

**NORTHWEST MUNICIPAL CONFERENCE**

1600 East Golf Road, Suite 0700  
Des Plaines, Illinois 60016  
(847) 296-9200 • Fax (847) 296-9207  
www.nwmc-cog.org



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

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**Northwest Municipal Conference  
Transportation Committee**

**Agenda**

**Thursday, February 21, 2019**

**8:30 a.m.**

**NWMC Offices**

**1600 East Golf Road, Suite 0700**

**Des Plaines, IL**

**(map/parking permit attached)**

- I. Call to Order/Introductions**
- II. Approval of January 17, 2019 Meeting Minutes (Attachment A)**
- III. Complete Streets Policies (Attachment B)**  
Cody Sheriff of the McHenry County Council of Mayors will give a presentation on designing Complete Streets policies. Complete Streets are designed and operated to enable safe use and mobility for all users. Those users include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders. These policies are a factor for the regional shared fund and are considered by CMAP to be a regional planning priority.  
**Action Requested: Informational/Discussion**
- IV. NWMC Multimodal Plan Update (Attachment C)**  
Staff will discuss the proposed timeline for completion of the NWMC Multimodal Plan, highlight opportunities for public and stakeholder engagement, and review the potential composition of the steering committee.  
**Action Requested: Informational**
- V. STP Methodology Development (Attachments D and E)**  
Staff will discuss the process for developing new local methodologies for selecting STP projects. Methodologies must be approved by September 2019, in advance of a call for projects in January 2020. Staff will also provide an update on the efforts of the Northwest and North Shore Councils of Mayors to develop their own methodologies.  
**Action Requested: Informational**
- VI. Council of Mayors Executive Committee Transportation Revenue Discussions**  
Staff will provide an update on the recent discussions by the Council of Mayors Executive Committee regarding the need for sustainable and dedicated sources of revenue to fund the region's multimodal transportation system.  
**Action Requested: Discussion**

**VII. CMAP Update**

An update on relevant activities from CMAP's committees will be provided.

***Action requested:*** *Informational*

**VIII. Agency Reports**

**IX. Other Business**

**X. Adjourn**

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Attachment A

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**Northwest Municipal Conference  
Transportation Committee  
Minutes  
Thursday, January 17, 2019  
8:30 a.m.  
NWMC Offices  
1600 East Golf Road, Suite 0700  
Des Plaines, IL**

- I. Call to Order/Introductions**  
 Steve Andrews, Pace  
 Bob Benton, Trustee, Village of Deerfield  
 Jeff Berman, Village Trustee, Village of Buffalo Grove  
 Jeff Brady, Director of Community Development, Village of Glenview  
 Rod Craig, Mayor, Village of Hanover Park  
 Sean Dorsey, Public Works Director, Village of Mount Prospect  
 Katie Evasic, Senior Planner, Chicago Metropolitan Agency for Planning (CMAP)  
 Matt Farmer, Village Engineer, Village of Northbrook  
 Joan Frazier, President, Village of Northfield  
 Bill Grossi, Trustee, Village of Mount Prospect  
 Bob Israel, Trustee, Village of Northbrook  
 Dan Jedrzejak, Consultant, Chastain and Associates  
 Al Larson, Mayor, Village of Schaumburg  
 Maria Lasday, Village Manager, Village of Bannockburn (via phone)  
 Rick Mack, Metra  
 Anne Marrin, Village Administrator, Village of Fox Lake (via phone)  
 Dan Randolph, Civil Engineer, Village of Niles  
 Kattie Renteria, Metra  
 Karyn Robles, Transportation Department Director, Village of Schaumburg (via phone)  
 Greg Summers, Director of Development Services, Village of Barrington
  
- II. Approval of November 29, 2018 Meeting Minutes (Attachment A)**  
 Mr. Klingenstein mentioned that the meeting minutes needed to be updated to reflect Anne Marin's attendance via conference call. Trustee Israel noted that he also attended the meeting via conference call, but that he was not listed on the meeting minutes. Mr. Klingenstein said that he would add Trustee Israel's attendance to the minutes as well. The meeting minutes were then unanimously approved on a motion by Mayor Larson, seconded by Trustee Grossi.
  
- III. NWMC Multimodal Plan Update**  
 Mr. Jackson reviewed the consultant selection process for the NWMC Multimodal Plan update. Mr. Jackson stated that the updated plan would be more comprehensive than the 2010 plan, incorporating analysis of bike, pedestrian, and transit infrastructure. He also noted that the plan is being funded through CMAP's

Local Technical Assistance (LTA) program. He said that the request for proposals (RFP) was released on October 26<sup>th</sup>, and in the following months two NWMC staff and two CMAP staff reviewed proposals, interviewed two finalist teams, made a selection, and received contract approval from the CMAP board on January 9. Mr. Jackson reported that Sam Schwartz Engineering was selected to conduct the plan update, and that the firm will provide many engagement opportunities for conference staff, the NWMC Bike and Pedestrian Committee, municipalities, and the general public. Finally, Mr. Jackson noted that the plan should be complete in approximately a year and half, and that staff will keep the committee updated.

#### **IV. Incorporating Green Infrastructure and Stormwater Management in Transportation Projects**

Kate Evasic, Senior Planner at the Chicago Metropolitan Agency for Planning (CMAP), stated that there was a strong need for stormwater investment as the amount of paved space increases in the region. Ms. Evasic noted that increased road flooding can cause traffic delays, and may hamper emergency services. She also said that flooding from run-off can cause basement backups and pollution as salt, oil, and pollutants run off roads into streams and rivers. She also reported that climate modeling predicts that rain intensity will increase in the future, straining sewer capacity and potentially increasing flooding.

Ms. Evasic then mentioned that strong stormwater ordinances are crucial to reducing flooding, as having more open space helps to reduce flooding. She noted CMAP has a flood susceptibility index map on its website, which can provide data at a municipal level.

Ms. Evasic said that green infrastructure (bioswales, permeable pavement, etc.) provides many benefits, including reducing run-off and reducing water flow into sewers. She also said that green infrastructure can be incorporated into other infrastructure projects, supporting a “dig once” philosophy. CMAP offers many resources relating to stormwater which communities can use.

Ms. Evasic next reported on grant and funding opportunities that are available to assist in the implementation of green infrastructure. She said that the IEPA State Revolving Fund can be used for green infrastructure projects, while the Section 219 Environmental Infrastructure Program (USACE) program offers funding for green/grey infrastructure. She also noted that MWRD recently had a call for projects for stormwater projects, and that there are likely to be calls from the agency in the future.

President Frazier asked if Ms. Evasic had a summary of funding sources available for the group. Ms. Evasic responded that she would send one out to attendees after the meeting. President Frazier also asked about the application schedule for the MWRD grant program. Ms. Evasic said that a call was recently held over the summer, but that she did not believe the agency had a fixed call schedule. Mayor Craig asked if there was data available regarding the number of municipalities with separate sewer systems and those with combined systems. Ms. Evasic responded that there is data on the presence of combine sewer systems, and that those systems are the most likely to cause issues with flooding. Mr. Randolph mentioned that MWRD has data on the combined and separate sewer systems, but Mr. Summers cautioned that some

data sources are not always accurate. Trustee Grossi asked about the prevalence of permeable pavement. Ms. Evasic said it is becoming more common and mentioned some permeable pavement projects in the region, such as one completed at the Morton Arboretum. Trustee Grossi asked if permeable pavement was significantly more expensive than traditional pavement. Ms. Evasic said that it is, but that it also can allow developments to maximize their footprint by incorporating drainage into the pavement. Trustee Grossi asked if anyone was using permeable pavement on roads or streets. Mr. Randolph noted that the Village tried to get an MWRD grant to use permeable pavement on a parking lot, but that it was significantly more expensive than traditional pavement. Mr. Randolph also stated that the kind of soil affects the success of permeable pavement, ice can still be an issue, and it is higher cost than traditional pavement. Ms. Evasic mentioned a University of Illinois campaign that showed some success in different soil conditions, which may help communities determine if permeable pavers will work for them.

**V. CMAQ, TAP, and STP Regional Shared Fund Call for Projects (Attachments B and C)**

Mr. Klingenstein gave a presentation CMAP's CMAQ, TAP-L, and STP Shared Fund call for projects, which opened January 15. He stated that CMAQ (the Congestion Mitigation and Air Quality Improvement Program) funds can be used for transit improvements, traffic flow improvements, bicycle facility projects, direct emissions reduction projects (such as more fuel efficient fleets), demonstration projects, and others. He also said that TAP-L (the Transportation Alternatives Program) funding is only available for bike facilities projects. He said that, for all projects applying to the program, Phase I engineering should be complete, the sponsor should have a 20% match, and the proposed bike facility must feature in at least one adopted plan. Mr. Klingenstein then gave an overview of the application scoring for the two programs.

Mr. Klingenstein mentioned that the STP (Surface Transportation Program) Shared Fund has broad project eligibility requirements, and that funding can be used for road reconstructions, transit station rehabilitations and reconstructions, bridge rehabilitations and reconstructions, highway/rail grade crossing improvements, road expansions, bus speed improvements, corridor-level or small-area safety improvements, and truck route improvements. He also said that projects must either have at least three local partners (including at least one municipality), or a total cost of over \$5 million. Mr. Klingenstein then mentioned that each council of mayors has 25 bonus points available to distribute to projects which are applying to the program. He noted that no one project can use more than 25 of these points, and that a council cannot award more than 15 points to any individual project.

Mr. Klingenstein stated that applications for these three grant programs, which must be submitted through the CMAP eTIP website, are due to Planning Liaisons (PLs) on March 1. He said that PLs will review and return applications if anything is missing so that they can be amended and submitted by the March 15 deadline. Ms. Lasday stated that Lake County had different requirements, so municipalities should check with their council.

**VI. CMAP Update**

Ms. Evasic provided an update on CMAP's available funding for the call for projects. She also reported on regional STP-L obligations and reiterated that the My Daily Travel survey is currently open on the CMAP website.

**VII. Agency Reports**

**a. Pace**

Mr. Andrews stated that Pace’s call and ride service is now called “Pace on Demand,” which is open to the public based on geographic location. He noted that Pace currently has 11 on demand service areas, and that the service is growing.

**b. Metra**

Ms. Renteria stated that Metra’s greatest priority is safety, and that the agency is developing a new safety reporting app that will be available to the public at some point during the first quarter of 2019. Ms. Renteria also noted that Metra representatives held a kick-off meeting with the Lake County transportation alliance to discuss strategies for improving ridership on the North Central Service (NCS) line. Finally, Ms. Renteria noted that the agency had sent out a resolution of support for a transportation capital bill to members of the committee, and that the agency hoped to have committee members’ support. Mayor Craig reiterated the need for a capital bill, and also expressed his support for improving safety at grade crossings.

**c. RTA**

Mr. Jackson stated that an RTA representative was unable to attend, but that the agency did provide a report to share. He noted that RTA had installed over 130 signs in seven locations throughout the region, and that customers could see the new signs at stations including the Museum Campus, Harvey, Lisle, Montrose-Mayfair, Elgin, Lake Cook Road, and Naperville. Mr. Jackson said that the signs help to improve physical coordination among transit services in locations where more than one agency is operating and there isn’t a direct line of sight between services.

**d. Cook County**

Mr. Klingenstein reported that a representative from the County was unable to attend, but that he did have information to share about the Invest in Cook program. He noted that applications for the program opened on January 15, and that \$8.5 million in funding is available for municipalities to fund planning and feasibility studies, preliminary and design engineering, right-of-way acquisition, and construction. He also reviewed the eligible application types and noted that applications could be found on the Cook County website. He said that applications are due on March 15. Mayor Craig asked if Mr. Klingenstein and Mr. Jackson could send a link to the application out to the committee following the meeting. Mr. Klingenstein said that a link would be sent.

**VIII. Other Business**





There was no other business to report.

**IX. Adjourn**

The committee unanimously voted to adjourn the meeting on a motion by Mayor Larson, seconded by Trustee Berman.



Overview

-  Complete Streets & Active Transportation Policies
-  Benefits of Complete Streets
-  Components of Complete Streets
-  What's my neighbor doing?
-  Designing a Policy, step-by-step (take home)

Complete Streets Defined

Complete Streets are streets designed and operated to enable safe use and support mobility for all users. Those include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders.





Policy Types



1. Active Transportation Policy
  - More detail on specific routes and facilities, focus on biking & walking, rural location.
2. Complete Streets Policy
  - Focus on typologies, policies and standards, all modes, land use/zoning integrations, urban location.

(Both used interchangeably)

# Why Complete Streets Matter






-  Health
-  Economy
-  Equity
-  Happiness



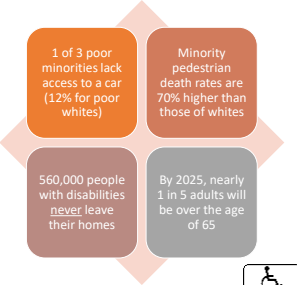
## Health

- Walkable communities = healthier communities
- Teenagers who **bike or walk to school** are less likely to smoke than their peers who are driven
- Women who walk or bike 30 minutes a day have a lower risk of breast cancer.
- Rural areas have higher rates of physical inactivity and chronic disease.


# Economy

-  Property Values
-  Higher Retail Prices
-  Higher Retail Rents
-  Wasted time in traffic
-  Car payments and insurance

# Equity



- 1 of 3 poor minorities lack access to a car (12% for poor whites)
- Minority pedestrian death rates are 70% higher than those of whites
- 560,000 people with disabilities never leave their homes
- By 2025, nearly 1 in 5 adults will be over the age of 65







Happiness



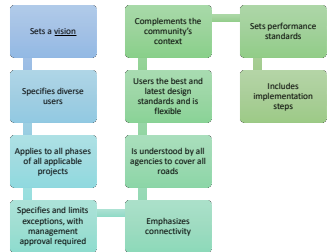
Designing a Policy

### Who should be involved?



## Ten Elements

### Designing a Complete Streets Policy





What's my neighbor doing?



# Village of Lakemoor – Highlights

Ranked 3<sup>rd</sup> best new Complete Streets Policy in the U.S. in 2014.

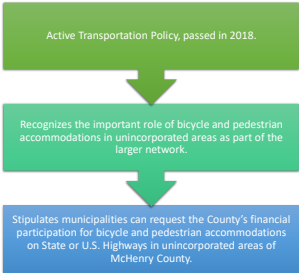
Great reference for language on exceptions and development review

Established a Complete Streets Committee to review all public transportation improvement projects.

Mayor Administration, Village Trustee, Administrator of Village Public Works, Code of Ordinances, and the Director of Community and Economic Development.

<http://stpolicy.org/complete-streets-policy-lakemoor-ill-2014/>

# McHenry County - Highlights



# Key Takeaways – Rural Active Transportation Planning

- Safety first
- Connectivity is key
- Context sensitive solutions
- Development effects
- Varied public engagement methods
- Implementation integration



## Drafting a Policy from Scratch

Step-by-step with key questions to consider followed by tips for developing your policy language for each of the 10 elements.



### Part 1: Key Questions to Consider

#### Element 1: Vision

- What do you want to accomplish through Complete Streets?
- Who will benefit from a Complete Streets approach (neighborhoods, target populations, etc.)?
- What will be the result of having a Complete Streets approach (connectivity, access, etc.)?
- Which ideas and concepts will rally support from the public and elected officials?

#### Element 1: Vision

### Part 2: Developing your Policy Language

- Uses “must” or “shall”
- Stipulates a complete and connected **network**
- Lists the Benefits
- Specifies creating equitable access to Complete Streets facilities
- Defines multiple modes of transportation (walking, biking, horse drawn carriages)

#### Element 2: Diverse Users

### Part 1: Key Questions to Consider

- Which populations in your community are most dependent on walking, biking, and transit facilities and therefore most in need of Complete Streets?
- How do your roadway projects currently serve the needs of the above populations?
- How would you like to measure change in these communities?
- What messaging would rally support from elected officials and decision makers?
- Which stakeholders should you engage in the policy development process to ensure that the unique needs of these communities are being met?

## Element 2: Diverse Users

### Part 2: Developing your Policy Language

- Highlight special populations in your community that should have concerted transportation improvements, such as people of color, immigrants, seniors.
- Identify ways that you will measure changes in diverse communities, such as we will target neighborhoods to ensure that x% of people living below the poverty line will have complete streets projects.

## Element 3: All Projects & Phases

### Part 1: Key Questions to Consider

- Name all types of roadway projects that are conducted in your community (resurfacing, construction, private/state/county developments, etc.)
- Which stakeholders will you need to engage in the policy development process to ensure that your Complete Streets policy applies to all roadway projects that happen in your community, not just locally led projects?

## Element 3: All Projects & Phases

### Part 2: Developing your Policy Language

- Required in all new projects, all reconstruction projects, all maintenance projects.
- Specifies the need to accommodate people walking, biking, and using transit during construction projects that impact sidewalk or street ROW.

## Element 4: Exceptions

### Part 1: Key Questions to Consider

- Are there roads in your community where specific user groups are prohibited (trails, limited access highways, etc.)?
- How would you define excessively disproportionate costs? (e.g. great than 20% of overall project cost)
- How would you define a documented absence of current and future need?
- Which specific people or entities should be responsible for approving exceptions?
- How and where will decisions be documented?

## Element 4: Exceptions

### Part 2: Developing your Policy Language

- 3 common exceptions:
  - Where user groups are prohibited
  - When the cost is excessively disproportionate to need and use
  - Documented absence of current AND future need
- Defines approval process:
  - Name the specific person or people that needs to sign off on policy variances.
  - Identify where and how the decision will be documented. (During development of CIP?)
  - Identify a public process for vetting the variance decision (public meeting, online comment period)

## Element 5: Jurisdictions

### Part 1: Key Questions to Consider

- What agencies and jurisdictions conduct roadway projects in your community?
- What other stakeholders should be included (public health, non-profits, advocacy groups, etc.)?
- Are there tools, processes, or procedures needed to get other jurisdictions on board with the goals of your policy?

## Element 5: Jurisdictions

### Part 2: Developing your Policy Language

- Require compliance from private development
- Requires interagency coordination, including MPO, public health, state, county, local transportation departments, elected officials, etc.

## Element 6: Design Guidance & Flexibility

### Part 1: Key Questions to Consider

- Which design standards does your community currently use to make roadway decisions?
- Do these fully address the Complete Streets needs of your community? If not, what additional resources would you need to adopt?
- Which decision makers and stakeholders need to be involved in determining the best design standards to use for projects?
- Are there additional resources you need to educate them on the design standards or to effect change?

## Element 6: Design Guidance & Flexibility

### Part 2: Developing your Policy Language

- Directs municipality to adopt specific design standards (NACTO, AASHTO, etc.)
- Sets a date for adopting standards



## Element 7: Land Use & Context Sensitivity

### Part 1: Key Questions to Consider

- Which of your community's existing plans and policies interact with your Complete Streets policy (land use plan, comprehensive plan, development code, etc.)?
- Are the goals in these policies consistent with the goals of your Complete Streets policy?
- If not, what process is needed to update the goals? Which stakeholders should be involved?

## Element 7: Land Use & Context Sensitivity

### Part 2: Developing your Policy Language

- Specifies new or revised land use plans and policies and ordinances and identifies how they will interact
- Requires the consideration of the community context
- Mentions need to mitigate unintended consequences, such as displacement

## Element 8: Performance Measures

### Part 1: Key Questions to Consider

- What metrics do you think are most important to track for an individual project and for the overall success of your Complete Streets policy?
- Are these metrics easy to track or difficult?
- Who should collect the data?
- How should it be reported?

## Element 8: Performance Measures

### Part 2: Developing your Policy Language

- Mentions specific measures such as access, safety, healthy, environment, economy
- Provides ways to track implementation such as updates to policies, plans, and processes
- Provides ways that policy implementation will impact equity
- Provides a timeframe for recurring data collection
- Requires public release of and specifies how
- Assigns responsibility

## Element 9: Project Selection Criteria

### Part 1: Key Questions to Consider

- How will Complete Streets be incorporated into your Capital Improvement planning process (set aside for match money, XX% of all dollars spent will be on CS projects, etc.)?
- How will projects be evaluated for selection? E.g., will there be a checklist for project selection? Will specific communities need to be consulted?
- Who will need to be consulted to modify the current Capital Improvement planning process?

## Element 9: Project Selection Criteria

### Part 2: Developing your Policy Language

- Explains how CIP projects will include Complete Streets
- Specifies how equity goals will be addressed through project selection

## Element 10: Implementation

### Part 1: Key Questions to Consider

- How will you roll out implementation of your policy?
- Which processes, or procedures need to be revised or created?
- What is your timeline for each step?
- How do you intend to train staff, elected officials, and other stakeholders?
- How will you track performance?
- How will you get buy-in for the changes that are necessary to implement the policy?

Element 10:  
Implementation

Part 2: Developing your Policy Language

- Specifies timeframe for related plan and policy revisions
- Requires regular and repeated training for staff and elected officials and provides specific timing
- Assigns implementation responsibility to internal and external stakeholders
- Creates a community engagement plan and addresses how underrepresented communities will participate.



**NWMC Multimodal Transportation Plan  
Preliminary Schedule**



- Meetings**
- 1 Kick-off Meeting
  - 2 Steering Committee #1
  - 3 Steering Committee #2
  - 4 Steering Committee #3
  - 5 Steering Committee #4
  - 6 NWMC Member Open House
  - 7 Public Open House

- Key Deliverables**
- A Project Management Plan
  - B Draft Member Survey Questions
  - C Analysis Summary, & Matrix of Updated Bike Corridors
  - D Summary of Focus Groups Meetings
  - E Prioritized Sidewalk Gaps & Summary of Transit Findings
  - F Draft Plan Document incl. Toolbox + Implementation
  - G Final Plan

**North Shore Council of Mayors**  
**STP Methodology Development Schedule**  
**2020 Call for Projects**

**December 2018** – Research / Schedule due to CMAP

**January 2019** - STP Methodology Working Group meeting (initial discussion)

**February 2019** – February 27 2:30 p.m. – Methodology Update meeting

**March 2019** – NS Tech Committee Meeting / STP Methodology Working Group meeting (continued discussion)

**April 2019** -

**May 2019** - STP Methodology Working Group meeting (review)

**June 2019** – NS Tech Committee Meeting / Submit draft methodology to CMAP

**July 2019** -

**August 2019** -

**September 2019** – NS Tech Committee Meeting / NWMC Board approves methodology

**October 2019** – Outreach

**November 2019** – Outreach

**December 2019** – Outreach / NS Tech Committee Meeting

**January 2020** – STP Call for Projects

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**STP Methodology Development Schedule**

December 2018	NWMC Staff Research
December 2018	Identify members of STP Methodology Working Group
January 2019	STP Methodology Working Group Meeting #1
	Initial discussion and review of new requirements
February 2019	Northwest Technical Committee meeting
	Status update
March 2019	STP Methodology Working Group meeting #2
	Continued discussion based on feedback from February Technical Committee meeting
March-May 2019	Outreach to Conference Members
April 2019	Northwest Technical Committee Meeting
	Status update
May 2019	STP Methodology Working Group Meeting #3
	Review of draft methodology
May 2019	Northwest Technical Committee Meeting
	Review of draft methodology
June 2019	Submit Draft Methodology to CMAP for Comments
August 2019	Northwest Technical Committee Meeting
	Recommend approval of revised methodology
September 2019	NWMC Board Meeting
	Approve revised methodology
January 2020	Council Call for Projects