

VILLAGE OF ARLINGTON HEIGHTS BOARD OF TRUSTEES POLICY MANUAL

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SUBJECT:

**MATERIAL TO BE FURNISHED
TO NEW MEMBERS OF
THE BOARD OF TRUSTEES**

**CATEGORY: ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: 1978-14

DATE: 07/10/78

STATEMENT OF THE POLICY:

The Village Manager's office shall coordinate the distribution of the following list of materials to be furnished to new Trustees for orientation as to duties and responsibilities (items with an asterisk are available electronically and the Trustee may choose not to receive a hard copy):

From the Manager's Office:

- Latest Edition of "Illinois Municipal Handbook" by Illinois Municipal League;
- Business Cards with Trustee's home phone and address;
- Vehicle Parking Stickers;
- Organization Chart;
- Goal Setting Documents
- Name Badge;
- Two Village shirts;
- Village email address;

From the Legal Department:

- Board of Trustees Policy Manual;
- Municipal Code Book;
- Copy of 65 ILCS/5-3-1 et. seq. (Managerial Form of Municipal Government, Functions and Duties of Officers);

From the Finance Department:

- Current Budget Document;
- Current Annual Financial Report;
- Current Capital Improvement Budget Document;
- Elected Officials Guide to Government Finance;
- Elected Officials Guide to Fund Balance;

From the Public Works Department:

- Village Phone Directory;
- Id/Access card

From the Planning Department

- Comprehensive Plan (map and all other approved documents, including thoroughfare Plan and Map);
- Current Zoning Map;
- Downtown Master Plan
- Contacts for Your Assistance Brochure

DATE REVIEWED	BY	ACTION
06/20/83	Board of Trustees	Retained with additions.
04/23/84	Legal Committee	Recommended amendment and retention.
05/07/84	Board of Trustees	Retained as amended.
08/28/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

CATEGORY: ANNEXATIONS

INVOLUNTARY ANNEXATIONS

POLICY NUMBER: 1981-15

DATE: 09/14/81

STATEMENT OF THE POLICY:

The following policy shall be followed for involuntary annexations:

1. Residents of the subject area should be notified by a letter before the annexation is considered by the Board;
2. A meeting between the residents and the Administration shall take place prior to the meeting at which time the matter is addressed;
3. Involuntary annexations shall be placed on the regular agenda; and
4. The Administration has the authority to dispense with the letter procedure if they believe it is in the best interest of the Village and the President and Board are notified of such action.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
09/25/89 05/07/90	Legal Committee Board of Trustees	Recommended amendment. Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**AFFORDABLE MULTI-FAMILY
HOUSING UNITS**

**CATEGORY: APARTMENT
BUILDINGS**

POLICY NUMBER: 1998-1

DATE: 12/07/98

STATEMENT OF THE POLICY:

It is the policy of the Village to promote adequate housing for all the community's people, to create and/or maintain sound viable neighborhoods, to meet the needs for housing by increasing the number of housing units for low and moderate income families and individuals, and to expand housing opportunities for all members of the community.

Inclusion of housing units to be made available at affordable rates will be included in the review and consideration of new multi-family residential Planned Unit Development applications and amendments to existing multi-family residential Planned Unit Developments, in accordance with the intent, requirements and procedures for Planned Unit Developments, as stipulated in Village Code Chapter 28, Section 9.

DATE REVIEWED	BY	ACTION
08/10/98 10/12/98	Committee-of-the-Whole	Recommend approval to Board of Trustees.
12/07/98	Board of Trustees	Policy approved.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

ATTENDANCE POLICY

CATEGORY: **BOARDS AND COMMISSIONS**

POLICY NUMBER: **1979-12**

DATE: **07/16/79**

STATEMENT OF THE POLICY:

Any member of a Board or Commission absent from three consecutive meetings, may be required to submit a written explanation to the Chair of the respective Board or Commission.

The Village President is authorized to initiate removal procedures in circumstances where it is warranted in the opinion of the Village President, after consultation with the Commission Chairperson.

DATE REVIEWED	BY	ACTION
02/09/81	Referred to Legal Committee	
06/22/81	Board of Trustees	Policy Retained
04/23/84	Legal Committee	
05/07/84	Board of Trustees	Policy Retained
02/12/90	Legal Committee	
05/07/90	Board of Trustees	Policy amended and retained
07/09/01	Committee-of-the-Whole	
07/16/01	Board of Trustees	Policy amended and retained.
09/12/11	Committee-of-the-Whole	Recommend amendment.
09/19/11	Board of Trustees	Policy amended and retained.
10/10/16	Committee-of-the-Whole	Recommend retention.
10/17/16	Board of Trustees	Policy retained.

SUBJECT:

**RESIGNATIONS OF MEMBERS
OF BOARDS AND
COMMISSIONS**

CATEGORY: **BOARDS AND
COMMISSIONS**

POLICY NUMBER: **1980-1**

DATE: **01/21/80**

STATEMENT OF THE POLICY:

Resignations of members of Boards and Commissions shall be submitted to the Village President with copies distributed to the Board of Trustees. The resignation shall be effective upon receipt by the Village President, unless a different date is agreed to by the Village President and the resigning member.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
02/12/90 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**ADMINISTRATIVE PROCEDURE
FOR PROCESSING NEW
APPOINTMENTS TO BOARDS
AND COMMISSIONS**

**CATEGORY: BOARDS AND
COMMISSIONS**

POLICY NUMBER: 1980-3

DATE: 01/24/80

STATEMENT OF THE POLICY:

The following is the procedure for processing appointments of new individuals to Boards and Commissions:

1. Interview by Mayor;
2. Appointee interviewed by Village Board at Committee-of-the-Whole Meeting;
4. Appointment reported out by Committee-of-the-Whole at Formal Meeting.
5. Administration of Oath at Formal Meeting;
6. Staff liaison notified of new appointee and given copy of resume for distribution to the Board or Commission prior to first Board/Commission Meeting that new appointee will attend;
7. Letter of Appointment sent to Appointee, which includes:
Official Commission
Ethics Statement

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
02/12/90	Administration	Recommend amendment and retention.
02/12/90 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

**USE OF VILLAGE LETTERHEAD
BY APPOINTED BOARDS AND
COMMISSIONS**

CATEGORY: **BOARDS AND
COMMISSIONS**

POLICY NUMBER: **1981-16**

DATE: **08/17/81**

STATEMENT OF THE POLICY:

Guidelines for the use of Village Letterhead by appointed Boards and Commissions are as follows:

Village Letterhead may be used by Boards and Commissions in the conduct of routine business;

Any correspondence pertaining to policy matters shall be by direction of a majority vote of a Board or Commission and shall be sent out over the signature of the Chair;

All correspondence shall be typed by a Village employee in Village offices;

A copy of such correspondence shall be filed for future reference;

All letters shall state the following:

- a. Name of Commission;
- b. Name of Commissioner;
- c. Authority of Commission, and

All correspondence on Village letterhead to outside agencies that relates to policy matters shall be approved by the Village Manager.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
02/12/90 05/07/90	Legal Committee Board of Trustees	Recommended amendment. Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**GUIDELINES PERTAINING TO
ETHICAL PROCEDURES FOR
ELECTED AND APPOINTED
OFFICIALS**

**CATEGORY: BOARDS AND
COMMISSIONS**

POLICY NUMBER: 1982-5

DATE: 07/12/82

STATEMENT OF THE POLICY:

Pursuant to State Statute, the Village has adopted the State Gift Ban Act (5 ILCS 425 et seq) and the applicable sections of the State Officials and Employees Ethics Act (5 ILCS 430/5 et seq.).

To help elected and appointed officials in determining whether or not a particular action comes within accepted ethical standards, the following principles are set forth. These are intended only as guides to conduct and not as rules meant to be enforced by disciplinary action:

1. Where feasible, and taking into account the fact that elected and appointed service is part-time, elected or appointed officials should avoid accepting or retaining an economic opportunity which presents a substantial threat to one's independence of judgment.
2. When an elected or appointed official must take official action on a legislative matter which he or she has a questionable situation created by a personal, family or business interest, the official should consider the possibility of eliminating the interest creating the questionable situation. If that is not feasible, he or she should abstain from such official action. In making a decision as to abstention, the following factors should be considered:
 - a. whether a substantial threat to independence of judgment has been created by the questionable situation;
 - b. the effect of that official's participation on public confidence in the integrity of the board;
 - c. whether participation is likely to have any significant effect on the disposition of the matter;
 - d. the need for his or her particular contribution, such as special knowledge of the subject matter, to the effective functioning of the board. An official need not abstain if he or she decides to participate in a manner contrary to the personal, family or economic interest, which created the questionable situation. If he or she does abstain, that fact must be disclosed to the board.

3. When, despite the existence of a questionable situation, an elected or appointed official chooses to take official action on a matter, he or she should serve the public interest, and not the interest of any individual or business entity.

4. No elected or appointed official should accept a representation case before any Village board or commission on behalf of any individual or business entity. When the firm or organization which a board or commission member owns or is employed by is scheduled to appear before that board or commission, the member shall recuse himself from that project and leave the meeting.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Reviewed. Policy retained.
04/08/91	Legal Committee	Policy revised.
04/15/91	Board of Trustees	Policy approved.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
11/21/11	Board of Trustees	Policy amended and retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**OPEN MEETINGS ACT –
APPLICATION TO
ELECTRONIC MAIL (E-MAIL)
AND TELEPHONE
CONFERENCE CALLS**

**CATEGORY: BOARDS AND
COMMISSIONS**

POLICY NUMBER: 2003-1

DATE: 09/15/03

STATEMENT OF THE POLICY:

The Village of Arlington Heights complies with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as now or hereafter amended. The Village recognizes that whenever a majority of a quorum of a public body gathers to discuss public business, the Open Meetings Act applies. The Village recognizes that this same principle applies whether members of a public body are physically present or communicating through telephone conference call, electronic messaging, or e-mail. Members of the Village's public bodies will only use telephone conference calls, electronic messaging, and e-mail to disseminate information in a neutral fashion. Telephone conference calls, electronic messaging, and e-mail will not be used for debating, deliberating, advocating, consensus building or deciding any issue by a majority of a quorum in violation of the Open Meetings Act.

DATE REVIEWED	BY	ACTION
09/08/03	Committee of the Whole	Recommend approval.
09/15/03	Board of Trustees	Policy approved.
09/12/11 09/19/11	Committee of the Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee of the Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

**REIMBURSEMENT OF
EXPENSES FOR ELECTED
OFFICIALS**

**CATEGORY: BOARD OF
TRUSTEES**

POLICY NUMBER: 1996-1

DATE: 11/12/96

STATEMENT OF THE POLICY:

This policy provides for those expenses incurred while elected officials perform the duties and responsibilities of their office. Expenditure of Village funds is subject to the availability of funds through the initial adoption of the budget and any subsequent and duly approved budget amendments or transfers.

Expenses and other related issues for elected officials of the Village shall operate under the following guidelines:

1. If requested, each newly elected official will be provided with a two drawer lateral file cabinet and the necessary filing supplies. Upon leaving office, this equipment shall be returned to the Village to be issued to his/her successor.
2. Whenever possible, a request for attendance at any seminar or conference by any elected official shall be submitted to the Village Manager's office in the month of July each year to be included for review with other budgetary requests for the fiscal year beginning January 1.
3. There shall be no expense reimbursement for telephone expenses, babysitting services, or auto mileage within the Village limits.
4. Attendance at Village-sponsored events shall be reimbursable.
5. Attendance at non-Village sponsored events (i.e. Chamber of Commerce, Northwest Municipal Conference, etc.) shall be reimbursable for ticket costs incurred by the elected official and their spouse/partner/guest.
6. Attendance at unanticipated events will be subject to budgetary availability. In the case of competing travel desires and limited funding availability, the Village Board shall make the final determination as to Village representation.

In accordance with Village practice, all officials are expected to exercise prudence in their travel practices.

DATE REVIEWED	BY	ACTION
11/12/96	Committee-of-the-Whole	Recommended adoption of policy.
11/18/96	Board of Trustees	Policy adopted.
07/09/01	Committee-of-the-Whole	Policy retained.
07/16/01	Board of Trustees	Policy retained.
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.
10/10/16	Committee-of-the-Whole	Recommend amendment.
10/17/16	Board of Trustees	Policy amended and retained.

SUBJECT:

NON-DISCRIMINATION

CATEGORY: **CIVIL RIGHTS**

POLICY NUMBER: **1973-8**

DATE: **1973**

STATEMENT OF THE POLICY:

The Village of Arlington Heights complies with all applicable nondiscrimination laws, including but not necessarily limited to, the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.; Title VII of the United States Civil Rights Act of 1964, 42 U.S.C. 2000e, the Equal Pay Act of 1963, 29 USC 206(d); the Age Discrimination in Employment Act of 1967, 29 USC 621; the Americans with Disabilities Act of 1990, 42 USC 12101; and the Genetic Information Nondiscrimination Act of 2008, as now or hereafter amended.

The Village of Arlington Heights will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military service, sexual orientation or gender identity. The Village of Arlington Heights complies with any affirmative action requirements to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military service, sexual orientation or gender identity. Such action shall include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

DATE REVIEWED	BY	ACTION
10/23/89	Legal Committee	Recommend amendment to reflect current law.
11/06/89	Legal Committee	
05/07/90	Board of Trustees	Policy amended and retained.
07/09/01	Committee-of-the-Whole	Policy amended and retained.
07/16/01	Board of Trustees	
09/12/11	Committee-of-the-Whole	Recommend amendment.
09/19/11	Board of Trustees	Policy amended and retained.
10/10/16	Committee-of-the-Whole	Recommend amendment.
10/17/16	Board of Trustees	Policy amended and retained.

SUBJECT:

**WAIVER OF
BUILDING PERMIT FEES**

CATEGORY **FEES**

POLICY NUMBER **1977-6**

DATE: **12/05/77**

STATEMENT OF THE POLICY:

Waiver of Building Permit Fees:

The Village Board, upon receipt of a written request, will consider waiving building permit fees for governmental entities. Any waiver of building permit fees shall not include any waiver of out-of-pocket expenses incurred by the Village. As a general rule, the Village Board will not waive building permit fees for any other not-for-profit organizations.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84		
05/07/84	Legal Committee Board of Trustees	Policy amended and retained.
10/23/89		
05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01		
07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11		
09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.
10/10/16		
10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**REFUSE COLLECTION FEES –
SENIOR CITIZENS AND
CITIZENS WITH DISABILITIES**

CATEGORY: **FEES**

POLICY NUMBER: **1978-3**

DATE: **06/05/78**

STATEMENT OF THE POLICY:

Refuse Collection Fees:

- A. To grant to all Senior Citizens and residents who, by being handicapped or disabled subsisting on an income of less than \$16,000 per year, a discounted refuse collection rate that is 50% of the regular residential charge.
- B. At such time as the legislature might raise the income, this would also be extended to the Village policy, the objective being to keep the amount of income involved in step with the State.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
10/23/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

GAS STATIONS

CATEGORY: **LIQUOR LICENSES**

POLICY NUMBER: **1976-5**

DATE: **11/01/76**

STATEMENT OF THE POLICY:

No liquor licenses shall be issued to gas stations, with or without mini-mart type stores.

DATE REVIEWED	BY	ACTION
02/09/81	Public Health and Safety Committee	Policy reviewed.
09/14/81	Board of Trustees	Policy retained.
12/15/83	Public Health and Safety Committee	Policy reviewed.
04/23/84	Legal Committee	
05/07/84	Board of Trustees	Policy retained.
10/23/89	Legal Committee	
05/07/90	Board of Trustees	Policy retained.
07/09/01	Committee-of-the-Whole	
07/16/01	Board of Trustees	Policy retained.
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.
12/09/13	Committee-of-the-Whole	Recommend amendment
12/16/13	Board of Trustees	Policy amended.
10/10/16	Committee-of-the-Whole	Recommend retention.
10/17/16	Board of Trustees	Policy retained.

SUBJECT:

RECYCLING

CATEGORY: MISCELLANEOUS

POLICY NUMBER: 1974-1

DATE: 01/21/74

STATEMENT OF THE POLICY:

It is the policy of the Village to:

1. Continue its involvement in the Village recycling program for residents by providing curbside recycling services for all single-family homes in the Village.
2. As mandated by statute, provide for composting or farm land application of residential yard waste.
3. Provide for office recycling services within the Village Municipal offices.
4. Encourage in-house office recycling programs within other governmental agencies and schools located within Arlington Heights, and provide technical assistance to them.
5. Encourage in-house office recycling programs within large private businesses located within Arlington Heights and provide technical assistance to them.
6. Give high priority to purchasing Village supplies that are made from recycled products.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy reviewed and retained.
11/13/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**VILLAGE-OWNED
PARKING GARAGES**

CATEGORY: MISCELLANEOUS

POLICY NUMBER: 1980-11

DATE: 06/16/80

STATEMENT OF THE POLICY:

It is the Board of Trustees' intent that the revenues derived from the Village-owned parking structures shall be used to pay for the operating expenses, including maintenance costs, on the garages to the greatest extent possible, to avoid the use of real estate taxes for the parking garages.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
11/13/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**NORTHWEST MUNICIPAL
CONFERENCE**

CATEGORY: MISCELLAENOUS

POLICY NUMBER: 1980-12

DATE: 07/07/80

STATEMENT OF THE POLICY:

The Village Manager shall remain the alternate voting member as the Village of Arlington Heights' representative to the Northwest Municipal Conference.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
11/13/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:
INDUSTRIAL REVENUE BONDS

CATEGORY: MISCELLANEOUS

POLICY NUMBER: 1989-1

DATE: 12/11/89

STATEMENT OF THE POLICY:

Industrial Development Revenue Bonds (IRBs) are issued by the Village in order to enhance the economic base of the Village and to promote desirable development in accordance with the comprehensive and other plans of the Village.

The goals of the Village's IRB lending policy are:

- 1) That the funded project must be desirable from the perspective of Village planning. The project must itself be beneficial to the Village and, optimally, it should act as a catalyst to spur further desirable development or redevelopment.
- 2) To make certain that the project will be successful; that it will be built and that it will be used as intended.
- 3) To acquire the maximum effective IRB lending authority possible. The Village has only a limited authority for small issue IRBs and will seek assistance from other government entities when necessary.

The Village will not allow an IRB to be any kind of obligation to the Village and will not pay any portion of the issuance or ongoing administrative costs of the bonds.

In the event there are no eligible projects within the Village for IRBS, the Village Board may authorize the IRB allocation be sold to interested eligible projects outside the Village.

For all IRBs, those issued by the Village and for those when the Village sells its IRB allocation, a market rate fee will be charged, the proceeds of which will usually be placed in the Village's Housing Trust Fund.

DATE REVIEWED	BY	ACTION
11/13/89 05/07/90	Legal Committee Board of Trustees	Recommend adoption. Policy adopted.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

**SAFETY POLICY – CHILDREN
WALKING TO SCHOOLS**

CATEGORY: **SCHOOLS**

POLICY NUMBER: **1979-13**

DATE: **08/20/79**

STATEMENT OF THE POLICY:

Joint safety policy for children walking to school. [See attachment.]

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
12/11/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

JOINT SAFETY POLICY FOR CHILDREN WALKING TO SCHOOL

- I. PURPOSE: To set forth, by mutual agreement among all participating organizations who adopt this policy, the following:
 - A. Criteria for utilization of various types of protection devices, procedures, personnel and budgetary expenditures.
 - B. Appropriate division of responsibility between the Village, participating school districts and parent organizations, and private schools for necessary action to ensure the safety of children walking to school.
- II. CATEGORIES OF SAFETY PROTECTION
 - A. Types of protection available at all intersections:
 1. Signage: Stop signs, speed limits, "children crossing" signs and other signs allowed by the Illinois Manual of Traffic Control Devices. (For the special Village policy on stop sign requests, see the Village's Official Thoroughfare Plan.)
 2. Marked crosswalks
 3. School safety patrols authorized by the State statutes
 4. Adult crossing guards
 5. Busing (in lieu of crossing guards – very few children)
 - B. Individual route plans for children walking to various schools
 - C. Education and communication with parents and children
- III. RESPONSIBILITIES ACCEPTED BY PARTICIPATING ORGANIZATIONS
 - A. School Districts (assisted by parent organizations)
 1. Develop route plans for children walking to each and every school in the community so as to indicate a safe means of pedestrian access to each school:
 - (a) Route selection will be consistent with school crossing protection.
 - (b) To increase visibility to motorists, efforts will be made to group children so larger numbers cross at school crossing locations.
 - (c) To increase motorist awareness and response, the number of crossings along streets will be minimized.
 - (d) To ensure that safe routes are utilized, children will not be required to walk more than two blocks from the direct route.

- (e) After the plan has been approved by the School District, it shall be submitted to the Village's Engineering Department for approval or modification.
- (f) Hire, train, supervise, and fund all adult crossing guards in accordance with current agreement.

2. Education and communication:

- (a) Children, during school hours, will be taught to assume responsibilities for using school crossings safely and following designated school routes.
- (b) Parents, through written information and school meetings, will be urged to instill attitudes of traffic obedience and proper use of school routes.
- (c) Safety problems and suggested solutions may be introduced by any resident through the parents' organizations, School District or Village.

3. Training of safety patrols

4. Busing, as an alternative to crossing guards, where very few children cross a dangerous intersection (see warrant for crossing guards)

B. Village of Arlington Heights

- 1. Review school route plans
- 2. Work with the School Districts to review traffic/pedestrian studies at intersections
- 3. Provide and fund all initial appropriate signage and crosswalks within the Village's jurisdiction and, when appropriate, forward requests to the County and State for signage or other needed controls. Signs in response to a request for a change in signage or additional signage from the School District within two years of signage being posted shall be paid for by the School District. The responsibility for the administration of traffic control devices, evaluation, installation, and review shall rest with the Village's Engineering Department or other agency having jurisdiction. The Department shall be guided by the general policies set forth herein and by the criteria for specific traffic control devices as developed by the Department. The Department shall also review the need for existing traffic control devices on a periodic basis.

C. Joint – Village and Appropriate School District

- 1. Annually review the crossing guard program and other related needs between September and January, so that budget requests, if necessary, will be timely. The review will include a determination as to whether crossing guard locations should remain the same or

whether locations should be eliminated, added or changed. The annual review will also include an examination of the “Criteria for Assigning Adult Crossing Guards”, as attached to this policy.

2. Review specific requests for new signage, crosswalks, and crossing guards.

III. APPEAL BY CITIZENS

A. Village of Arlington Heights

For activities requiring the participation of the Village in school-related matters, residents must first forward requests through the affected School District. Formal requests received by the Village in writing from School Districts to initiate a specified course of action will be acknowledged immediately. Where appropriate, studies and a response indicating final disposition shall be made as promptly as feasible. Should any request be refused, the final response shall advise the affected School District that an appeal may be made to the Village Board (through the Committee-of-the-Whole), who shall then hold a meeting and take one of the following actions:

1. Recommend to the Village Board sustaining the administrative decision not to install a device; or
2. Recommend to the Village Board sustaining the School District’s request for installation of the device.

In either case, the final decision will be made by the Village Board at a regular Board meeting. Any notification to the residents who made the original request to notify them of the Village Board proceedings shall be the responsibility of the affected School District.

B. School Districts

Each participating School District shall develop its own procedure for appeal on matters that relate to its responsibility under this policy.

CRITERIA FOR ASSIGNING ADULT CROSSING GUARDS

- A. The determination as to whether or not an adult crossing guard is required will be based on the safety hazards that exist. As an aid in determining the nature of the hazard, the Village’s Engineering Department will evaluate specific locations by using the warrants set forth in paragraph C below. Such evaluations will be used as guidelines only and are not conclusive in determining whether a crossing guard is authorized.
- B. Definitions - the definitions below are to be used in determining the warrants as set forth in paragraph C below:
 1. Traffic Unit – Representatives from the Village’s Police and Engineering Departments acting jointly to make recommendations relating to pedestrian and vehicle safety.

2. Gap – The time period between the rear bumper of the first vehicle and the front bumper of the second vehicle when passing through the pedestrian crossing. Vehicles may be traveling in either direction.
3. Minimum required gap – The calculated time that is required for a school aged child (K-5) to cross the street at the location of the proposed crosswalk, walking at a speed of approximately 3.5 feet per second. The width of street is determined by measuring the distance from edge of pavement to edge of pavement and adding four feet.
4. Vehicles per lane per hour – The total number of vehicles passing through the survey point, expanded to the number of vehicles which would drive through the area in a one-hour period. If arriving at the same rate, then divide it by the total number of usable driving lanes.
5. Pedestrians per hour – The number of pedestrians crossing the street during the survey period, expanded to the number of pedestrians who could cross the street during a one-hour period.
6. Crossing period – One of the four predominant times during the school day that children are present at a pedestrian crossing: (1) walk to school in the morning before school begins; (2) walk from school at lunch time; (3) walk to school after lunch; and (4) walk from school after the school day ends.

C. Warrants

1. The subject crossing shall be on the school route plan, submitted by the affected school as approved by the affected School District and the Traffic Unit.
2. The minimum number of students that must regularly cross at the crossing point at least once each school day depending on the traffic volume during the predominant time that children are present as follows:

MINIMUM NUMBER OF STUDENTS

	over 100 vph	85 to 100 vph	75 to 85 vph	below 75 vph
K through 5	25	30	35	not warranted
Middle School	30	40	50	not warranted

The minimum values may be decreased by 10% for each of five mph increment that the normally posted speed limit exceeds 25 mph.

Where less than 15 K through 5 students cross, but all other warrants raise safety concerns, affected School Districts will consider busing as an alternative.

3. There is no more than one minimum length gap per minute on an average basis for a 15 minute period during the predominant time that children are present at the pedestrian crossing.

4. Neither a stop sign nor a traffic control signal shall be located within 1000 feet of the pedestrian crossing.
5. An adult crossing guard may be warranted when a complex or confusing intersection exists, or when site distance is restricted, or when turning movements create hazardous or unsafe conditions that cannot be rectified by other traffic control measures.
6. Normally, the crossings adjacent to the school property are serviced by school safety patrols. An adult crossing guard may be warranted to supplement the school safety patrol at a location adjacent to a school where (a) high volumes of vehicular traffic conflict with a high volume of crossing students; (b) the affected School District requests a crossing guard; and (c) the affected School District commits to paying the costs for the crossing guard.

SUBJECT:

SIDEWALK POLICY

CATEGORY: **SIDEWALKS**

POLICY NUMBER: **1977-1**

DATE: **01/17/77**

STATEMENT OF THE POLICY:

It is hereby directed to be the policy of the Village of Arlington Heights, in the interest of safety and for the separation of the pedestrian from motor vehicle traffic, to cause the installation from time to time, by special assessment or other lawful means of sidewalks upon certain streets within the corporate limits, in accordance with the standards and conditions hereinafter set forth.

- 1) **Thoroughfares.** Sidewalks shall be installed on both sides of the following major streets and highways, except as noted below in this section, irrespective of the zoning:

Arlington Heights Road
Wilke Road
New Wilke Road
Windsor Road (north of
Thomas)
Rand Road
Northwest Highway (north
side only)
Golf Road
Algonquin Road
Dryden Avenue
Kennicott Avenue

Oakton Street
Euclid Avenue
Arthur Street (west
side only)
Buffalo Grove Road
Kirchoff Road
Central Road
Dundee Road
Hintz Road
Palatine Road
Thomas Avenue

The above list will be revised as necessary and approved by the Board of Trustees.

- 2) **Zoning - other than Residential and Manufacturing.** Sidewalks shall be installed abutting all property in every zoning district except R-1, R-2 and R-3.
- 3) **Multiple Residential.** Sidewalks shall be installed abutting residentially zoned property developed other than single- family.
- 4) **New Residential Subdivisions.** Sidewalks shall be installed through all new single-family residential subdivisions. Resubdivisions shall be considered the same as new subdivisions under this policy.
- 5) **Existing Single-Family Residential.**

- (a) At the request of property owners. As to streets other than those covered by paragraph 1), **Thoroughfares**, upon written request to the Village by the owners of more than 50% of the lineal frontage or sideage of any block between two improved streets, sidewalks shall be installed on that side of the block. If single family homes exist on both sides of the street, the percentage and installation shall apply to both sides as a whole.
- (b) Areas without sidewalks. As to streets other than those covered by paragraph 1), **Thoroughfares**, in the neighborhoods where houses exist on two-thirds or more of the buildable lots and where no sidewalks existing except along thoroughfares or the periphery, sidewalks shall not be permitted except as specified in the following subparagraph (c).
- (c) Streets leading to school or parks. Upon written request of the Village Board of Trustees or upon written request to the Village by the Board of any School District or the Board of Park Commissioners of the Arlington Heights Park District, sidewalks shall be considered for installation on such blocks of streets leading directly to a school or park as the related School, Village or Park Board shall have determined constitute a safety hazard to children traveling to or from the affected school, park or other public facility. Such safety determination shall be based upon professional reviews and surveys performed by disinterested, qualified personnel. The above shall be effected only where in the judgment of and by direction of the Board of Trustees, sidewalks are deemed necessary.
- (d) Public Benefit.
 - (1) On double frontage lots (those having a street at the front and rear yards), presently developed and used as single-family residential, the Village shall bear the full cost of sidewalks installed in the parkway of the rear street.
 - (2) For sidewalks installed under paragraph 5), **Existing Single-Family Residential**, on sideage streets, presently developed and used as single-family residential, the Village shall bear 50% of the cost provided the sidewalks are installed by voluntary participation in the Village's sidewalk program.
 - (3) For sidewalks installed under paragraph 1), **Thoroughfares**, if installed by voluntary participation in the Village's sidewalk program, the Village shall bear 50% of the cost of installation abutting property already developed and used as single-family residential, provided that the owner of such property dedicates any needed right-of-way.
 - (4) For sidewalks installed under paragraph 5)(c), **Existing Single-Family Residential-Streets Leading to Schools or Parks**, the Village shall bear 50% of the cost of installation abutting front yards of property already developed and used as single-family residential, provided the installation is by

voluntary participation in the Village's sidewalk program, and any needed right-of-way is dedicated.

- (5) For sidewalks installed along the side lot line of a corner lot and facing on a designated thoroughfare, pursuant to paragraph 1) **Thoroughfares**, the Village shall bear the full cost of installation abutting property already developed and used as single-family residential, provided that the owner of such property dedicates any needed right-of-way.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
02/12/90	Legal Committee	Recommended amendment.
05/07/90	Board of Trustees	Policy amended and retained.
04/15/92	Legal Committee	Policy reviewed, public sector benefit section modified. Policy approved as modified.
04/27/92	Legal Committee	
05/04/92	Board of Trustees	
07/09/01	Committee-of-the-Whole	Policy retained.
07/16/01	Board of Trustees	
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.
10/10/16	Committee-of-the-Whole	Recommend retention.
10/17/16	Board of Trustees	Policy retained.

SUBJECT:

**ADOPTION OF SINGLE-FAMILY
HOUSING REHABILITATION
PROGRAM FOR LOW AND
MODERATE INCOME
FAMILIES.**

CATEGORY: SOCIAL SERVICES

POLICY NUMBER: 1982-6

DATE: 02/11/82

STATEMENT OF THE POLICY:

The Housing Rehabilitation Program is established in accordance with the provisions of the Housing and Community Development Act of 1977, wherein funds made available to the Village of Arlington Heights are used to assist low and moderate income families in maintaining their property.

The purpose of this program shall be to offer technical and financial assistance to eligible homeowners to assure that their property may be brought up to minimum standards as required by the Municipal Code of the Village of Arlington Heights.

Special attention shall be paid to mechanical, electrical, structural and plumbing violations, whether cited or uncited by the Village and to energy conservation measures. Although each planned correction shall be documented as a violation of a part of the Village Code, this documentation shall be part of the Housing Rehabilitation Program file only.

DATE REVIEWED	BY	ACTION
10/08/81	Board of Trustees	Policy revised and retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	
02/12/90 05/07/90	Legal Committee Board of Trustees	Recommended amendment. Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**INSTALLATION OF STOP
SIGNS**

CATEGORY STOP SIGNS

POLICY NUMBER 1976-4

DATE: 06/21/76

STATEMENT OF THE POLICY:

The Village will only install stop signs when an engineering study of an intersection indicates a high enough volume of traffic and/or high enough accident record to justify a stop sign for purposes of establishing right-of-way between motor vehicles, in accordance with established warrants.

In addition, stop sign installations may be considered in two additional situations, and only after an engineering review has determined that the installation of a stop sign would not adversely impact traffic operations at the intersection and less restrictive traffic control measures are determined to be ineffective:

- 1) Intersections near schools and parks where increased protection for pedestrian traffic may be needed; or
- 2) On residential streets being heavily used by through traffic as an alternative to arterial streets where they more properly belong.

If, after review, Village Staff supports the request, the appropriate ordinance will be scheduled for adoption by the Village Board.

If, after review, Village Staff determines that the request does not meet any of the above criteria nor are there any special circumstances warranting a stop sign, the petitioner will be notified that that request is being denied by Staff.

If the petitioner wishes to appeal the denial of the request, the request will be sent to the Village Manager. If, after review by the Village Manager, the petitioner wishes to appeal that decision, the request will be sent to the next available Committee-of-the-Whole meeting. The Committee-of-the-Whole will recommend either approval or denial of the request and that recommendation will be sent to the Village Board at its next available formal meeting. If the request is approved by the Village Board, the appropriate ordinance will be scheduled for adoption at the next formal meeting of the Village Board.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84	Legal Committee	
05/07/84	Board of Trustees	Policy retained.
12/11/89	Legal Committee	Recommended amendment.
05/07/90	Board of Trustees	Policy amended and retained.
07/09/01	Committee-of-the-Whole	
07/16/01	Board of Trustees	Policy amended and retained.
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.
10/10/16	Committee-of-the-Whole	Recommend retention.
10/17/16	Board of Trustees	Policy retained

SUBJECT:

SCHOOL SPEED ZONES

CATEGORY: STREETS

POLICY NUMBER: 1991-1

DATE: 12/02/91

STATEMENT OF THE POLICY:

The Village will install 20 m.p.h. speed limit signage only along the portions of Village streets that are adjacent to school buildings and grounds or at designated school cross walks.

School speed limit signage along or across State, County or other roadway jurisdictions will remain the responsibility of those agencies.

DATE REVIEWED	BY	ACTION
11/21/91	Public Health & Safety Committee	Recommend adoption of policy.
12/02/91	Board of Trustees	Policy adopted.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

RURAL STREETS

CATEGORY **STREETS**

POLICY NUMBER **1996-2**

DATE: **09/16/96**

STATEMENT OF THE POLICY:

- 1. The established Village standards for streets shall not apply to streets in already developed residential areas that do not currently meet these standards, referred to as rural streets.**

All existing streets that do not currently have curb and gutter, storm sewer and suitable pavement thickness will not be required to upgrade to the Village standard for these characteristics except the following non-residential streets: Douglas Avenue from Miner Street to Northwest Highway; Davis Street from Arthur Avenue to Prindle underpass; Golf Terrace from Arlington Heights Road to Tonne Road; and Noyes Street, from Arlington Heights Road to 200' west of Belmont.

- 2. The level of maintenance by the Village on rural streets shall be consistent with the level of maintenance provided by the Village on streets that meet full Village standards.**

- a) Similar criteria that is used in determining when standard streets will be resurfaced will also be used to make resurfacing decisions for rural streets.
- b) All other street maintenance programs will be the same on rural and standard streets.

- 3. Additional improvement to these rural streets in a particular area shall be required only if it is determined to be necessary to protect the health, safety, and welfare (e.g., to ensure proper drainage; to prevent flooding; or to provide for safe traffic flow).**

Additional improvements beyond street resurfacing such as curb and gutter installation, ditch and culvert reconstruction, storm sewer installation, drainage improvements, etc., will be required only if the Board of Trustees deems it necessary to protect the health, safety, and welfare of the public. Such conditions may be brought to the Village Board's attention by the staff or by residents.

- 4. The specific improvements required shall address the health, safety and welfare concerns of the particular area in a cost-effective manner, while preserving the character of the area,**

taking into consideration the past history and future trends of development of the area and the preferences of the residents.

- a) There are no minimum standards for the implementation of these additional improvements.
 - b) Once the need for improvement(s) is established in accord with Item 3, the type of improvement(s) selected by the Board of Trustees shall:
 - 1) Solve the particular health, safety, and welfare problem;
 - 2) Address the problem in a cost-effective manner;
 - 3) Preserve the character of the neighborhood;
 - 4) Be mindful of the preferences of the residents of the neighborhood.
 - c) Each neighborhood that has a need for improvement will be evaluated independently and no specific improvement criteria will be applied on a Village-wide basis.
- 5. As a policy guideline, the Village's participation in the costs of such additional improvements shall be at least 55% with a cap on the homeowner's cost of \$4,500. Said cap will be increased from 1996 based on the Consumer Price Index.**
- a) The improvements will be installed through Special Assessment procedures.
 - b) The maximum tax or assessment to be established for an improvement will be increased each year after 1997 at the rate of the increase in the Consumer Price Index.

IMPLEMENTATION OF BOARD POLICY STATEMENT REGARDING RURAL STREETS

- 1) Include all rural streets that are not scheduled for utility installation and have not been resurfaced recently in the annual street resurfacing program. This resurfacing will not include any ditch re-establishment.
- 2) Engineering Department receives and evaluates any requests for further improvements to the rural streets such as curb and gutter installation, ditch and culvert reconstruction, storm sewer installation, drainage improvements, etc.
- 3) Engineering Department meets with involved residents to discuss alternatives and develop a recommendation for the Village Board that is consistent with the Board Policy Statement Regarding Rural Streets.
- 4) Village Board evaluates recommendation and directs staff to proceed with the project or to take no action.
- 5) Engineering Department proceeds with public hearing, project design, and construction as authorized by the Village Board.

DATE REVIEWED	BY	ACTION
09/16/96	Board of Trustees	Policy approved.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained

SUBJECT:

COMPLETE STREETS

CATEGORY STREETS

POLICY NUMBER 2013-1

DATE: 5/06/13

STATEMENT OF THE POLICY:

Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, through a series of small improvements or maintenance activities. Decisions regarding the public right-of-way shall promote use by pedestrians, bicyclists, public transit and motor vehicles, in a safe and effective manner taking into account the surrounding community context and land uses. The Village shall strive to create a comprehensive, integrated and connected network of transportation options for all modes of conveyance, designed and operated to enable appropriate and safe access for all users.

IMPLEMENTATION OF THE POLICY:

1. Staff shall fully incorporate Complete Streets into budgeting processes, work plans and staffing projections and consider Complete Streets as one of the priorities in roadway planning and funding decisions.
2. To the extent that relevant roadways are under the jurisdiction of an agency other than the Village, Staff shall provide such Complete Streets technical assistance as is accepted by the other agency.
3. The Village shall cooperate with neighboring jurisdictions to encourage street connectivity with a specific emphasis on regional corridors.
4. Staff shall prioritize the safe movement of pedestrians, bicycle and public transportation traffic in decisions regarding the use of limited public right-of-way, with consideration given to roadway context and land use.
5. Staff shall define standards to measure the progress of implementation of this Policy. Such standards shall include, but not be limited to, improvements in safety for all roadway users; increased capacity for all modes of transportation; miles of new and repaired bicycle facilities; blocks of new and repaired sidewalks; number of new and repaired marked street crossings; amount of new and repaired signage; number of new and repaired curb ramps. Such measures shall be incorporated into relevant plans, manual, policies, processes and programs. Such plans, manual, rules, processes, processes and programs shall be reviewed no less than every two years. Staff shall report to the Bicycle and Pedestrian Commission at least annually on progress made in implementing this Policy.

6. Staff will review and revise as necessary plans, manuals, policies, processes and programs to encourage the implementation of Complete Streets on roadways not under the jurisdiction of the Village, but subject to financing, regulation of or otherwise involving an action by the Village. Such projects shall include, but not be limited to, privately built roadways and projects on non-village roadways funded in part or entirely by Village funds.
7. Staff shall apply this Policy in all instances when feasible. It is understood that there may be circumstances in which it may not be practical or feasible to apply the Policy. Such circumstances include the following:
 - a. The scope of the relevant project is limited to maintenance activities intended to keep the roadway in serviceable condition.
 - b. There is sufficient documentation that there is no feasible way to accommodate improvements for non-vehicular traffic within a project's scope.
 - c. There is no documented current or anticipated need for accommodation of non-motorized roadway users or the road is not a current or planned transit route.

DATE REVIEWED	BY	ACTION
04/22/2013 05/06/2013	Committee-of-the-Whole Board of Trustees	Recommended adoption. Policy adopted.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

PARKWAY TREE ROOTS

CATEGORY TREES

POLICY NUMBER 1999-1

DATE: 12/20/99

STATEMENT OF THE POLICY:

If a parkway tree has roots which have caused damage to an adjacent driveway, the Village will not replace or repair the driveway; however, the property owner may request that the Village shave the roots at the time the property owner is having the driveway replaced.

DATE REVIEWED	BY	ACTION
12/13/99	Committee-of-the-Whole	Recommend approval to Board of Trustees
01/03/00	Board of Trustees	Policy approved.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
10/10/16 10/17/16	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.