

*City of Highland Park*  
*Department of Public Works*



Directive Number: **02-2016-37**  
Subject: **Local Streets New Sidewalk Installation**  
**Guideline**  
Effective Date: **10/1/2020**  
Current Date: **10/1/2020**  
Review: **As Needed**  
Amends/Supersedes: **07/25/2016**

**Purpose:**

The purpose of this Local Streets New Sidewalk Installation Guideline (the “*New Sidewalk Guideline*”) is to provide a process for affected residents (defined below) to initiate a formal request to the City for the installation of a new sidewalk on a local City street.

**Scope:**

Section 93.040 of the City Code governs construction of sidewalks on arterial and minor streets for new development. This New Sidewalk Guideline establishes a process to request installation of a new sidewalk on a local street that is under the jurisdiction of the City of Highland Park. For purposes of this Guideline, a local street is a City street in a residential area used or that will be used primarily for access to abutting residential properties. This New Sidewalk Guideline ensures a clear understanding of the process by which the City will evaluate requests for construction of new sidewalks on local streets.

Sidewalks approved as part of the BikeWalk HP2030 plan, the MoveHP plan, or the City’s capital improvement program are expressly excluded from this New Sidewalk Guideline. Nothing in this New Sidewalk Guideline shall be deemed or interpreted as preventing the City Council from authorizing or approving a new sidewalk at any location in the City without pursuing or following this New Sidewalk Guideline. Further, nothing in this new sidewalk Guideline shall be deemed or interpreted as requiring the City Council to authorize or approve a new sidewalk in the event that funding does not exist for such new sidewalk. The City Council retains the exclusive jurisdiction for determining whether or not to construct a new sidewalk on a City street.

**Statement of Practice:**

The City Council, in its legislative discretion, has determined that the best interests of the City will be served by providing affected residents with a well-defined New Sidewalk Guideline setting forth the procedures for requesting the installation of a new sidewalk on a local street. For the limited purpose of this New Sidewalk Guideline: (i) “**affected lots**” are defined as parcels of real property that are directly adjacent to and abutting, and on the same side of the street as, the right-of-way within which the proposed sidewalk is contemplated to be installed; and (ii) “**affected residents**” are the owners of the affected lots.

In accordance with this New Sidewalk Guideline, new sidewalks should be connected to an existing sidewalk, bike path, pedestrian path facility, public facility, transit facility or a park.

### Step One: Resident Volunteer; Initial Sidewalk Support Survey

- 1.1 The process for approval of a new sidewalk is initiated by a **resident volunteer** (designated to initiate the process) notifying the City in writing and in advance of its intent to circulate the Initial Sidewalk Support Survey (the “**Notice of Intent**”). The Notice of Intent communication should define the specific location of the proposed sidewalk.
- 1.2 The process for approval of a new sidewalk is continued by submission of the attached Initial Sidewalk Support Survey, to be circulated by a resident volunteer, and executed by the owners of at least 51% of the affected lots, indicating support for the proposed sidewalk construction. For example, if there are 20 homes on the west side of a street, a survey supported by owners of 11 of the affected lots on the west side is required to initiate the process for new sidewalk installation.
- 1.3 Only one survey response per affected lot will be accepted. The survey must be executed by one or more of the owners of record of the affected lot. No renters, agents, or family members’ signatures will be accepted. Surveys must be executed not more than 90 days after the date of the Notice to Intent.
- 1.4 The Initial Sidewalk Support Survey must be submitted for each street, supported by the affected lots of the street, within which the proposed sidewalk would be constructed.
- 1.5 If the City does not receive required support for the proposed sidewalk (in the form of a completed Initial Sidewalk Support Survey executed by the owners of 51% of the affected lots) within 90 days after receipt of the Notice of Intent, the proposed sidewalk installation may not be re-proposed pursuant to this Guideline for a period of three years from and after the date of the Notice of Intent.
- 1.6 The resident volunteer should ensure the proposed new sidewalk is connected to an existing sidewalk, bike path, pedestrian path facility, public facility, transit facility or park. If not connected, then City may initiate Step Two and prioritize the installation as noted in Project Prioritization Section.  
If there is the required support for a proposed sidewalk on both sides of the street, the resident volunteer must notify the City.

### Step Two: Conceptual Engineering Plan and Follow-up Survey by City

- 2.1 Upon confirmation of the required number of owners on the Initial Sidewalk Support Survey, Step One, the City will budget and initiate the design of conceptual engineering plans for the proposed sidewalk, at the City’s cost.
- 2.2 The design of conceptual engineering plans could take up to approximately two to three years upon receipt of confirmation of the required number of owners on the Initial Sidewalk Support Survey.
- 2.3 Conceptual engineering plans will highlight impacts to the right-of way with the installation of the new sidewalk. The impacts may include parkway trees, driveway apron, private landscape within the City right-of-way, driveway slopes, private lamp posts, and other hardscape or landscape items within the right-of-way.
- 2.4 The conceptual engineering plans will contemplate the construction of the new sidewalk of not less than five feet in width, located entirely within the City’s right-of-way. No portion of any sidewalk will be constructed on private property or by an easement right.
- 2.5 Upon completion of the conceptual engineering plans and preliminary cost estimates, the City will host a neighborhood meeting, at a location, date and time determined by the City, to present the plans and cost estimates. The City will notify all affected residents of the neighborhood meeting, and will utilize additional communication means to publicize the neighborhood meeting.

- 2.6 After the neighborhood meeting(s), the City will send a follow-up survey to the affected residents to confirm the support outlined in Step One. The follow-up survey sent by the City after development of conceptual engineering plans and neighborhood meeting(s) must be executed by the owners of at least 51% of the affected lots, indicating support for the proposed sidewalk construction. The survey must be executed by one or more of the owners of record of the affected lot. No renters, agents, or family members' signatures will be accepted.
- 2.7 Failure of any affected owners to deliver to the City a response to the City's follow-up survey will be considered as favoring the installation of the proposed sidewalk.
- 2.8 Affected lot(s) with mail returned from the Post Office as undeliverable will not be considered as in favor or not in favor of the proposed sidewalk. Such returned-undeliverable mail sent to affected lot(s) will not be considered for the count of total affected lots. Upon confirmation of the required support through received responses to the follow-up survey, the new proposed sidewalk will be prioritized as noted below and included in the City's Capital Improvement Plan (CIP) Program; however, final approval of construction, and of the budget necessary to complete the proposed sidewalk, will remain in the sole and absolute discretion of the City Council.
- 2.9 If the City does not receive sufficient proof of support for the proposed sidewalk within 90 days after delivery of the follow-up surveys, as required in Step Two, the proposed sidewalk installation may not be re-proposed pursuant to this Guideline for a period of three years from and after the date of the Notice of Intent.

### Step Three: New Sidewalk Funding, Construction, and Timeline

- 3.1 Upon confirmation of support as outlined in Step Two and a determination of funding approval by the City Council, final engineering plans will be developed in substantial conformance with the conceptual engineering plans.
- 3.2 The material used for construction of the new sidewalk shall be Portland Concrete Cement (PCC), flexible pavement, permeable pavers, environmentally friendly materials or other comparable material to be approved by the City.
- 3.3 All new sidewalks and sidewalk material shall meet the compliance requirements of the American with Disabilities Act (ADA). Compliance with the ADA may cause impacts to driveway aprons or driveway slopes or installation of retaining walls or other physical additions to the affected residents' lot within the City rights-of-way.
- 3.4 The project will be formally bid and the recommended bid will be forwarded to the City Council for review and approval. The City Council retains its sole and absolute discretion to approve any bid or to reject all bids for the project. If the City Council, in its sole and absolute discretion, rejects all bids for the project and indicates its intent not to construct the proposed sidewalk, the proposed sidewalk installation may not be re-proposed pursuant to this Guideline for a period of three years from and after the date of the Notice of Intent.
- 3.5 The City will send written notice to affected residents prior to commencement of construction of the sidewalk project.
- 3.6 The entire process from the initial survey to construction could take up to approximately five years or longer depending on the Project Prioritization Criteria (see below), project approval and budget process.

### **Project Prioritization:**

The City has and reserves the authority and discretion to prioritize sidewalk construction projects for funding and implementation based on community need, public safety and availability of the City

funds, as determined by the City Council in the sole exercise of its discretion, which may include, but shall not be limited to, the following factors:

1. Holistic approach to infrastructure improvements-combining the sidewalk installation with a scheduled capital improvement project to take advantage of economies of scale and minimizing disturbance to residents during construction;
2. Grant funded project or project with specific deadlines;
3. The volume of traffic and the number of pedestrians using the route;
4. The relationship of the route to schools, public transportation, parks, and other public facilities;
5. The use of the route by children or the elderly;
6. The facilitation of bicycle/trail routes; and
7. Preference will be given to a street that does not have a sidewalk on either side.

### **Exemptions to New Sidewalk Guideline:**

The City has and reserves the authority and discretion to exempt sidewalk construction projects for funding and implementation based on community need, public safety and availability of the City funds, as determined by the City Council in the sole exercise of its discretion, which may include, but shall not be limited to, the following factors:

1. Sidewalk gaps within a street will be installed as part of the City's CIP Program. A public sidewalk built half-way or not continuous on a street is a sidewalk gap.
2. Sidewalk extensions or repairs or alignment shifts to comply with ADA requirements.
3. Sidewalks recommended in the BikeWalk HP2030 or MoveHP plan.
4. Sidewalks already included within the CIP.
5. Sidewalks otherwise approved by the City Council. Specifically, and without limitation of the foregoing, the City Council reserves the right to approve and fund the construction of sidewalks in the City-owned rights-of-way in the City, even if such sidewalks are either ineligible for the procedures set forth in this Guideline or are not approved in accordance with this Guideline.

### **Implementation:**

All Department of Public Works policies, procedures, guidelines, and practices are to serve as a supplement to the City of Highland Park regulations. The City Manager, in consultation with the City Council, is authorized to resolve any conflict or inconsistency between language in this directive and in any other law, regulation, or directive of, or issued by, the City of Highland Park.

This New Sidewalk Guideline supersedes any previously approved or authorized guideline, policy or practice concerning the process for requesting the installation of a new sidewalk on a local City street. Accordingly, any effort to request a sidewalk installation attempted under a prior guideline, policy, or practice (whether successful or unsuccessful) shall have no impact, bearing, or precedential value on a similar or identical effort that may be initiated under this New Sidewalk Guideline; provided, however, that any application, petition, or request for a new sidewalk installation that was initiated or filed with the City on or after January 1, 2019, and that either failed to receive the then-required support or was rejected by the City on or before the Effective Date of this New Sidewalk Guideline, may not be re-filed or reconsidered under this New Sidewalk Guideline for a period of 26 months following the Effective Date of this New Sidewalk Guideline.

**Approved by the City Council on 09/29/2020 by Resolution No. R114-2020.**

**Proposed New Sidewalk Installation  
Initial Sidewalk Support Survey**

\_\_\_\_\_  
(Date)

A resident volunteer

\_\_\_\_\_  
(name and address of resident volunteer)

is seeking support to construct a new sidewalk in the neighborhood. This survey is being sought to gather support for the new sidewalk, in accordance with the City's Local Streets New Sidewalk Installation Guideline. No conceptual plans or engineering drawings have been produced. No assessment of any impacts to trees, driveways, or other public or private materials within the City right-of-way has been conducted. If there is 51% support from the affected residents, then the City will develop conceptual drawings and host a neighborhood meeting. After the meeting, a final survey will be sent by the City to seek confirmation of support from residents (51%) to proceed with construction of new sidewalk. Please see the City's Local Streets New Sidewalk Installation Guideline for further details.

New Sidewalk proposed on \_\_\_\_\_ of \_\_\_\_\_  
(side of street) (street name)

from \_\_\_\_\_ to \_\_\_\_\_  
(Intersecting street) (Intersecting street)

Name:

Address:

Email:

Are you the property owner: Yes or No

On which side of the street is your house located? \_\_\_\_\_

**Are you in favor of the proposed new sidewalk at above location:      YES              NO**

**Please note only one survey response per lot (each address).**

## Instructions for Resident Volunteer for the Initial Support Survey Form

1. A resident volunteer, the individual designated and selected by residents desiring to initiate the proposed sidewalk, must notify the City in writing and in advance of the intent to circulate the Initial Sidewalk Support Survey (the “Notice of Intent”). The Notice of Intent communication should define the specific location of the proposed sidewalk and can be emailed to [publicworks@cityhpil.com](mailto:publicworks@cityhpil.com). If email is not feasible, the resident volunteer can drop off or mail the Notice of Intent to:

City of Highland Park  
Department of Public Works  
Attention: Director of Public Works  
1150 Half Day Road  
Highland Park, IL 60035

2. A resident volunteer will collect the survey information from each affected lot.
3. All information **except for signatures** shall be hand-printed or typed. Hand-printed information should be clearly visible and legible and must be completed with ink and not pencil. Black or blue ink is preferred.
4. Enter the date the survey is collected or signed. The date should be in month/day/year format. For example, 05/21/2020.
5. The resident volunteer shall be responsible for assisting and collecting the survey from residents. Please note that only one survey response per lot is allowed. Remember to ensure that the information placed on the form is clear and legible. The only response allowed shall be “YES” or “NO”.
6. The resident volunteer shall collect all surveys and return the completed surveys to the City. A single file containing all the survey forms, scanned to a PDF format, can be emailed to [publicworks@cityhpil.com](mailto:publicworks@cityhpil.com). If email is not feasible, the resident volunteer can drop off or mail the completed surveys to:

City of Highland Park  
Department of Public Works  
Attention: Director of Public Works  
1150 Half Day Road  
Highland Park, IL 60035

7. If the City does not receive the required support for the proposed sidewalk (in the form of a completed Initial Sidewalk Support Survey executed by the owners of 51% of the affected lots) within 90 days after receipt of the Notice of Intent, please see Implementation Section of Local Streets New Sidewalk Installation Guideline.