

A G E N D A

SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK, COMMITTEE OF THE WHOLE, TO BE HELD ON MONDAY, SEPTEMBER 25, 2023, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. ITEMS FOR DISCUSSION:
  - a. COMMITTEE OF THE WHOLE ORDINANCE
  - b. PARK FACILITIES PRICING POLICY
  - c. SENIOR SERVICES EXPANSION
  - d. STREET SIGN REQUEST AT THE INTERSECTION OF SNUG HARBOR DRIVE AND 67<sup>TH</sup> STREET.
  - e. DISCUSSION FOR AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 8 CHAPTER 8 SECTION 8-8-15 - PARKING RESTRICTIONS
6. ADJOURNMENT



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**COMMITTEE OF THE WHOLE**

<b>AGENDA ITEM NO:</b> 5.a. <b>SUBJECT:</b> DISCUSSION - COMMITTEE OF THE WHOLE ORDINANCE	<b>DATE:</b> September 25, 2023
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**STAFF REPORT**

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Sean Halloran, Village Administrator  
**THROUGH:** Sean Halloran, Village Administrator

**PURPOSE AND ACTION REQUESTED**

Staff is asking for a discussion with the Board regarding an update to the Village code referencing Committee of the Whole meetings.

**BACKGROUND/SUMMARY**

In July 2021, the Village Board began having Committee of the Whole meetings for several important topics that were not covered under the Committee structure (i.e., Finance, Law and Ordinances, Public Safety, Municipal Services). The purpose and intent of these meetings was to make sure the entire Board of Trustees heard the information at the same time and staff was able to answer all questions at once. Since that time, staff has continued to operate under a Committee of the Whole structure but the process has never adopted it into the code.

As of right now, the Village Board has been able to operate under a Special Meeting section within the code. In the past two years, staff believes the Committee of the Whole structure has been successful and is recommending adding language into the code that creates a structure for the meetings. If approved, the Board would see no change in meeting schedules.

Below is the recommended language to be added to the code:

(A) Committee of the Whole Meetings.

1. Time of Meeting: The Committee of the Whole meeting shall be held at a time and place approved in the annual Board meeting schedule, or as otherwise requested, in writing, by three (3) Trustees or the Mayor and Village Administrator.
2. Conduct of the Committee of the Whole. The purpose of the Committee of the Whole is to allow an opportunity to engage in more informal discussions regarding contemplated legislation, implementation or modification of Village policies, programs, or other Village initiatives. The rules of parliamentary practice for standing committees comprised in the latest published edition of "Robert's Rules of Order Revised" shall govern the Committee of



the Whole in all cases to which are applicable, and in which they are not inconsistent with any special rules of the Committee of the Whole, or the statutes or laws of the State of Illinois.

3. Agenda: Order of the Agenda:

- (a) Agenda Items: Public comment shall be permitted on agenda items. Comments are limited to three (3) minutes per speaker unless the Mayor grants leave for additional time.
- (b) The following agenda items may be brought before the Committee of the Whole: (1) development or intergovernmental agreements; (2) contemplated legislation; (3) amending the Village Code; (4) the implementation or modification of policies and programs; (5) budget amendments; and (6) an Agenda Initiative requested by Board member(s) and/or matter(s) coming before the Mayor and Board of Trustees from an advisory board, such as, but not limited to, Willowbrook Plan Commission, the Village Administrator, or Mayor. All such items may be presented to the Committee of the Whole prior to being considered by the Village Board for final action at a regular meeting of the Board of Trustees.
- (c) Request for a future Committee of the Whole agenda items from Trustees: An item will be placed on the next Committee of the Whole if three Trustees concur with the request.

**FINANCIAL IMPACT**

There is no financial consideration as part of this presentation.

**RECOMMENDED ACTION:**

Staff is asking the Board to provide feedback for the Committee of the Whole code update language.



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**COMMITTEE OF THE WHOLE**

<b>AGENDA ITEM NO:</b> 5.b.. <b>SUBJECT:</b> Park facilities pricing policy	<b>DATE:</b> September 25, 2023
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**STAFF REPORT**

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Dustin Kleefisch, Director of Parks and Recreation  
**THROUGH:** Sean Halloran, Village Administrator

**PURPOSE AND ACTION REQUESTED**

Discussion of the rental rates and pricing schedule for picnic pavilion and athletic field rentals at Borse Memorial Community Park and Willow Pond.

**BACKGROUND/SUMMARY**

Staff has been reviewing the policy and pricing for our park and athletic field rentals after observing its operation for the past two summers. After a review and analysis of the procedure, there are some opportunities and efficiencies that the Village is lacking right now in rental policy and rates.

Currently, the Village requires a park permit for any party in excess of 25 people or for any organized athletic group or team activity. The present policy allows for a group of up to 200 to rent a pavilion, while groups over 200 people require special approval from the Village Board. In addition, the Village classifies potential “licensees” as resident or non-resident. Resident status is defined in the following manner:

- 1) Individuals living within the corporate limits of the Village of Willowbrook
- 2) Government agencies that generally serve Village of Willowbrook residents
- 3) Commercial businesses and industries with offices or facilities within the corporate limits of the Village of Willowbrook
- 4) Non-profit organizations, clubs, and churches whose membership comprises at least 50% of Willowbrook residents. Such groups may be required to submit a list of members to demonstrate to the Village that at least 50% of its members are Willowbrook residents.

A non-resident is anyone who does not meet the above criteria.



Presently the Village makes rental permits available from May 1 to October 15 for pavilions. The typical pavilion rental is for five (5) hours and can be reserved at any time. A security deposit payment is taken and if the facility is returned in good condition a refund is processed.

Below is the current fee structure for pavilion rentals.

Persons in Group	Security Deposit	Resident Rate	Non-Resident Rate
Up to 25	\$100 – Waived for School & Scout groups serving Willowbrook	\$100 – Waived for School & Scout groups serving Willowbrook	\$200 – Waived for School & Scout groups serving Willowbrook
26-50	\$200 – Waived for School & Scout groups serving Willowbrook	\$150 - \$75 for School & Scout groups serving Willowbrook	\$300 - \$135 for School & Scout groups serving Willowbrook
51-100	\$300 – Waived for School & Scout groups serving Willowbrook	\$175 - \$95 for School & Scout groups serving Willowbrook	\$350 - \$175 for School & Scout groups serving Willowbrook
101-200	\$400 – Waived for School & Scout groups serving Willowbrook	\$250 - \$115 for School & Scout groups serving Willowbrook	\$500 - \$215 for School & Scout groups serving Willowbrook
200	Permission for groups of 200 or more requires pre-approval by the Village Board. Costs are based on the size of the group. Please allow six (6) weeks from date of request for approval.		

Based on the resident rate, an individual could rent a pavilion for between \$20 to \$50 an hour and a non-resident rate would be between \$40 to \$100 an hour. For the park rentals, it is appropriate for the Village to maintain the convention of using a block of time for the rental period, rather than hourly rates.

There are two suggestions to help improve efficiency in the operation. The first would be to eliminate the security deposit. In its place, Village staff would hold a credit card number on the application and charge the card if the facility is not left in its previous condition. The charge would be a \$250 flat fee. Staff spends a significant amount of time processing refunds for park permits which will be eliminated with this procedural change. The second change will be to create two (2) four-hour rental windows to potentially rent to the public. This structure would create a timeline for Public Works staff as well as provide an opportunity to have two rentals in a day. The proposed times would be 10 am to 2 pm and 3 pm to 7 pm. Staff could prepare for multiple rentals and know when to come in and clean if there is a second rental.



For athletic rentals, the Village’s current structure is outdated and does not provide much revenue potential for the Village. The last time fees were updated was in 2012. All athletic rentals are based on a four (4) hour rental time presently. Willowbrook is one of the only communities in the area that operates under this type of structure. Below is the existing code:

<b>Basic Usage Fees- updated 2012 (Fees apply for each field or court per date)</b>	
Athletic fields	
<i>Borse Memorial Community Park:</i>	
Softball field (per field)	\$40 Resident \$80 Non-Resident
Football/soccer field	\$35 Resident \$70 Non-Resident
<i>All other parks</i>	\$35 Resident \$70 Non-Resident
Basketball or volleyball court	\$20 Resident \$40 Non-Resident
Tennis court (per court)	\$15 Resident \$20 Non-Resident
Other athletic facilities	Determined at the time of application

Athletic field rental rates in surrounding communities

<b>Park District</b>	<b>Lights fee All fees are in hours</b>	<b>Baseball/Softball</b>	<b>Soccer</b>
<b>Burr Ridge</b>	\$55 Resident per hour \$80 Non-Resident per hour	\$35 Resident \$65 Non-Resident	\$40 Resident \$100 Non-Resident
<b>Westmont</b>	\$25/hour	\$40 Resident \$50 Non-Resident	\$25 Resident \$35 Non-Resident
<b>Downers Grove</b>	\$45/hour	\$38 Resident \$48 Non-Resident	\$43 Resident \$53 Non-Resident
<b>Woodridge</b>	\$25/hour	\$30 Resident \$40 Non-Resident	\$30 Resident \$40 Non-Resident

After evaluating existing operations, and investigating surrounding communities’ policies and prices, it is recommended that the Village move to an hourly athletic field rental rate. Light fees can be \$25 an hour, which is tied for the lowest to other surrounding communities. However, for softball rentals, instead of resident or non-resident, it would be a “practice” or “game” rental rate. With athletics, teams are either looking for practice or game field availability. For the softball fields, the “Practice” rental rate would be \$35 an hour, with just a basic drag, minimal preparation, of the field for practice. “Game” rental rate would be \$60 an hour as the field would be lined and ready for play. Soccer field rentals would be \$35 an hour for residents and \$70 an hour for non-residents. Soccer fields are different than softball because of the preparation of the field.



By making these adjustments to the Village's rental procedures, prices, and policies, it would potentially absorb the costs for the Village in terms of maintaining the parks for these types of activities. In addition, it would streamline the Village's policies with many of the surrounding communities. It's also important that as the Village continues to invest in the Parks, staff is prepared before any new pavilions are constructed.

**FINANCIAL IMPACT**

None at this time

**RECOMMENDED ACTION:**

Staff is recommending updating policies, procedures, and rental prices for both the park pavilions and athletic fields.



## 2023 Park Pavilion and Athletic Field Facility Usage Policy and Fee Schedule

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Willowbrook park facilities are available to the public each day of the year. However, by issuance of a permit, the group is only guaranteed exclusive use of the area reserved per the terms of the permit. Small groups using a park and not needing any special accommodations generally do not need a permit to hold their gathering. Use of park facilities is subject to observance of all Village ordinances and state laws whether or not a permit has been issued.

Applications for permits will be accepted after January 1 of each year for Willowbrook residents and after March 1 of each year for non-residents. Community organizations that generally serve over 100 Willowbrook residents may apply for a permit up to one year in advance of the desired date. Village residents may apply for a picnic permit under Resident status for their business or organization that is outside the Village of Willowbrook. Village of Willowbrook Park & Recreation activities will have priority of use of all facilities.

### **When you must apply for a permit:**

Under certain conditions, groups will be required to obtain a permit. These conditions include, but are not limited to, the following:

- Groups in excess of 25 or more persons
- Organized athletic groups/teams or groups requesting an athletic facility (e.g. ball field, soccer/football field, basketball court, tennis court, etc.)

### **Definitions:**

- “Permit”: Written permission to reserve a park or portion thereof for the exclusive use of a group. Permit applications are available for any groups of up to 200 persons. Groups of over 200 persons can only be approved by the Village Board. Such request must be made in writing no less than six weeks before the event.
- “Licensee”: The person to whom the permit was issued.
- “Resident”:
  1. Individuals who reside within the corporate limits of the Village of Willowbrook.
  2. Government agencies that generally serve Village of Willowbrook residents.
  3. Commercial businesses and industries with offices or facilities within the corporate limits of the Village.
  4. Non-profit organizations, clubs, and churches whose membership include at least 50% Village of Willowbrook residents. Such groups may be required to submit a list of membership to demonstrate to the Village that at least 50% of its members are Willowbrook residents.
- “Non-Resident”: Those who do not meet the above definition as “Resident.”



## Conditions for All Permits

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1. Unless otherwise noted above, all requests must be made at least 2 weeks prior to the desired date(s). All fees and security deposits must be paid in full at the time of the application. No requests made less than two weeks before the date will not be accepted.
2. Park hours are dawn to dusk. All rentals and uses **MUST** be held within these hours.
3. Fees include trash removal. Security Deposit includes a deposit for the Community Park & Willow Pond restrooms. The Village reserves the right to deduct a reasonable portion of the security deposit to cover the cost of removal of for any excessive garbage left outside the garbage cans.
4. Rentals for pavilions are based on a five (5) hour rental time. Fees for athletic facilities are based on a four (4) hour rental time period. Additional time can be rented. Rental of the pavilions does not include exclusive use of the park playground. Playgrounds are open to the public. At Willow Pond, rental does not include exclusive use of the splash pad. The splash pad is open to the public.
5. A date can be reserved without payment for up to one week. After that time, the Village reserves the right to make the date available to other persons or groups.
6. Permits will only be issued only to persons aged 21 years or over. No permit shall be issued for an event for minors unless it will be supervised by a person aged 21 or over.
7. The Village reserves the right to make adjustments to the assignment of park facilities and athletic fields irrespective of the permit issued by providing adequate notice to the group.
8. **Alcohol is prohibited in all Village Parks- Evidence of alcohol/drinking will result in forfeiture of deposit, (Village Ord. # 4-4-2(H) and issuance of a citation.**
9. No domestic animals of any type, whether leashed or unleashed are allowed in Village parks, except to accommodate domestic animals as seeing-eye dogs or other aides. Posting of advertisements or the sale of any products or services without Village Board approval is prohibited. Other restrictions are listed in Village ordinances that are related to the use of parks. A copy of these ordinances will be made available to groups when the permit is issued.
10. The licensee shall be responsible to see that the facilities are left in the same condition in which the facility was prior to the event. Failure to comply may result in loss of the security deposit and, if applicable, additional charges.
11. The Village is not responsible for injuries to persons or lost mislaid or stolen property.
12. Restrooms are available at Community Park & Willow Pond during normal park hours of operation, beginning at the end of May. A portable restroom will be available at Community Park from May 1 through May 31st. No restrooms are available at other parks.
13. Rental does not include access to the Community Park concession stand.
14. **Vehicular access into any park is strictly prohibited** other than Village vehicles and emergency vehicles. Violators will be ticketed. **(Village Ord. 4-4-2(D))**
15. The licensee(s) agrees to all policies contained and related Village ordinances as condition for receiving the permit.
16. Any material misrepresentation by the applicant in the information submitted in the application will result in forfeiture of the security deposit.
17. For activities at any Village facility/park, the Village reserves the right to schedule additional staffing and assess appropriate additional charges should the scope of the usage, in the opinion of the Village Recreation staff require such measures.

\_\_\_\_\_ I have read and understand the Conditions for all Permits (please initial)

## **Special Conditions for Picnic/Event Permits**

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1. Rentals for Willow Pond are restricted to groups of fewer than 50 persons. Permit does not include exclusive use of the Splash Pad or Playground.
2. Groups shall have exclusive use of only the facilities that are listed on the permit.
3. If it is determined by Village staff that an applicant had more people than what was stated on permit, additional fees may be deducted from the applicant's security deposit.
4. Note that use of any electrical appliances is limited to the 15 AMP service at the pavilions.
5. The group is responsible to see that trash is bagged neatly and left for staff to remove it.
6. Cancellation notice must be received at least one working day before the event, or a \$15.00 cancellation fee will be deducted from the security deposit.
7. Rainout policy - If a group's event is rained out, a full refund (minus a \$4.00 check processing charge) will be issued upon request if the group does not request a new date.
8. The Village reserves the right to cancel, for cause, the activity with at least a two-week notice.
9. With the approval of the Village Administrator, the Parks & Recreation Manager may waive permit fees in whole or in part for those entities that provide pro bono services or waive similar fees to the Village.

\_\_\_\_\_ I have read and understand the Special Conditions for all Picnic/Event Permits (please initial).

## Special Conditions for Athletic Facilities Permits

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1. The Parks & Recreation Manager will assign Athletic Facilities Permits based on the following:
  - Past record by the organization in the care of Village facilities in accordance with Village ordinances, policies, and procedures.
  - The number of Willowbrook residents served by the organization in the previous year.
  - The organization's submission of a certificate of insurance with appropriate coverage and a Hold Harmless Agreement naming the Village, its Officers, Employees, volunteers, and Agents as Additional Insureds.
2. Permits are not issued, nor can athletic facilities be used for conducting private lessons or instruction for profit without the expressed written authorization of the Parks & Recreation Coordinator.
3. Fees for athletic facilities are based on a four (4) hour rental time period. Additional hours can be rented at the rate of \$10.00 per two-hour hour time period per field/court.
4. The Parks and Recreation Manager can revoke the Athletic Facilities permit at any time for a group's violation of the terms of the permit, Village policies or Village ordinance.

I have read, understand, and agree to be bound by the Park Pavilion, Athletic Facility Policy, Fee Schedule and all conditions and Special Conditions.

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Printed Name

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Signature

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Date

## 2023 Permit Fees and Services Schedules

Revised 2/14/2022

Effective 3/15/2022

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### Picnics and Events - Borse Community Park or Willow Pond

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Persons in Group	Security Deposit	Resident Rate	Non-Resident Rate
<b>Up to 25*</b>	<b>\$100</b> - Waived for School & Scout groups serving Willowbrook	<b>\$100</b> - Waived for School & Scout groups serving Willowbrook	<b>\$200</b> - Waived for School & Scout groups serving Willowbrook
<b>25-50*</b>	<b>\$200</b> - Waived for School & Scout groups serving Willowbrook	<b>\$150</b> - \$75 for School & Scout groups serving Willowbrook	<b>\$300</b> - \$135 for School & Scout groups serving Willowbrook
<b>51-100*</b>	<b>\$300</b> - Waived for School & Scout groups serving Willowbrook	<b>\$175</b> - \$95 for School & Scout groups serving Willowbrook	<b>\$350</b> - \$175 for School & Scout groups serving Willowbrook
<b>101-200*</b>	<b>\$400</b> - Waived for School & Scout groups serving Willowbrook	<b>\$250</b> - \$115 for School & Scout groups serving Willowbrook	<b>\$500</b> – \$215 for School & Scout groups serving Willowbrook
<b>200 +**</b>	Permission for groups of 200 or more requires pre-approval by the Village Board. Costs are based on the size of the group. Please allow six (6) weeks from date of request for approval.		

**Notes:**

1. Rentals are based on a five (5) hour rental time.
2. Fees include trash removal.
3. Additional \$40 fee for bathroom maintenance will be added for groups over 51 people
3. **Security Deposit will be refunded by check within three (3) weeks of rental. Refunds must be approved by the Village Board.**
4. Effective as of July 1, 2021, there is a \$4.50 fee for credit card payments and a \$2.25 fee for debit card payments. This fee goes to the processing company and is not refunded.

\* \$10.00 for each additional two-hour period

\*\* \$20.00 for each additional two-hour time period

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**Picnics and Events - All Other Village Parks**

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<b>Persons in Group</b>	<b>Security Deposit -- All Groups</b>	<b>Resident</b>	<b>Non-Resident</b>
1 – 49 *	\$100	\$50	\$100
50 – 100 *	\$150	\$100	\$200

**Notes:**

1. Rentals are based on a five (5) hour rental time period.
- \* \$10.00 for each additional two-hour time period.

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**Athletic Facilities Fees and Services-**

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**PERMIT FEE (Non-refundable, to be paid for issuance of each permit) \$15 Resident \$20 Non-Resident**  
**Security Deposit- Refundable \$100.00**

<b>Basic Usage Fees-</b> updated 2012 (Fees apply for each field or court per date)	
Athletic fields	
<i>Borse Community Park:</i>	
Softball field (per field)	<b>\$40 Resident \$80 Non-Resident</b>
Football / soccer field	<b>\$35 Resident \$70 Non-Resident</b>
<i>All other parks</i>	<b>\$35 Resident \$70 Non-Resident</b>
Basketball or volleyball court	<b>\$20 Resident \$40 Non-Resident</b>
Tennis court (per court)	<b>\$15 Resident \$20 Non-Resident</b>
Other athletic facilities	Determined at time of application

**Notes:**

1. The above rentals are based on a four (4) hour rental time period.
2. Additional time for each field or court can be rented at \$10.00 per two (2) hour block.
3. Security Deposit will be refunded by check within three (3) weeks of rental. The Village Board must approve refunds.
4. Effective July 1, 2021, there is a \$4.50 fee for credit card payments and a \$2.25 fee for debit card payments, this fee is not refunded.

<b>Borse Community Park Optional Services</b>	
Grading softball field	\$ 40.00 per field per date
Lining softball field	
Infield lining with non-caustic chalk	Material: \$ 15 per field/date Labor: \$40 per field /date
Outfield foul lines with spray paint	Material: \$ 20 per field/date Labor: \$40 per field /date
Lining football field or soccer field	
Initial lining	Material: \$225 per field Labor: \$300 per field
Re-lining	Material: \$125 per field Labor: \$200 per field
<b>Other services</b>	Fees determined at time of application.

### **Policy for Refunds of Athletic Field Facilities and Services Fees**

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If an applicant cancels an athletic facility reservation or event, refunds will be issued for 90% of the Permit Fee and Basic Usage Fees and, **if** the work has not been performed (e.g., ball field grading), 100% of the Optional Services Fees. Please note: A request for this refund must be made no later than two weeks after the first date of the reservation as noted on the application.

### **Waiver of Application and Basic Field Permit Fees**

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With the approval of the Village Administrator, the Parks & Recreation Manager may waive the Basic Field Permit Fees in whole or in part for those organizations that provide capital improvements to the Village's Park system.



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**COMMITTEE OF THE WHOLE**

<p><b>AGENDA ITEM NO:</b> 5.c.</p> <p><b>SUBJECT:</b> Senior Services Expansion</p>	<p><b>DATE:</b> September 25, 2023</p>
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**STAFF REPORT**

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Teresa Mrozik, Superintendent of Senior Services  
**THROUGH:** Sean Halloran, Village Administrator

**PURPOSE AND ACTION REQUESTED**

Discussion of the Senior Services Expansion Model and how it will positively impact the Parks and Recreation department.

**BACKGROUND/SUMMARY**

The Village of Willowbrook has been committed to serving the residents of Willowbrook and Burr Ridge Park District (through the IGA) regarding senior activities and services for several years now. With regard to the specifics of the IGA, the Village of Willowbrook has an opportunity to expand its senior services to neighboring jurisdictions. This expansion will result in more participants, more activities, and more people visiting the Village of Willowbrook. However, in order to maximize the potential of the program and reach the most individuals, there are some logistical and operational components that must be addressed.

Currently, between Burr Ridge and Willowbrook, there are 6,578 individuals that are 55 years old and older. After reviewing registrations, the staff’s findings were that there are 375 unique households. Recently, staff analyzed registrations since 2021 and found that the Active Adults program is not drawing enough households in both jurisdictions. Therefore, staff has begun making a concerted effort to directly connect with and provide information to this demographic group within the Village. In order to accomplish this goal, staff will follow additional communication avenues to directly connect with the residents within Willowbrook. In addition, staff has already contacted several local groups including local Homeowners Associations to post information and hold events on their property to reach residents. These efforts and information sharing should help reach a higher percentage of potential participants in the local community.

Opportunities to expand our reach to additional communities have come up and need to be acted upon as time is of the essence. Darien Park District and the Village of Hinsdale currently do not offer any programming for their senior populations. Staff has worked diligently with these two entities to enter into a partnership agreement where the Village of Willowbrook will offer senior services to their



residents at the resident rate in return for marketing and distribution of “the Scoop” and online advertising on their websites. By adding Darien and Hinsdale it will significantly increase the customer base. These additions will help increase participation numbers and reduce the number of cancellations which in turn will increase revenue for the program.

**FINANCIAL IMPACT**

None at this time. As staff begins to work with the other jurisdictions, there will be a better estimate of revenue in the future. At this time, staff isn’t looking for any additional expenditures.

**RECOMMENDED ACTION:**

Staff recommends that the Village moves forward with extending resident rates to Darien and Hinsdale in exchange for increased customer connection to almost 9,000 households.





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**COMMITTEE OF THE WHOLE**

<b>AGENDA ITEM NO:</b> 5.d. <b>SUBJECT:</b> STREET SIGN REQUEST AT THE INTERSECTION OF SNUG HARBOR DRIVE AND 67 <sup>TH</sup> STREET.	<b>DATE:</b> September 25, 2023
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**STAFF REPORT**

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Andrew Passero, Public Works Foreman  
**THROUGH:** Sean Halloran, Village Administrator

**PURPOSE AND ACTION REQUESTED**

Discussion about a street sign request made by a Nantucket subdivision board member.

**BACKGROUND/SUMMARY**

The City of Darien started construction on the 67<sup>th</sup> St. and Clarendon Hills Rd. traffic signal project in the spring of this year. Staff received an email from the Nantucket Rules and Regulations Chairperson on July 11<sup>th</sup>, 2023, with concerns about potential increased and backed-up traffic which would force motorists to bypass the new traffic signal and use Snug Harbor Drive, which is a private road, as a cut-through route. Staff requested assistance from a traffic engineer, Gewalt Hamilton Associates Inc, to provide a recommended traffic study for this request.

As the Board is aware, in order to justify a specific sign, the Village follows guidance related to the Manual on Uniform Traffic Control Devices. A before and after analysis of traffic volumes is the recommended action. Tube counters shall be placed on 67<sup>th</sup> St. and Snug Harbor Dr., prior to the intersection being finalized. Once the intersection control is activated, and if increased traffic through Snug Harbor Dr. is observed, a second traffic volume analysis should be conducted. If increased cut-through traffic is quantified, then next steps will be discussed.





**FINANCIAL IMPACT**

The proposed estimate for a traffic study is under \$10,000.

**RECOMMENDED ACTION:**

Staff is seeking direction regarding next steps about the placement of a No-Right Turn sign on Snug Harbor Dr.



**REQUESTING THE 1<sup>ST</sup> SIGN, BUT WITH A “NO RIGHT TURN ARROW” AS SHOWN IN THE 2<sup>ND</sup> SIGN.**

**DATE: 7/12/23**

**TO: VIRGINIA STOLTZ, THE VILLAGE OF WILLOWBROOK**

**FROM: NANTUCKET HOMEOWNER’S ASSOCIATION (67<sup>TH</sup>/CLARENDON HILLS RD)**

**SUBJECT: NEW STREET SIGN INSTALLATION REQUEST**

AS A RESULT OF THE UPCOMING STOP LIGHT INSTALLATION AT THE CORNERS OF 67<sup>TH</sup>/CLARENDON HILLS ROAD, THIS NEW STOP LIGHT WILL NO DOUBT CAUSE VEHICLE BACK-UP AT THE STOP LIGHT WITH FOR VEHICLES DRIVING WESTBOUND ON 67<sup>TH</sup> STREET HEADED TOWARD CLARENDON HILLS ROAD. THIS VEHICLE BACK-UP WILL NO DOUBT RESULT IN VEHICLES TURNING RIGHT ONTO SNUG HARBOR DRIVE AND INTO NANTUCKET PRIVATE PROPERTY TO AVOID THE RED LIGHT BY CUTTING THROUGH TO GAIN ACCESS ONTO CLARENDON HILLS ROAD AT THE NORTH PROPERTY EXIT. DRIVING THROUGH NANTUCKET DURING RUSH HOUR TIMES, POSES A SAFETY ISSUE FOR RESIDENTS WHILE WALKING DOGS, RIDING BIKES AND OTHER OUTDOOR ACTIVITIES THROUGH OUT OUR PRIVATELY OWNED STREETS. THIS IS OUR MAIN CONCERN.

WE ARE REQUESTING THE VILLAGE OF WILLOWBROOK INSTALL A “NO RIGHT TURN” SIGN (TO INCLUDE TIMES/DAYS AS SHOWN) BE INSTALLED AT THE NANTUCKET TOWNHOME ENTRANCE LOCATED AT THE NORTH SIDE OF 67<sup>TH</sup> STREET AND SNUG HARBOR DRIVE. THE ABOVE SIGNS ARE EXAMPLES OF THE TYPE OF SIGN NEEDED ON THE NORTH SIDE OF 67<sup>TH</sup> STREET FOR VEHICLES DRIVING EASTBOUND TOWARD CLARENDON HILLS ROAD. THIS SINGLE SIDED SIGN COULD MOST PROBALBY BE ATTACHED DIRECTLY ONTO THE ALREADY EXISTING SNUG HARBOR DRIVE STREET SIGN, WHICH MAY RESULT IN A MORE COST SAVING INSTALLATION.

YOUR CONSIDERATION IS GREATLY APPRECIATED.

SANDY BOSTIC

NANTUCKET RULES & REGULATIONS CHAIRPERSON

[s-bostic@comcast.net](mailto:s-bostic@comcast.net)

August 28<sup>th</sup>, 2023

Mr. Sean Halloran  
Village Administrator  
Village of Willowbrook  
835 Midway Drive  
Willowbrook, Illinois 60527

**GHA** GEWALT HAMILTON  
ASSOCIATES, INC.

CONSULTING ENGINEERS

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

[www.gha-engineers.com](http://www.gha-engineers.com)

Re: 67<sup>th</sup> Street & Clarendon Hills Road Traffic Signal Installation  
Snug Harbor Drive Cut-Through Traffic  
Willowbrook, Illinois

Dear Mr. Halloran:

Gewalt Hamilton Associates, Inc., (GHA) has been approached by John Fitzgerald of Novotny Engineering, on behalf of the Village of Willowbrook, seeking professional input regarding residents' concern over the future traffic signal at the intersection of 67<sup>th</sup> Street and Clarendon Hills Road. GHA has previously completed traffic engineering services for the Village. The concern is that the traffic signal would increase cut-through traffic on Snug Harbor Drive, a residential street that traverses the northeast corner of the 67<sup>th</sup> Street and Clarendon Hills Road intersection.

In briefly looking at the surrounding land use and street network, the nearest signalized intersections are 67<sup>th</sup> Street at IL Route 83, 0.5mi to the east, and Clarendon Hills Road at 63<sup>rd</sup> Street, 0.5mi to the north. Both of those intersections are likely interconnected along IL Route 83 and 63<sup>rd</sup> Street, respectively, therefore this intersection will likely operate as a free intersection. Vehicular delay at this intersection is not anticipated to be significant compared to the increased time it takes to navigate the Snug Harbor Drive bypass. If proof of increased cut-through traffic is desired, we recommend performing a before and after analysis of the traffic volumes. Tube counters, or similar traffic counting measures, can be placed in the Snug Harbor Drive leg of the intersections at 67<sup>th</sup> Street and Clarendon Hills Road. Data should be compared between similar conditions (ie. days of the week, within/outside the school year, etc.) Once this increased cut-through traffic is observed and quantified, next steps can be discussed.

Sincerely,  
Gewalt Hamilton Associates, Inc.



Ross Haseman, P.E., PTOE  
Senior Signal Systems Engineer  
[rhaseman@gha-engineers.com](mailto:rhaseman@gha-engineers.com)

CC: John Fitzgerald – Novotny Engineering  
Andrew Passero – Village of Willowbrook  
Matt Turk – GHA



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**COMMITTEE OF THE WHOLE**

<p><b>AGENDA ITEM NO:</b> 5.e.</p> <p><b>SUBJECT:</b> DISCUSSION FOR AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 8 CHAPTER 8 SECTION 8-8-15 – PARKING RESTRICTIONS</p>	<p><b>DATE:</b> September 25, 2023</p>
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**STAFF REPORT**

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

**FROM:** Lauren Kaspar, Chief of Police  
Andrew Passero, Public Works Foreman

**THROUGH:** Sean Halloran, Village Administrator

**PURPOSE AND ACTION REQUESTED**

Village staff is seeking discussion for an amendment to the Village Code Title 8, Chapter 8, Section 8-8-15 – Parking Restrictions.

**BACKGROUND/SUMMARY**

In August of 2023 staff were notified by Gower School District that the times on the no parking signs posted near the school did not properly align with the school’s arrival and dismissal times. This prompted both Police Department staff and Public Works staff to work in a joint effort to ensure that all the parking restrictions in Title 8, Chapter 8, Section 8-8-15 – Parking Restrictions were up to date. At this time, the only issues discovered pertained to Cherry Tree Lane and Sheridan Drive. The current restrictions are as follows:

**Existing - Cherry Tree Lane**

Between Sheridan Drive and Hawthorne Lane, on school days between the hours of 8:00 A.M. and 9:00 A.M.

**Existing - Sheridan Drive**

Between 75th Street and Clarendon Hills Road, on school days between the hours of 8:00 A.M. and 9:00 A.M.

With the current student hours of 7:45 A.M. to 2:25 P.M., staff feels it would be prudent to update the parking restriction times as follows:

**Proposed - Cherry Tree Lane**

Between Sheridan Drive and Hawthorne Lane, on school days between the hours of **7:00 A.M.** and 9:00 A.M and **2:00 P.M. and 4:00 P.M.**

**Proposed - Sheridan Drive**

Between 75th Street and Clarendon Hills Road, on school days between the hours of **7:00 A.M.** and 9:00 A.M and **2:00 P.M. and 4:00 P.M.**



These proposed amendments would cover both arrival and dismissal as well as leave a buffer to accommodate future changes to arrival and dismissal times.

After weeks of observing arrival and dismissal at Gower West School, Police Department staff believes continuing these parking restrictions with the expanded time frames is necessary for the safety of both motorists and pedestrians in the area. Allowing vehicles to park in these areas causes reduced visibility, blind spots, and an overall risk to public safety.

**FINANCIAL IMPACT**

None.

**RECOMMENDED ACTION:**

Approve the ordinance amendment to be presented at the Village Board meeting immediately following.