harmless and defend the City of Naperville from and against any and all personal injuries and/or loss of personal property sustained by the applicant's attendees resulting from the use of the commuter parking facility applied for under the *Request Use of Remote Parking Site Application*.



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**For City of Naperville use only**

Approved \_\_\_ Not Approved \_\_\_ Date Received \_\_\_\_\_

Facility \_\_\_\_\_

Insurance  \$25.00/\$100

AIE Form  Ap. Complete

**CITY OF NAPERVILLE  
REQUEST USE OF A REMOTE PARKING SITE  
APPLICATION**

This application must be completed and submitted to the City of Naperville 21 calendar days in advance of the intended use. Any requested event shall not conflict with commuter use of the parking facilities which are in effect Monday through Friday.

**Requested Facility:**

- Burlington Lot
- Parkview Lot
- Kroehler Lot
- Route 59 Naperville Lot
- 95<sup>th</sup> Street Park-n-Ride

**Date of Event:** \_\_\_\_\_

*For recurring uses of a similar type, please attach an event schedule.*

**Requested Time to Begin Use:** \_\_\_\_\_ a.m. / p.m.      **Anticipated End Time:** \_\_\_\_\_ a.m. / p.m.

**Number of Parking Spaces to be Used:** \_\_\_\_\_

**Description of Facility Use:** \_\_\_\_\_

**Operation Plan for Transportation Services** *(if applicable include details on the type of service that will be offered to/from the parking facility, the destination, a traffic/parking plan, hours of transportation service, and a primary contact):* \_\_\_\_\_

**How will use of the facility be communicated to attendees?**

- Email
- Website
- Flier
- Signage at parking facility
- Poster
- Other \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_



**Naperville**

**Required Attachments:**

- Certificate of Insurance naming the city as an additional insured in the general aggregate amount of \$2,000,000 and indemnifying the city for use (as described above) of the parking facility
- A copy of the Additional Insured Endorsement form for the city to verify how the coverage is being extended
- \$25.00 administrative fee, payable to the "City of Naperville"
- \$100 deposit fee, payable to the "City of Naperville" (please use a separate check)

*The city reserves the right to request additional insurance for the event as deemed necessary by staff and/or the City Council. The city also reserves the right to request additional documentation supporting use of the commuter parking facility or institute an additional fee if it determined there are added costs to the city.*

**Release and Waiver of Liability:** I have read and understand the *Guidelines for Use of Remote Parking Sites* and I hereby agree to abide by them. I agree to indemnify, hold harmless and defend the City of Naperville from and against any and all personal injuries and/or loss of personal property sustained by the applicant's attendees resulting from use of the commuter parking facility applied for under the *Request Use of Remote Parking Site Application*. The organization accepts responsibility to leave the facilities in good condition and understands failure to abide by the Restrictions listed or any section of the guidelines may result in denial of future requests or payment due to the City of Naperville.

**I have the authority from my organization to sign and submit this application on their behalf. I have read and understand this Release and Waiver of Liability and agree to the terms and conditions above:**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name (Printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return the *Request Use of A Remote Parking Site Application* and required attachments to:

City of Naperville  
Attn: Jen Ebel, Transportation Planner  
400 S. Eagle Street  
Naperville, IL 60540

Phone: (630) 305-5315  
Email: ebelj@naperville.il.us  
Fax: (630) 305-5986



**Naperville**



**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** April 9, 2010

**TO:** Doug Krieger, City Manager

**THROUGH:** Marcie Schatz, Director of Transportation, Engineering and Development  
Bill Novack, City Engineer

**FROM:** Jennifer Runestad, Special Events/Public Information Coordinator

**SUBJECT:** Upcoming Road Construction Projects

**PURPOSE:**

This memorandum is to provide the City Council with a brief summary of the upcoming road construction projects scheduled to occur in the City of Naperville

**BACKGROUND:**

Over the next month, several significant road construction projects are scheduled to begin in the City of Naperville. This memorandum provides the City Council with a brief overview of each project, as well as a projected timeline for construction.

**INFORMATION:**

Several road construction projects are slated to begin in the City of Naperville over the next month. Following is a brief overview of each project:

**Ogden Avenue Resurfacing**

On Wednesday April 14, 2010, the Illinois Department of Transportation (IDOT) will begin work to repair and resurface Ogden Avenue, from Beaumont Drive (just east of Illinois Route 59) to Raymond Drive. The project requires daily daytime lane closures. To minimize inconvenience to motorists, no lane closures will be in effect during the morning rush hours on eastbound and northbound Ogden Avenue.

During construction, IDOT will require the deactivation of the automated Red Light Enforcement System that monitors traffic at the Ogden Avenue and Aurora Avenue intersection.

For more information, visit [www.naperville.il.us/ogdenresurfacing.aspx](http://www.naperville.il.us/ogdenresurfacing.aspx).

*Estimated Completion:* June 2010

**Downtown Naperville Roadway Resurfacing**

Several streets in Downtown Naperville are slated to be resurfaced beginning the week of April 19, 2010, weather permitting. The streets include:

- Jackson Avenue, from Main Street to Washington Street
- Jefferson Avenue, from Webster Street to Washington Street

- Chicago Avenue, from Main Street to Washington Street
- Main Street, from Chicago Avenue to Van Buren Avenue
- Webster Street, from Jackson Avenue to Van Buren Avenue

Staff is currently working to notify the Downtown Naperville Alliance and the downtown merchants. Work is being timed to minimize any inconvenience to downtown visitors and merchants. This work is part of the city's annual Roadway Resurfacing Program. For more information, visit [www.naperville.il.us/mip.aspx](http://www.naperville.il.us/mip.aspx).

**Estimated Completion:** This project will be completed no later than May 28, 2010.

### **Route 59 Northbound Left Turn Lane Extension**

The week of April 19, 2010, IDOT will begin construction to extend the northbound left turn lane on Route 59. The project will help to improve access to westbound North Aurora Road and the Route 59 Train Station and improve the flow of northbound through traffic on Route 59. IDOT may also require the temporary deactivation of the red light photo enforcement systems at this intersection while construction of these modifications is in progress.

**Estimated Completion:** Mid-May 2010

### **111<sup>th</sup> Street Improvement Project**

The week of May 3, 2010, the 111<sup>th</sup> Street improvement project is slated to begin. The goal of the project is to improve the traffic flow and pedestrian amenities on 111th Street from Route 59 to Perth Drive. During construction, 111th Street will remain open to traffic. However, motorists will experience daily daytime lane closures that will reduce 111th Street to one lane with flaggers directing traffic.

This project includes:

- **Road Widening:** 111th Street will be widened to provide a center median/left turn lanes at the intersections along 111th Street between Ace Lane and Perth Drive. The result is a three lane cross-section, or one lane in each direction and a center median/left turn lane.
- **Intersection Improvement:** 111th Street will be widened to accommodate two lanes in each direction and a center left turn lane at Route 59. When completed, it will mirror the intersection of 111th Street on the east side of Route 59. A second left turn lane will also be added to the northbound and southbound legs of Route 59 to improve turning movements onto 111th Street.
- **Road Resurfacing:** As part of the roadway widening, the existing pavement on 111th Street will be resurfaced to provide a consistent and smooth riding surface for roadway users.
- **Pedestrian Amenities:** Sidewalk will be constructed on the north side of 111th Street to fill in the existing gaps from Route 59 to 248th Avenue.

*Upcoming Road Construction  
April 9, 2010  
Page 3 of 3*

City staff has notified all stakeholders in the area, including residents, businesses, the Park District and the School District 204. Information about project, including alternate routes, is available on the city's Web site at [www.naperville.il.us/111thimprovements.aspx](http://www.naperville.il.us/111thimprovements.aspx). Interested residents, businesses, and motorists can also register to receive project updates via e-mail at [www.naperville.il.us/enews.aspx](http://www.naperville.il.us/enews.aspx).

***Estimated Completion:*** November 2010

**Other Construction Projects Currently in Progress**

Work continues to progress well on the 75<sup>th</sup> and Washington Intersection Improvement Project, the Jefferson Avenue Bridge Reconstruction Project and the DuPage River Trail Segment 4. All projects are currently on schedule. Additional information regarding these projects can be found on the city's website at [www.naperville.il.us](http://www.naperville.il.us).

**CONCLUSION:**

Please include in the Manager's Memorandum.

C:     Bob Kozurek  
       Karyn Robles  
       Andy Hynes  
       Kim Grabow  
       Jennifer Louden  
       Sean Marquez  
       Ahmad Muntasir  
       Peter Zibble

