



CITY OF ELMHURST

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New Sidewalk Installation Policy

- I.) The City Council has approved a 50/50 cost share between the City and the property owners for installation of new sidewalks on full blocks where none currently exist. A "block" is defined as one side of a street. Unusual block configurations will require staff review and approval.
- II.) In areas where it has been determined by the procedure below that sidewalks will be constructed, a Special Service Area (SSA) will be established to support financing for the project. The City will advance 100% of the project cost. The City will over an appropriate period of time be reimbursed for 50% of the project cost by the residents through an SSA via the County collecting the appropriate property tax over that time period based upon assessed value of each lot affected. The Public Works and Buildings Committee and Elmhurst City Council will select and approve the appropriate period of time but in no case shall that period of time be greater than ten years. Additionally, the City would be reimbursed for any interest that the City would forego by providing the "up-front" payment for the project.

Procedure:

- a) Interested parties must circulate a petition to collect signatures of property owners willing to participate in the 50/50 cost share program to install new sidewalks. The petition must be on a form provided by the City. Sixty (60) percent or greater of the property owners of the "block" must sign the petition for the City to consider a sidewalk project. Each property gets one vote.
- b) City staff will verify petition signatures are those of property owners. Provided the sixty (60) percent threshold has been met, the City will hold an informational open house for the affected properties to discuss details of the proposed project. Preliminary sketches/plans for the proposed sidewalk will be completed to determine the impact to individual properties. Sidewalks will be designed one (1) foot off the property line to allow for a standard parkway configuration. Colored ribbons will be tied on affected trees and/or shrubs to indicate potential landscaping impacts to the neighborhood. The preliminary plans will be on display at the open house. General cost estimates and an explanation of the SSA method of financing will be provided at the informational meeting.

- c) Following the informational open house, City staff will send an official City survey via U.S. Mail to the affected property owners. The survey package will include information from the open house and give property owners 4 weeks to respond. Surveys must be returned or post marked by the specified due date.
- d) City staff will collect survey results and compile information for the Public Works and Buildings Committee. A “no response” will be counted as a “no” vote. If the returned surveys show sixty (60) percent or greater of the property owners of the “block” support the new sidewalks, the Public Works and Building Committee, after reviewing all factors, may make a recommendation for construction of the sidewalks to the Council. If there are less than sixty (60) percent of the returned surveys in favor of the sidewalk, the issue will be considered closed for a period of one year.
- e) If the Council approves the Committee’s recommendation, staff will be directed to create an SSA according to the Special Service Area Tax Law (35 ILCS 200/27-5 et.seq).
- f) Affected property owners will be informed of the SSA via a public hearing. Information regarding the process established by the State Statute for approval of or objecting to the SSA formation will be provided to the affected property owners.
- g) If greater than 50% of the property owners and registered voters submit petitions against the formation of the SSA, the project will be terminated and the issue will be considered closed for one year. If objecting petitions are received from less than 50%, the SSA will be created and City staff will engineer the sidewalks and complete plans and specifications for bidding. Sidewalks may be constructed during the next construction season.
- h) If for whatever reason there is no activity relative to a sidewalk project for a period of three (3) years, the petition must be redone.