



**NAPERVILLE TRANSPORTATION ADVISORY BOARD
COUNCIL CHAMBERS – MUNICIPAL CENTER
FINAL AGENDA
05/05/2012 - 8:00 a.m.**

CALL TO ORDER:

A. ROLL CALL

B. APPROVAL OF MINUTES

1. Approve the minutes of the April 14, 2012 Transportation Advisory Board meeting.

C. PUBLIC FORUM

D. OLD BUSINESS

E. PUBLIC HEARINGS

F. REPORTS AND RECOMMENDATIONS

1. City Council Report
2. BPAC Report
3. Police Department Report
4. Role of the Bicycle and Pedestrian Advisory Committee

G. CORRESPONDENCE

H. NEW BUSINESS

I. ADJOURNMENT

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 400 S. Eagle Street, Naperville, IL., via telephone at 630-420-

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6725 or 630-305-5205 (TDD) or via e-mail at manningm@naperville.il.us. Every effort will be made to allow for meeting participation.



**NAPERVILLE TRANSPORTATION ADVISORY BOARD
MINUTES OF APRIL 14, 2012**

Call to Order		8:00 a.m.
A. Roll Call		
Present:	Amberg, Benson, Floegel, Jaynes, McIntosh, Perillo Polites, Chairman Wencel	
Absent:	Collins, Stamm Student Representatives: Coen, O'Shaughnessy	
Staff Present:	Project Manager Rory Fancler, Sergeant Lee Martin	
B. Recognition	Chairman Wencel acknowledged Mark Jaynes' service to the Bicycle and Pedestrian Advisory Committee and Transportation Advisory Board.	
C. Minutes	Approve the minutes from the March 3, 2012 Transportation Advisory Board meeting. Motion to approve.	
	Motion by: Amberg Second by: Polites	Approved (8-0)
D. Public Forum	N/A	
E. Old Business	N/A	
F. Public Hearings	N/A	
G. Reports and Recommendations		
G1. City Council Report		
	Amberg noted that no transportation-related items were considered by City Council on March 6; Benson summarized transportation-related items considered by City Council on March 20 and highlighted the City Council's discussion of overnight parking under New Business.	
G2. BPAC Report		
	N/A	
G3. Police Department Report		
	N/A	
G4. FY 12-13 Annual Transportation Work Program		

	Project Manager Rory Fancler provided an overview of the FY 12-13 Annual Transportation Work Program.	
	Transportation Advisory Board Questions/Discussion: No discussion.	
	Approve the FY 12-13 Work Program for the Comprehensive Transportation Plan.	
	Motion by: Jaynes Seconded by: Perillo	Approved (8-0)
H. Correspondence		
H1. FY 12-13, 1st Quarter Commuter Permit Issuance and Space Utilization Report <ul style="list-style-type: none"> Benson suggested the City should consider using the Commuter Connection e-newsletter to promote the availability commuter parking permits for the Route 59 Lot. Chairman Wencel suggested the City consider temporary permit suspensions to allow permit holders to evaluate their demand for the permit, citing the City’s Temporary Transit Package and the percentage of participants who cancelled permits. 		
H2. Downtown Valet Correspondence <ul style="list-style-type: none"> Chairman Wencel noted that although the valet transfer zones are not based on a centralized system, the locations are reasonable and no concerns evident at this time. Benson noted that valet operator observed making a U-Turn in front of Sullivan’s Steakhouse and suggested the City should communicate rules and regulations with the valet operator. 		
H3. Naperville Metra Station Bus Depot and Commuter Access Feasibility Study <ul style="list-style-type: none"> No discussion. 		
H4. Commuter Parking Policy Changes <ul style="list-style-type: none"> Amberg requested clarification on the affected commuters with respect to the commuter parking deposit refunds. 		
I. New Business <ul style="list-style-type: none"> Chairman Wencel reminded TAB members to complete the Open Meetings Act training. 		
II. Forthcoming City Council Meeting Summaries		
	<ul style="list-style-type: none"> April 17 – Floegel May 1 – McIntosh May 15 - Perillo 	
J. Adjournment	Motion by: Jaynes Seconded by: Benson	8:15 a.m.



Naperville

TRANSPORTATION ADVISORY BOARD AGENDA ITEM

AGENDA DATE: 5/5/2012

SUBJECT: Role of the Bicycle and Pedestrian Advisory Committee

ACTION REQUESTED:

1. Approve the recommendation to dissolve the Bicycle and Pedestrian Advisory Committee.
2. Approve the recommendation that the current and next vacancy on the Transportation Advisory Board be filled with BPAC members.

PREPARED BY: Karyn Robles, Transportation and Planning Team Leader

ACTION PREVIOUSLY TAKEN:

Date	Item No.	Action

BACKGROUND:

The Bicycle and Pedestrian Advisory Committee (BPAC) was originally established as a subcommittee of the Transportation Advisory Board (TAB) following the completion of the Bicycle and Pedestrian Plan in 1997. The group met to discuss and implement the policies of the Bicycle and Pedestrian Plan. The group was originally composed of citizen members who had an interest in bicycle and pedestrian issues and represented community and business groups with an interest in bicycling and walking such as the Naperville Bicycle Club, Riverwalk Commission, and Lucent Technologies. Formal bylaws for the committee were established in 2002.

In 2006 staff and BPAC conducted a public process to update the 1997 Bicycle and Pedestrian Plan. The resulting Bicycle Implementation Plan was approved by TAB and adopted by the City Council. TAB also approved a revision to the BPAC bylaws that increased the size of the committee from seven to nine members. Per these bylaws, the mission of the Committee is to support the principal modes of non-motorized transportation (i.e., bicycling and walking) and to promote Naperville as a bicycle-friendly and pedestrian friendly community through input, participation, and involvement at an advisory level.

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DISCUSSION:

The City of Naperville continues to refine the way we do business in an effort to conduct our business and serve our customers in a more cost effective way. In the past year, the City Council has endorsed a number of cost saving measures identified by the Transportation, Engineering, and Development Business Group (TED) which included the consolidation of the Zoning Board of Appeals (ZBA) under the Plan Commission and a reduction in the frequency of meetings for the Historic Preservation Commission and BPAC.

As part of these on-going measures, staff is evaluating if the existence of BPAC as a separate subcommittee of TAB is the most effective method of supporting the principal modes of non-motorized transportation. Staff has evaluated BPAC's current responsibilities, how these responsibilities are currently being met, and what opportunities might exist for managing these responsibilities differently in the future (Attachment 1). Based on staff's preliminary evaluation, we are seeking the input of the Transportation Advisory Board on staff's recommendation regarding the current responsibilities of BPAC and how those tasks can best be managed going forward.

In addition to a review of BPAC's responsibilities, as staff began evaluating BPAC's role, several considerations came up that we feel are worthy of discussing:

- *Integration of bicycle and pedestrian planning into TED's standard business practices.* When the Bicycle and Pedestrian Plan was adopted and BPAC was created, the City of Naperville did not spend nearly as much time considering bicycle and pedestrian issues as it currently does. Because of the Bicycle and Pedestrian Plan, BPAC, the Comprehensive Transportation Plan, and the Bicycle Implementation Plan, bicycle and pedestrian issues have been more fully integrated into the City's planning and implementation efforts. Staff now utilizes the Bicycle Implementation Plan as a guide for the minimum amount of connectivity desired for the City's bicycle network and seeks opportunities to expand the network even further when appropriate. For example, recent engineering studies have identified opportunities to provide bikeway connections to the Route 59 Metra Station via North Aurora Road and to commercial destinations along IL Route 59, neither of which were included in the Bicycle Implementation Plan.
- *Relationship with TAB and lack of other subcommittees.* To date, the Bicycle and Pedestrian Advisory Committee is the only subcommittee of TAB. Given the integration of bicycle and pedestrian planning into TED's standard business practices, it is questionable whether bicycle and pedestrian issues require more attention than other topics addressed by TAB such as traffic safety, traffic enforcement, transit, or traffic calming. In 2003 staff recommended to TAB that a transit subcommittee not be formed, believing that TAB itself could adequately address transit issues. Staff feels that TAB is able to manage its current case load and that subcommittees are not necessary at this time.
- *Process Efficiency.* As part of the City's cost savings measures, in 2011 BPAC's meeting schedule was reduced from twelve to six meetings per year. BPAC is a recommending subcommittee to TAB, and as a result TAB currently reviews the same issues and

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projects as BPAC. A project going through the current process would be reviewed by BPAC, TAB and the City Council. This process may take up to 2 additional months depending on the BPAC schedule. Since TAB is scheduled to meet monthly and reviews the same issues as BPAC, directly taking bicycle and pedestrian issues to TAB will result in process efficiencies. A review of TAB's recent agendas indicates that TAB is able to manage its current case load and since most agenda items reviewed by BPAC are then considered by TAB, the elimination of BPAC would not result in a significant increase in agenda items for TAB.

- *Staff and Committee time and resources.* Staff appreciates that residents are willing to participate on boards and committees and strives to be respectful of the members' time commitment and conduct the meetings as efficiently as possible. BPAC has experienced a significant amount of turnover in the last year which has led staff to be concerned that the current structure is not working for committee members. In addition, although there has already been a reduction in the number of BPAC meetings, TED staff continues to be responsible for many tasks and the related staff time required for meeting preparation (agenda, meeting summary, task list update, etc.) and particularly in responding to work requests generated by BPAC members. The elimination of BPAC as a subcommittee would reduce the administrative time required by staff to address bicycle and pedestrian issues.

Based on the considerations above, staff is seeking input from TAB as to whether the current role and functions of BPAC as a separate subcommittee are still appropriate. Staff does not question that historically BPAC has played a key role in the development of the City's now well-established bicycle network but staff has examined its current responsibilities and believes that the proposed changes to how bicycle and pedestrian issues are managed would better reflect community needs. In addition, staff recommends that the current and next vacancy on TAB be filled by 2 current BPAC members to ensure that bicycle and pedestrian issues continue to receive appropriate consideration.

Next Steps

Following the Transportation Advisory Board's recommendation, proposed changes will be forwarded to the City Council for final consideration in June.

RECOMMENDATION:

1. Approve the recommendation to dissolve the Bicycle and Pedestrian Advisory Committee.
2. Approve the recommendation that the current and next vacancy on the Transportation Advisory Board be filled with BPAC members.

ATTACHMENTS:

1. BPAC Roles and Responsibilities

Attachment 1
BPAC Roles and Responsibilities

The responsibilities of BPAC, as outlined in the bylaws, are provided below along with staff's initial consideration of how these items would be managed if BPAC were consolidated back into TAB.

1: Development and review of a Comprehensive Bikeway System.

The Bicycle Implementation Plan (BIP) was approved by BPAC, TAB and City Council in 2006 and provides clear guidance for the establishment of new bicycle facilities throughout the City. While a significant number of the recommended routes from the BIP have been implemented, staff finds that this document is still relevant. Should an update to the Bicycle Implementation Plan be required in the future, a stakeholder group could be established to provide the input that BPAC would provide to TAB. This approach has been used for similar transportation projects such as the Naperville Circulator Study.

2: Prioritization of a Comprehensive Bikeway System Plan implementation within budget constraints and in coordination with other City projects.

Staff is currently responsible for managing this task, and implementation of routes from the Bicycle Implementation Plan currently requires TAB and City Council approval. No changes would be required.

3: Participation in education and promotion programs related to pedestrian and bicycle issues.

There has been limited interest from volunteers in participating in these types of opportunities. If these activities are determined to be worthwhile going forward, TAB members or other members of the public could fill this role.

4: Enhancement of pedestrian routes.

Staff has taken on this role by developing an extensive prioritization system for the sidewalk gap program and engaging the public as an important component of determining areas included in the program. Currently the sidewalk gap program is reviewed by BPAC and requires approval by TAB and the City Council. In addition, TAB meetings are the forum that is used for obtaining public input. The program would continue to go to TAB and City Council.

5: Identification and recommendation of the resolution of bicycle and pedestrian concerns.

Currently, the majority of bicycle and pedestrian concerns are identified by non-BPAC residents who submit requests directly to City staff through the City's online request system. In order to respond in a timely manner, staff addresses these concerns. When concerns are not able to be resolved by staff, concerns are forwarded to BPAC and TAB. These concerns would continue to be managed by staff with input from TAB when appropriate.

6: Attend public meetings pertaining to pedestrian and bicycle issues within the City of Naperville.

Staff or members of BPAC currently fill this role. Going forward, staff and TAB members could fill this role.

7: Coordinate with other agencies and organizations relevant to planning and implementation of bicycle and pedestrian facilities in the City.

City staff currently fills this role and would continue to do so.