

Public participation is invited on each agenda item prior to the Board's deliberation. **When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three (3) minutes.**

## **VILLAGE OF VILLA PARK**

**Village Hall  
20 S. Ardmore Avenue  
Villa Park, IL 60181**

### **Traffic and Safety Commission**

**October 3, 2023**

**8:00 PM**

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**Chairman J. Pienkos**

**Commissioners: Jack Cuthbertson, Edward McMurray, Carl Timmerman, Karen Timmerman, Vicki Flaskamp, and Bob Wagner**

**Please Note:** The commission created herein shall act in an advisory capacity to the corporate authorities in all matters of traffic and safety which are referred to the commission or which are initiated or investigated by the commission on its own motion.

- 1. Call to Order**
- 2. Roll Call**
- 3. Amendments to the Agenda**
- 4. Public Comments on Agenda Items**
- 5. Public Comments on Non-Agenda Items**
- 6. Presentations**
  - a. Report of the Bike, Pedestrian, and Transit Subcommittee
- 7. Approval of Minutes**
  - a. Consider approval of pending minutes from the Traffic and Safety Commission meeting held on July 11, 2023
- 8. Old Business**
  - a. Item No. 893 - Parking restrictions and striping on South Villa Avenue north of Madison Street
  - b. Item No. 894 - Striping and signage for the crosswalk on Jackson Street at Leslie Lane
  - c. Item No. 897 - On-street accessible parking
- 9. New Business**

- a. Appointment of a chairperson of the commission

Appointment of a chairperson of the Traffic and Safety Commission for a new term of two (2) years is needed.

- 10. Commissioner Comments**
- 11. Chairman Comments**
- 12. Village Board Liaison Comments**
- 13. Village Staff Comments**
- 14. Adjournment**

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.



## MEMORANDUM

**TO:** Traffic and Safety Commission  
**FROM:** Kevin Mantels, Civil Engineer  
**DATE:** October 3, 2023  
**SUBJECT:** Report of the Bike, Pedestrian, and Transit Subcommittee

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**RECOMMENDED ACTION:**

**BACKGROUND:**

**DISCUSSION:**



## MEMORANDUM

**TO:** Traffic and Safety Commission

**FROM:** Kevin Mantels, Civil Engineer

**DATE:** October 3, 2023

**SUBJECT:** Consider approval of pending minutes from the Traffic and Safety Commission meeting held on July 11, 2023

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**RECOMMENDED ACTION:**

**BACKGROUND:**

**DISCUSSION:**



## MEMORANDUM

**TO:** Traffic and Safety Commission  
**FROM:** Kevin Mantels, Civil Engineer  
**DATE:** October 3, 2023  
**SUBJECT:** Item No. 893 - Parking restrictions and striping on South Villa Avenue north of Madison Street

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### **RECOMMENDED ACTION:**

Public Works staff recommends pending this item until it has been considered by the Village Board.

### **BACKGROUND:**

The Village of Villa Park Traffic and Safety Commission voted at its meeting on June 6, 2023, to make a recommendation to the Village of Villa Park Village Board for adoption of a draft ordinance to modify parking restrictions on South Villa Avenue north of Madison Street. The draft ordinance is currently awaiting consideration by the Village Board. Public Works staff recommends pending this item until it has been considered by the Village Board.

### **DISCUSSION:**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY,  
ILLINOIS, AMENDING CHAPTER 14, MOTOR VEHICLES AND TRAFFIC, OF  
THE VILLAGE OF VILLA PARK MUNICIPAL CODE**

**WHEREAS**, the Village of Villa Park (the “Village”) is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and

**WHEREAS**, Section 11-208 of the Illinois Municipal Code (625 ILCS 5/11-208) authorizes municipalities to regulate the standing or parking of vehicles with respect to streets under their jurisdiction; and

**WHEREAS**, the Village desires to amend motor vehicle and traffic regulations on South Villa Avenue, north of Madison Street; and

**WHEREAS**, the President and Board of Trustees of the Village of Villa Park have determined that it is in the best interests of the citizens of the Village of Villa Park to amend Chapter 14 of the Village of Villa Park Municipal Code as more particularly set forth hereinafter.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

**Section 1:** That Paragraph (c) of Section 14-207, entitled “No parking zones”, of Article II, entitled “Stopping, Standing and Parking”, of Chapter 14 of the Village of Villa Park Municipal Code, as previously adopted and subsequently amended, be and is hereby further amended to add thereto the following:

“*Villa Avenue*, west side, from Madison Street to a point two-hundred and eighty (280) feet north of the north right-of-way line, extended, of that section of Madison Street west of Villa Avenue.”

**Section 2:** That the Village Manager is hereby directed to instruct the Public Works Department to install the appropriate signage as required by the provisions of this ordinance.

Ordinance No. \_\_\_\_\_

**Section 3:** That all other ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 4:** That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023, pursuant to a roll call vote as follows:

AYES:  
NAYS:  
ABSENT:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

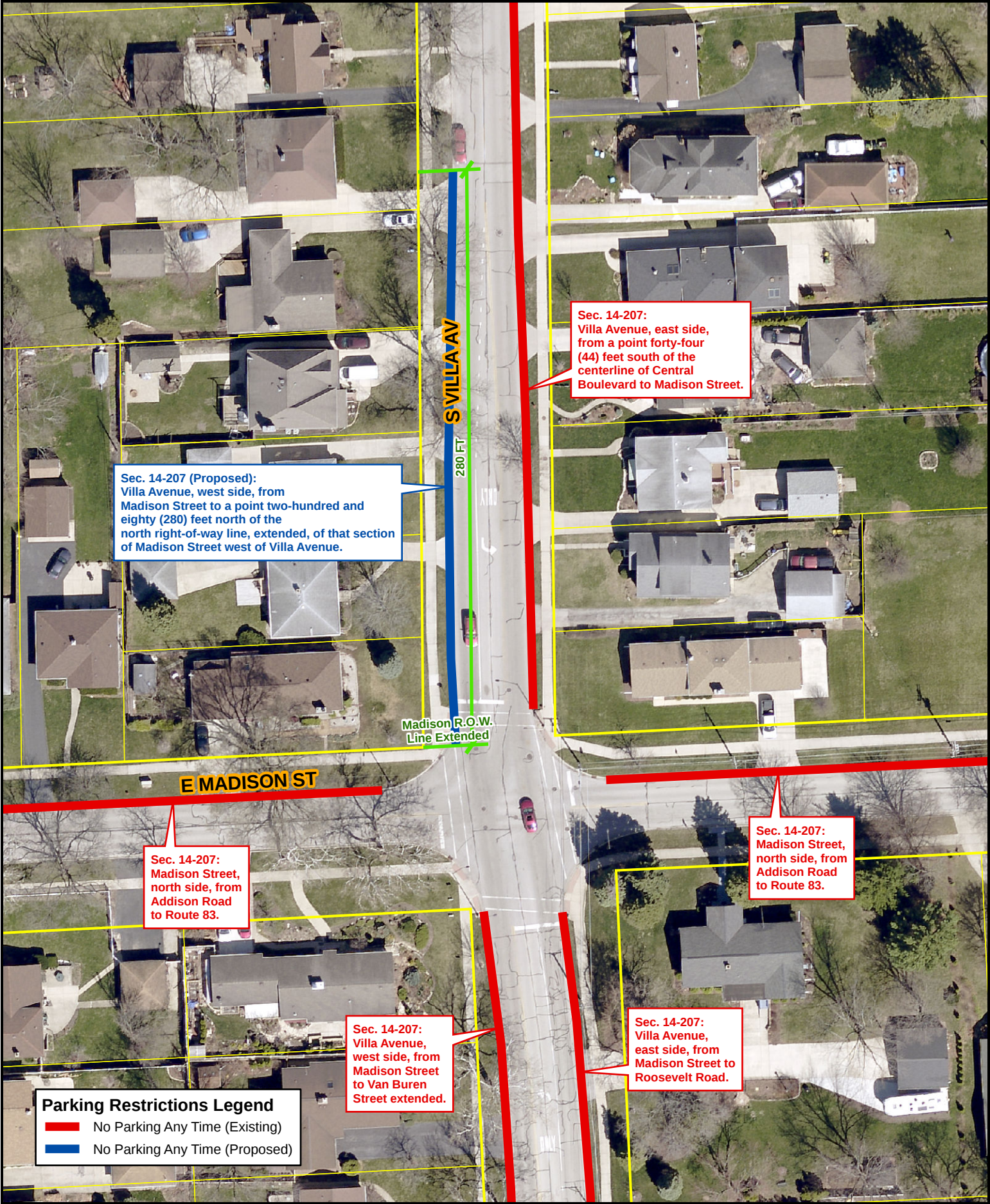
\_\_\_\_\_  
Village President  
Village of Villa Park  
DuPage County, Illinois

PUBLISHED in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Village Clerk  
Village of Villa Park  
DuPage County, Illinois

# South Villa Avenue Parking Restrictions





## MEMORANDUM

**TO:** Traffic and Safety Commission  
**FROM:** Kevin Mantels, Civil Engineer  
**DATE:** October 3, 2023  
**SUBJECT:** Item No. 894 - Striping and signage for the crosswalk on Jackson Street at Leslie Lane

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### RECOMMENDED ACTION:

Public Works staff recommends closing this agenda item.

### BACKGROUND:

The Village of Villa Park Traffic and Safety Commission voted at its meeting on April 4, 2023, to make a recommendation for staff to install permanent striping and signage for the crosswalk on Jackson Street at Leslie Lane. The installation of the striping and signage has been completed. Public Works staff recommends closing this agenda item.

### DISCUSSION:

Photos of the crosswalk facing eastbound and westbound:





## MEMORANDUM

**TO:** Traffic and Safety Commission  
**FROM:** Kevin Mantels, Civil Engineer  
**DATE:** October 3, 2023  
**SUBJECT:** Item No. 897 - On-street accessible parking

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### **RECOMMENDED ACTION:**

Further discussion is recommended.

### **BACKGROUND:**

The Village of Villa Park Traffic and Safety Commission received a request from a resident for an accessible parking space in front of their residence. Further discussion is recommended.

### **DISCUSSION:**

Emails from the resident follow this memo.

**From:** Linda Johnson  
**Sent:** Sunday, April 9, 2023 9:24:20 AM  
**To:** McLaughlin, Marc <[mmcLaughlin@invillapark.com](mailto:mmcLaughlin@invillapark.com)>  
**Subject:** Handicap parking sign

I live at 215 E Vermont St, Villa Park IL 60181 and have a permanent handicap placard. How do I go about getting a handicap parking sign in front of my house?

Thank you and happy Easter.

Sincerely,  
Linda Johnson

**From:** Linda Johnson  
**Sent:** Monday, May 8, 2023 12:54 PM  
**To:** Mantels, Kevin <[kmantels@invillapark.com](mailto:kmantels@invillapark.com)>  
**Subject:** Re: Handicap parking sign

The sign would go on Vermont St. The garage off of Fulton does not have sidewalk access to the front of the unit. There is only parking on the south side of the street and other cars park in front of my house making it harder for me to get to my house. I have multiple ambulating issues that require I walk short distances, especially if I am trying to get items from my vehicle to my home. If you need any further information, please feel free to reach out to me and I will have my physician draft a letter for the board.

Sincerely,  
Linda Johnson  
Sent from my iPhone

On May 8, 2023, at 11:42 AM, Mantels, Kevin <[kmantels@invillapark.com](mailto:kmantels@invillapark.com)> wrote:

Good morning Linda,

I apologize for the delay in responding to you. The Village's Traffic and Safety Commission discussed your request at their meeting last Tuesday, May 2<sup>nd</sup>, and they asked that staff reach out to you to obtain some additional information in order to better understand and respond to your request for on-street handicapped parking signs.

1. The commission noted that the property at 215 East Vermont Street has a side that faces Vermont Street, but that there also appears to be a driveway going to Fulton Avenue. Can you please confirm where you are asking that a handicapped parking space be located? Would it be on Vermont Street? Or would it be on Fulton Avenue?
2. Can you please provide the commission with an explanation as to why the on-street handicapped parking space is needed? The commission noted that there appears to be both a garage and several striped parking spaces on the property, and so there were questions from the commission as to how an on-street handicapped parking space would be beneficial compared with parking on the property.

Please let me know if there are any questions with regard to the above requests for additional information. Responses that are received will be forwarded to the commission for further review and discussion at their next meeting in June.

Regards,

**Kevin L. Mantels, P.E.**  
Assistant Village Engineer

**Village of Villa Park**  
Public Works Department  
Engineering Division  
P 630.834.8505 | F 630.834.8509  
[kmantels@invillapark.com](mailto:kmantels@invillapark.com)

## COVID-19 Vaccine

The COVID-19 vaccines are safe and effective, and are an important tool for ending the global pandemic. Vaccines protect you and the people around you, reducing the spread of COVID-19. Learn more at [Learn more at Chicago.gov/COVIDVax](https://www.chicago.gov/COVIDVax).



MENU

## Finance

The Department of Finance is responsible for revenue collection, utility billing, tax and parking enforcement, administering employee payroll, benefits and safety; risk management and accounting and financial reporting.

[Home](#) / [Departments](#) / [Finance](#) / [Supporting Info](#) / [Revenue](#) / [Various Parking Permits Information & Application](#)  
/ Residential Disabled Parking Signs Information

# Residential Disabled Parking Signs Information

Residential Disabled Parking was established to provide disabled City residents with convenient and accessible parking in close proximity to their residences.

### Requirements and Conditions :

Disabled individuals who apply for signs must meet the following conditions to qualify for a restricted parking space:

- The applicant must reside on a residential street that is zoned R-1 through R-5.
- The applicant must have either a current disabled Illinois license plate or a disabled placard issued by the Illinois Secretary of State.
- The applicant must reside at the location for which the signs are being requested.
- The applicant may not have access to off-street parking.
- The number of restricted parking spaces on the street does not exceed the maximum allowed on a residential street.

### Fees

Sign installation and maintenance costs must be paid by the applicant.

- The application fee for the signs is \$70.00. This fee must be submitted with the application.
- The applicant will be billed a \$25 maintenance fee on an annual basis.
- The application fee may only be waived if the applicant holds a valid, current disabled veterans state registration plate or provides a certification of approval under the Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act, 320 ILCS 25/1, et seq., as amended.

### How Residential Disabled Parking Signs Work

- Once a completed application is received, the City will process it as required in Section 9-64-050 of the Chicago Municipal Code. The City will approve the application if all requirements are met.
  - If the Department of Finance recommends that the signs be installed, notice will be sent to the applicant, the Alderman's Ward Office, the Committee on Traffic Control and Public Safety and the Mayor's Office for People with Disabilities. The City Council will review the findings of the Traffic and Public Safety Committee and vote on the passage of the permit.
  - If the Department of Finance determines that signs cannot be recommended, notice will be sent to the applicant and the application fee will be refunded. The applicant may appeal the Department of Finance's decision to the Mayor's Office for People with Disabilities within 10 days of the denial.
- If approved, the City will erect two Disabled Parking Signs to mark a space of a minimum of 16 feet in the close proximity to the qualified applicant's residence and a Residential Disabled Parking Permit will be issued to the applicant.
- Only vehicles that display a disabled placard or disabled plate, as well as the Residential Disabled Parking Permit may park in the Residential Disabled Permit Parking space. Vehicles in violation of this ordinance will be ticketed
- The applicant must observe and comply with any other parking restrictions which may apply at the approved location (i.e. Street Cleaning signs, Rush Hour Parking restrictions, etc).

## How to Apply

Qualified applicants must complete an [application form](#). All requested information and supporting documentation must be provided with your application. Incomplete applications will not be processed. You may obtain an application from your Alderman's Ward Office, by calling the Department of Finance at 312.744.7275, or you may download an application [here](#).

Completed applications and the \$70.00 fee may be submitted to the office of your Alderman or via mail to:

P.O. Box 803100  
Chicago, IL 60680-3100  
ATTN: Disabled Permit Section

## Be sure to submit the following:

- A complete application for Disabled Parking Signs. All sections must be completed.
- A copy of a valid permanent disabled plate or placard issued by the Secretary of State to the applicant at the address where the signs are to be posted.
- Proof of residency for the address where the signs are to be posted (i.e., Driver's License or State ID).
- A \$70.00 application fee by check or money order made payable to the City of Chicago.

## Disabled Parking Sign Removal

If the applicant moves, becomes deceased or is no longer a person with a disability, notice must be provided to the Department of Finance.

All requests for sign removal should be submitted to the Department of Finance.

## Questions?

If you have questions, please call 312.744.7275.

|                                                                                                                         |   |
|-------------------------------------------------------------------------------------------------------------------------|---|
|  <b>Supporting Information Facts</b> |   |
| Department:                                                                                                             |   |
| Finance                                                                                                                 |   |
| Citation Administration (Vehicle)                                                                                       |   |
| Programs & Initiatives:                                                                                                 |   |
| Transportation                                                                                                          |   |
|  <b>I Want To</b>                    |   |
| <a href="#">Apply For</a>                                                                                               | + |
| <a href="#">Check Status Of</a>                                                                                         | + |
| <a href="#">Find / Get</a>                                                                                              | + |
| <a href="#">Pay For/Buy</a>                                                                                             | + |
| <a href="#">Register</a>                                                                                                | + |
| <a href="#">Report/File</a>                                                                                             | + |
| <a href="#">Request</a>                                                                                                 | + |

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# APPLICATION FOR DISABLED PARKING SIGNS

**NOTE: All sections must be completed.**

|                                                                                                                                                             |               |                                                                                                               |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------|------------|
| 1. Date of Birth<br>MO DAY YEAR                                                                                                                             |               | 2. Drivers License or State ID Number                                                                         |            |
| 3. Applicant Last Name                                                                                                                                      |               | MI                                                                                                            | First Name |
| 4. Home Address (primary residence)<br>STREET NUMBER DIR. STREET NAME                                                                                       |               | ZIP CODE                                                                                                      |            |
| 5. Do you rent or own? <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> OTHER                                            |               | WARD NUMBER                                                                                                   |            |
| 6. Phone Numbers<br>Home / Cell                                                                                                                             |               |                                                                                                               |            |
| 7. Current Permanent Disabled Placard Number                                                                                                                | Registered to | Relationship to Applicant                                                                                     |            |
| 8. License Plate Number                                                                                                                                     | Registered to | Relationship to Applicant                                                                                     |            |
| 9. Does the registered owner of the vehicle reside at the address of the applicant? <input type="checkbox"/> YES <input type="checkbox"/> NO                |               |                                                                                                               |            |
| 10. Is there off-street parking available at your primary residence? <input type="checkbox"/> YES <input type="checkbox"/> NO                               |               | 11. Types<br><input type="checkbox"/> Garage <input type="checkbox"/> Driveway <input type="checkbox"/> Other |            |
| 12. If alternative parking is available, why are you unable to access the space?                                                                            |               |                                                                                                               |            |
| 13. Is this a permanent disability? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Note: Permit is only available for permanent disability</b> |               |                                                                                                               |            |
| 14. Do you use assisted devices? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what type do you use?                                     |               |                                                                                                               |            |
| 15. Are you able to walk 200ft? <input type="checkbox"/> YES <input type="checkbox"/> NO                                                                    |               |                                                                                                               |            |

Affirmation: Under penalties provided by law pursuant to Section 1-109 of the Code of Civil Procedure, I hereby certify and attest that the statements set forth in this document are true and correct. I acknowledge that, pursuant to Section 1-21-010 of the Municipal Code of Chicago, persons who make material false statements on this application may be fined not less than \$500 and not more than \$1,000, plus three times the city's damages, litigation costs, collection costs and attorney's fees. I acknowledge that providing false information on this application or omitting material information from this application may result in denial of the application. I also understand that it is my responsibility to immediately notify the Department of Finance of any changes in the information provided or I may be subject to a penalty of not less than \$100 and not more than \$500, under Section 9-64-050 (f) of the Municipal Code of Chicago.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

☐ FEE ☐ PLACARD/PLATE ☐ RESIDENCY ☐ COMPLETE

### Disabled Parking Application Payment Stub

Please make check or money order payable to the City of Chicago.

### Be sure to submit the following:

- A complete application for Disabled Parking Signs. All sections must be completed.
- A copy of a valid permanent disabled plate or placard issued by the Secretary of State to the applicant at the address where the signs are to be posted.
- Proof of residency for the address where the signs are to be posted (i.e., Driver's License or State ID).
- A \$70.00 application fee by check or money order made payable to the City of Chicago.

Mail completed application to:  
P.O. Box 803100  
Chicago, IL 60680-3100  
ATTN: Disabled Permit Section

## TOTAL AMOUNT DUE

\$ 70.00

TO ENSURE PROPER CREDIT PLEASE RETURN  
THIS STUB WITH YOUR PAYMENT

### PLEASE:

- **DO NOT** send cash
- **DO NOT** send credit card information
- **DO NOT** staple the check or money order to the payment stub(s)
- **DO NOT** fold the payment stub(s)



## MEMORANDUM

**TO:** Traffic and Safety Commission  
**FROM:** Kevin Mantels, Civil Engineer  
**DATE:** October 3, 2023  
**SUBJECT:** Appointment of a chairperson of the commission

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### RECOMMENDED ACTION:

Appointment of a chairperson of the Traffic and Safety Commission for a new term of two (2) years is needed.

### BACKGROUND:

The Village of Villa Park Traffic and Safety Commission is established by Chapter 2, Article XXII, "Traffic and Safety Commission", of the Village of Villa Park Municipal Code of Ordinances. Pursuant to Municipal Code Section 2-2204. - Officers, "A chairman of the commission created herein shall be elected by the members of the commission for a term of two (2) years." (Ord. No. 892, § 4, 5-4-64; Ord. No. 3477, § 4, 4-14-08). As the current term of the chairperson of the commission has expired, the commission must elect a chairperson for a new term of two (2) years.

### DISCUSSION: