

Stray animal: Any owned animal that is not controlled.

Vicious dog: A dog that, without justification, attacks a person and causes serious physical injury or death or any individual dog that has been found to be a "dangerous dog" upon three (3) separate occasions.

Voice control: The immediate recall of an animal at the sound of the voice of the owner.

Wolf-dog or coyote-dog hybrid: Any animal that results from the cross breeding of a wolf or coyote with a dog.

Sec. 11-78. – Animal Care

- A. No owner shall fail to provide his animals with sufficient wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering and with humane care and treatment. Proper shelter and protection from the weather shall be defined as for a dog to be a building, moisture proof, with a dry floor and adequate and clean bedding material. A horse shall need a building of a least three (3) walls and a roof. It shall have a dry floor with clean and adequate bedding of straw, chips or other suitable material.-The inside dimensions of the building shall have a measured area (length times width) of at least three (3) times the length of the animal. For a horse the dimensions shall be five (5) times the length of the animal. The length of the animal is the distance from the nose to base of tail.
- B. No person shall beat, torment, overload, overwork or otherwise abuse an animal.
- C. No person shall own, keep, harbor, or otherwise maintain within the City, any breeds of fowl that are or will be used in the pursuit of and staging of cockfighting on any premises.
- D. No person shall promote, conduct or carry on, advertise, collect money or in any other manner assist in the presentation for purposes of sport, wagering, or entertainment, any show, exhibition, program, or other activity involving a fight between two (2) or more animals or any animal or human, or the intentional killing or injuring of any animal nor any simulated version of the same that involves baiting or inciting an animal toward intent to fight.
- E. No person shall hold a greased pig contest.
- F. No person shall be permitted to keep animals in violation of the "Illinois Humane Care for Animals Act" or the "Illinois Animal Welfare Act".
- G. No owner may abandon any animal where it may become a public charge or may suffer injury, hunger or exposure.
- H. No person shall keep any animal within a building or upon any premises without food, water or proper care and attention for a period of time sufficient to cause undue discomfort or suffering. If the owner cannot be located after reasonable search, or if the owner shall be known to be absent due to injury, illness, incarceration or other involuntary circumstances, it shall be the duty of the Officer/Community Service Officer to act upon the complaint as directed by the "Illinois Humane Care for Animals Act".
- I. No person shall give away or use any live animal as a prize for or as an inducement to enter any contest, game or other competition or as an inducement to enter a place of amusement or offer such animal as an incentive to enter any business agreement whereby the offer was for the purpose of attracting trade.

- J. No person shall bring or cause to have brought into the City, sell, offer for sale, barter or display living baby chicks, ducklings or other fowl or rabbits which have been dyed, colored or otherwise treated so as to impart to them an artificial color, or give away as pets or sell, offer for sale, barter or give away at no cost or as novelties or prizes. Nothing in this subsection shall be construed to prohibit legitimate commerce in poultry for agricultural or food purposes.
- K. No person may knowingly poison or cause to be poisoned any domesticated animal. The only exception will be written permit from the Illinois Department of Agriculture for the purpose of controlling diseases transmissible to humans or other animals and only when all other methods and means have been exhausted. Such a permit shall name a person or persons conducting the poisoning, specify the products to be used, give the boundaries of the area involved and specify the precautionary measures to be employed to ensure the safety of humans and other animals. Any drugs for euthanasia shall be administered by a licensed vet or a certified euthanasia technician.
- L. No person shall kill or wound, attempt to kill or wound or take the nest or eggs or young of any bird that is protected by federal or state law. Birds that are not regulated by the Illinois Department of Conservation are excluded from this restriction during the period of regulation.
- M. No person shall kill or wound, or attempt to kill or wound, or take or attempt to take any fish or wildlife in violation of any federal or state law or regulation.
- M. No person shall keep or permit to be kept or display for exhibition purposes any wild animal contrary to federal, state and local laws or regulations.
- N. No person shall permit at any time his animal to:
1. Run uncontrolled;
 2. Make disturbing noises, including but not limited to, continued and repeated howling, barking, whining, or other utterances causing unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is being kept or harbored;
 - ~~1-3.~~ Molest persons or vehicles by chasing, barking or biting;
 - ~~2-4.~~ Attack other animals;
 - ~~3-5.~~ Damage property other than the owner's.
- O. No person shall allow cat or dog feces to accumulate in any yard, pen or premises in or upon which a cat or dog shall be confined or kept so that it becomes offensive to those residing in the vicinity or a health hazard to the residing cat or dog.
- P. No person shall fail to remove feces deposited by his cat or dog, except guide dogs, upon the public ways or within the public places of the City or upon the premises of any person other than the owner without that person's consent.
- Q. No person shall leave any animal unattended in a motor vehicle or enclosed trailer when the outside temperature shall exceed thirty (30) degrees Celsius (86° F) or contain any animal in such manner that said animal does not have proper air circulation while confined in a motor vehicle, trailer, kennel, dog house, or any type of container or structure in which an animal may be confined.
- R. No person shall own any animal which is known to be infected with, or an animal which an owner should know is infected with, any disease transmissible to other animals or man, including severe parasitism, unless such animal shall be confined in such a manner as not to expose other animals or man.

- S. Any animal which is on any public way or public place and which appears to be injured or severely diseased and for which care is not being provided on the scene by the owner or any injured or severely diseased animal that has strayed onto private premises shall be removed, if possible, to the care of the DuPage County Department of Animal Care and Control, or to the nearest veterinarian or veterinary hospital willing to accept same without guarantee of payment. If immediate removal shall not appear practical or possible or if the removed animal is in critical condition such animal may be deprived of life by the most humane method available on the scene unless the owner shall come forward beforehand and assume responsibility for immediate removal and care.
- T. Any person who, as the operator of a motor vehicle, strikes an animal shall stop at once and render such assistance as may be possible; or shall immediately report such injury to the animal owner, if known; or to the appropriate law enforcement agency.
- U. Any person having a dead animal within his possession or control or upon any premises owned or occupied by such person without the proper permit shall dispose of the dead animal in compliance with the Illinois Dead Animal Disposal Act.
- V. Every person in possession or control of any stable or place open for public use where any animals are kept, shall maintain the stable or place at all times in a clean, sanitary condition and conform to Illinois Fire Prevention Regulations.
- W. No person shall chain or leash a dog unattended outside unless the chain is at least twelve (12) feet long so as to allow for adequate exercise and freedom of movement and the period of confinement is less than thirty (30) minutes. The use of the term "unattended" shall for the purposes of this subsection be defined as the absence of an owner or other care taker of a dog from the premises where the dog is located.
- X. No person driving a motor vehicle shall transport any animal in the back of the vehicle in a space intended for any load on the vehicle unless the space is enclosed or has side and tail racks to a height of at least forty-six (46) inches extending vertically from the floor, the vehicle has installed means of preventing the animal from being discharged, or the animal is cross tethered to the vehicle, or is protected by secured container or cage in a manner which will prevent the animal from being thrown, falling or jumping from the vehicle.
- Y. Nothing in this article shall prohibit the use of traps designed to kill pests or vermin such as mice, rats, gophers or moles when used for their intended purpose.

Sec. 11-79. – Rabies Vaccination

- A. Every owner, except animal shelters, animal impounding facilities and laboratory animal facilities, of a cat or dog four (4) months or more of age shall cause such cat or dog to be inoculated with rabies vaccine by a licensed veterinarian at such intervals as approved by the Illinois Department of Agriculture. The rabies vaccine shall be licensed by the United States Department of Agriculture and approved by the Illinois Department of Agriculture.
- B. Evidence of such rabies inoculation shall be entered on a certificate approved by the DuPage County Board. Veterinarians who inoculate a cat or dog shall procure from the DuPage County Animal Care and Control serially numbered tags, one (1) to be issued with each inoculation certificate. Only one (1) cat or dog shall be included on each certificate. Upon change of ownership application shall be made for a new inoculation certificate. Such tags shall be attached to the collar or harness worn by the cat or dog which the tag was issued when the cat or dog is off the property of the owner.

Sec. 11-80. - Biting Animal Capable of Transmitting Rabies

- A. It shall be unlawful for any person knowing that an individual has been bitten by an animal to refuse to notify, within twenty-four (24) hours, the police or other officer with the delegated authority who are responsible for the area in which the bite occurred.
- B. When the administrator receives information that any person has been bitten by an animal the administrator shall have the owner confine the biting animal under observation of a licensed veterinarian for a period of ten (10) days beginning within twenty-four (24) hours of the biting incident. All dogs and cats under observation, owned by a resident of the City, shall be implanted with a microchip approved by the administrator at the time of the first examination unless the animal is to be euthanized. The microchip number shall be reported to DuPage Animal Care and Control with the DuPage County Rabies Observation Notice. The biting animal may be confined in the house of its owner in a manner which will prohibit it from biting any person or animal if the administrator or other licensed veterinarian adjudges such confinement satisfactory.
 - 1. When the biting animal is currently inoculated with rabies vaccine the animal's health shall be reported by the veterinarian to the DuPage County Animal Care and Control on the first and tenth days of the observation period for rabies.
 - 2. When the biting animal is not currently inoculated with rabies vaccine the animal's health shall be reported by the veterinarian to the DuPage County Animal Care and Control on the first, fifth and tenth days of the observation period for rabies.
 - 3. When the biting animal is not currently inoculated with rabies vaccine and the owner refuses to have the animal examined by a veterinarian, DuPage County Animal Care and Control shall impound the animal for a period of ten (10) days. If the animal is not reclaimed by the owner within five (5) days of the end of the observation period, the animal will be euthanized.
- C. Confirmation of the health of the biting animal shall be sent by the veterinarian to the DuPage County Animal Care and Control within twenty-four (24) hours of the first and final examinations. Official forms shall be provided by DuPage County Animal Care and Control.
- D. When an animal confined for biting shows signs of rabies or acts in a manner which would lead a person to believe that an animal may have rabies, the owner or veterinarian shall notify the administrator immediately by telephone or in person of these signs. The administrator shall immediately notify the physician attending the bitten person or responsible health agency as soon as he receives notice of such signs.
- E. If the animal confined is determined not to be infected with rabies at the end of the period of confinement it shall be released from quarantine. The animal owner shall show proof of rabies inoculation for cats and dogs and shall pay any fee, charge or penalty including any fee for veterinary services attributed to the bite. A confined animal, when not redeemed by the owner may be disposed of in accordance with the Illinois state law.
- F. It shall be unlawful for the owner of a biting animal to euthanize, sell, give away or otherwise dispose of or have inoculated against rabies the animal known to have bitten a person until it has been released from confinement for observation for rabies by the administrator. It shall be unlawful for the owner of such animal to refuse or fail to comply with the written or printed instructions made by the administrator. If such instructions cannot be delivered in person they shall be mailed to the owner of such animal by regular mail, postage prepaid. The affidavit or testimony of the administrator delivering or mailing such instructions is prima facie evidence that the owner of such animal was notified of his responsibilities.

Sec. 11-81. – Rabies Case Procedure

- A. It shall be unlawful for the owner of an animal which shows signs of rabies or which acts in a manner which would lead a person to believe that such animal may have rabies to fail to notify the local police immediately by telephone or in person.
- B. The administrator shall investigate each report of an animal which shows signs of rabies or acts in a manner which would lead a person to believe that the animal may have rabies. Upon determination by the administrator or a licensed veterinarian that an animal may be infected with rabies, the owner of such animal shall be required by the administrator to surrender the animal to the administrator or a licensed veterinarian for confinement for a period of time as determined by the Illinois Department of Agriculture.
- C. When the animal confined is determined to be infected with rabies by the examining veterinarian the administrator shall order the animal humanely destroyed. A copy of this order shall be given to the owner of the animal or mailed to the last known address of the owner. Any animal capable of transmitting rabies in direct contact with the rabid animal whether or not the exposed animal has been inoculated with rabies shall be confined as recommended by the administrator. The administrator may order the exposed animal euthanized.
- D. If the animal confined is determined not to be infected with rabies at the end of the period of confinement it shall be released to the owner of such animal upon presenting proof of a current rabies inoculation certificate for cats and dogs and payment of any fee, charge or penalty including any fee for veterinary services. If the animal is not redeemed by the owner, the animal may be disposed of in accordance with Illinois State Law.
- E. Whenever a case of rabies has occurred in a locality, or whenever the proper officials of a government unit are apprehensive of the spread of rabies, the administrator shall act as directed by the rules and regulations of the Illinois Department of Agriculture.

Sec. 11-82. Stray Animals.

- A. Whenever an Officer or Community Service Officer observes or is informed that an animal is roaming freely and not under the control of the owner, the animal shall be immediately apprehended and impounded. Any person may apprehend a stray animal and inform the local police or the administrator so that the stray animal can be impounded.
 - 1. All stray animals impounded shall have a record. The record shall include the owner's name, address and telephone number, if known; species or breed, color, sex and physical condition of the animal; license or tag number, if known; and the time and date impounded.
 - 2. The stray animal owner is responsible for all costs relating to the apprehension and impoundment of the animal found not under control.
 - 3. Owners of any dog or cat adopted from DuPage County Animal Care and Control shall have the animal examined by a veterinarian within seven (7) days of adoption and receive any necessary vaccinations and medications. The adopting owner shall not sell the animal nor use it in any way as a source of revenue. The adopting owner shall not give away or dispose of in any manner the animal within one (1) year of the date of adoption without the approval of the administrator.

Sec. 11-83. Restrictions on Controlled Cats and Dogs

- A. Cats and dogs shall not be permitted to enter any place where food is processed for human consumption. Guide dogs and Guard Dogs used in food establishments are exempt from this restriction.
- B. Cats and dogs, except guide dogs, shall not be present at or upon any school premises, public playground or public swimming pool unless official written permission has been granted by the public agency or its agent owning the property. At no time shall cats and dogs be permitted in any sand box or sand piles in which children play.

Sec. 11-84. Female Cats and Dogs in Heat

All cats and dogs in heat (estrus) shall be confined in a building or secure enclosure and attended in such a manner that such female cat or dog cannot come into contact with a male of the same species except for planned breeding.

Sec. 11-85. Certain Animals Prohibited

Possession of a lion, tiger, leopard, ocelot, jaguar, cheetah, margay, mountain lion, lynx, bobcat, jaguarundi, any hybrid thereof, or any other similar feline animal, bear hyena, wolf coyote, wolf-dog or coyote-dog hybrid, any member of the crocodilian family, poisonous reptile, or any other life threatening reptile or any other animal which is feral naturae in the eyes of the law shall be prohibited except by any person or institution possessing state and/or federal permits enabling them to keep such animals.

Possession of any roosters, chickens or any similar fowl, or hybrid thereof is also prohibited.

Sec. 11-86. Vicious Dogs

The applicable sections of the Illinois Animal Control Act, including, but not limited to, 510 Illinois Compiled Statutes Sections 5/15 and 5/26 are hereby incorporated as if set forth fully herein relative to the regulations of vicious dogs within the City.

Sec. 11-87. Limit on number of animals

There shall be a maximum limitation per household of three (3) domestic animals; provided however, that any newborn animals shall be allowed to remain in the household despite the limitation of this section for up to four (4) months from the date of birth. Every animal exceeding the limit per household is subject to impoundment.

Sec. 11-88. Invisible Fencing

Persons who utilize "invisible fencing" to contain any animal must display prominently on their property immediately adjacent to the public right-of-way a sign, **no more than one square foot in area**, which indicates that any animal located thereon is contained by way of "invisible fencing." Invisible fencing installed after July 3, 2017, must be set back from the public right-of-way a minimum of four (4) feet.

Sec. 11-89. Violations; Punishments

Violations of this section may be abated pursuant to the procedures set forth in section 10-4 of this Code. In addition, anyone violating this section shall be subject to the penalty set forth in section 1-8 of this Code.”

Secs.11-90. – Reserved.”

Section 2. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed

Section 3. That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 5th day of March 2018.

Alderman J. Beifuss	_____	Alderman L. Chassee	_____
Alderman J. Sheahan	_____	Alderman H. Brown	_____
Alderman A. Hallett	_____	Alderman Ferguson	_____
Alderman Birch Ferguson	_____	Alderman S. Dimas	_____
Alderman K. Meissner	_____	Alderman M. Garling	_____
Alderman R. Stout	_____	Alderman G. Garcia	_____
Alderman N. Ligino-Kubinski	_____	Alderman B. Gagliardi	_____

APPROVED as to form: _____
City Attorney

APPROVED this 5th day of March 2018.

Mayor, Ruben Pineda

ATTEST:

City Clerk, Nancy M. Smith

PUBLISHED: _____

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Ordinance No. 18-O-0007 – An Ordinance Amending Chapter 17, Traffic, Article XVII. Schedule of Designated Streets; Division 3. Stop Intersections; Section 17-176. – Designated; compliance required.

AGENDA ITEM NUMBER: 5.B.

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Robert E. Flatter, P.E., Director of Public Works

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

Currently the intersections of Blair Street & Wood Street and Pomeroy Street & Wood Street are non-signalized, four way intersections without regulatory traffic control signs. Like many of the intersections throughout the City without traffic control signs, the right-of-way rule must be applied. The right-of-way rule at intersections having no regulatory traffic control signs establishes that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection. When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver on the vehicle on the left to yield the right-of-way to the vehicle on the right.

The intersections of Blair Street & Wood Street and Pomeroy Street & Wood Street are located in a residential neighborhood south of the West Chicago Community High School, near one of the School's student parking lots, between the limits of Ann Street and Brown Street (north to south) and Factory Street and Joliet Street (west to east). Of the 14 intersections within the neighborhood, 12 are stop controlled intersections. Only the intersections of Blair Street & Wood Street and Pomeroy Street & Wood Street are without traffic control signs. Each residential street has a speed limit of 25 mph.

To address a concern raised by a resident of the City, and to establish consistency within the neighborhood and with adjacent streets, staff recommends that the City Code of Ordinances be amended to require all Blair Street and Pomeroy Street traffic to stop for all Wood Street traffic.

Staff's recommendation is supported by the attached traffic engineering study prepared by Thomas Engineering Group, LLC, dated December 8, 2017.

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 18-O-0007.

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 18-O-0007

AN ORDINANCE AMENDING CHAPTER 17 - TRAFFIC, ARTICLE XVII. - SCHEDULES OF DESIGNATED STREETS; DIVISION 3. - STOP INTERSECTIONS; SECTION 17-176. - DESIGNATED; COMPLIANCE REQUIRED, OF THE CITY CODE.

BE IT ORDAINED by the City Council of the City of West Chicago, Illinois, in regular session assembled, as follows:

Section 1. That Chapter 17 - TRAFFIC, ARTICLE XVII. - SCHEDULES OF DESIGNATED STREETS; DIVISION 3. - STOP INTERSECTIONS; Sections 17-176. - Designated; compliance required, of the Code of Ordinances of the City of West Chicago is hereby amended by adding thereto the following language:

“Blair Street. All Blair Street traffic shall stop for all Wood Street traffic.”

“Pomeroy Street. All Pomeroy Street traffic shall stop for all Wood Street traffic.”

Section 2. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

Section 3. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 5th day of March 2018.

Alderman J. Beifuss	_____	Alderman L. Chassee	_____
Alderman J. Sheahan	_____	Alderman H. Brown	_____
Alderman A. Hallett	_____	Alderman M. Ferguson	_____
Alderman M. Birch-Ferguson	_____	Alderman S. Dimas	_____
Alderman K. Meissner	_____	Alderman M. Garling	_____
Alderman R. Stout	_____	Alderman G. Garcia	_____
Alderman N. Ligino-Kubinski	_____	Alderman B. Gagliardi	_____

APPROVED as to form: _____
Patrick K. Bond, City Attorney

APPROVED this 5th day of March 2018.

Ruben Pineda, Mayor

ATTEST:

Nancy M. Smith, City Clerk

PUBLISHED: _____

Ordinance 18-O-0007

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CITY OF WEST CHICAGO TRAFFIC STUDY

Intersections of Blair Street & Wood Street and
Pomeroy Street & Wood Street

West Chicago, IL

Prepared by:



Kevin VanDeWoestyne, P.E.

Thomas Engineering Group, LLC

December 8, 2017

INTRODUCTION

The City of West Chicago has requested that Thomas Engineering Group, LLC (TEG) determine if stop control is warranted at the intersections of Blair Street and Wood Street, and Pomeroy Street and Wood Street. The intersections to be studied are currently non-signalized, four way intersections comprised of crossing residential streets located along Wood Street.

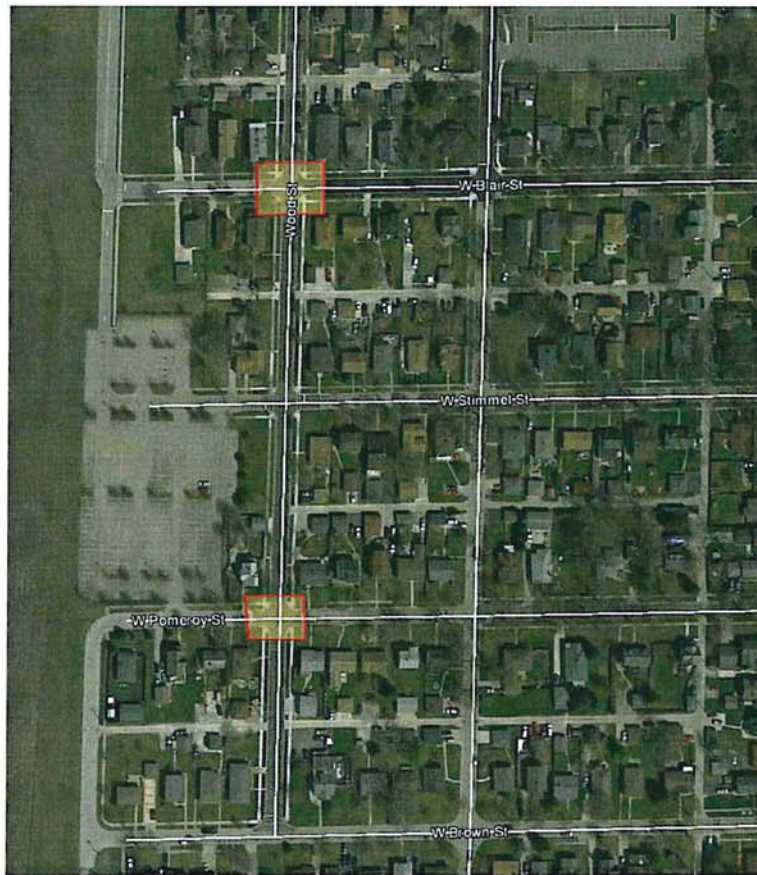
EXECUTIVE SUMMARY

According to the MUTCD criteria, no stop control is warranted at this intersection. However, based on the criteria to be considered by MUTCD and the data gathered, TEG recommends the following:

1. Install stop control at east and west legs of Blair Street,
2. Install stop control at east and west legs of Pomeroy Street,
3. Install pavement markings to identify crosswalks connecting existing curb ramps.

An aerial view of the intersections is shown below.

Figure 1. Aerial View of Intersections



EXISTING CONDITIONS

The intersections are located in a residential neighborhood along Wood Street, south of Ann Street, north of Brown Street, and south of the West Chicago Community High School. The School's student parking lot is located between intersections, west of Wood Street, with access from Stimmel Street.

Looking exclusively at the residential neighborhood between the limits of Ann Street and Brown Street (north to south) and Factory Street and Joliet Street (west to east), there are 14 total intersections. Of the 14 intersections, 12 are stop controlled, with only 2 intersections lacking regulatory control devices; Blair Street and Wood Street, and Pomeroy Street and Wood Street.

Figure 2. Aerial View of Residential Neighborhood Illustrating Existing Stop Control



Each residential street has a speed limit of 25 mph. The neighborhood is accessible through multiple entry points along Ann Street, Brown Street, and Joliet Street. Of the two north-south streets, Wood Street provides for more direct access to the Community High School. Wood Street does not have stop control between Ann Street and Brown Street in the north or south direction, while Weyrauch Street has stop control at the intersections of Blair Street, Stimmel Street, and Pomeroy Street. The stop controls along Weyrauch control the north and south legs.

FIELD OBSERVATIONS / DATA COLLECTION

The team collected intersection traffic data during AM and PM peak periods on November 27 and November 28, 2017. The counts were taken from 6:00 – 8:00 AM and 3:00 – 5:00 PM. All counts were taken manually and were broken into 15 minute increments. The peak hours of each intersection occurred between 7:00 – 8:00 AM and 3:00 – 4:00 PM. Passenger cars and single units (school buses, utility trucks, delivery trucks, etc.) were not counted separately. A summary sheet that shows the raw count for each approach is included as *Figures 3 - 8*.

During the AM and PM observation periods, a significant number of pedestrians, or students, cross the Blair Street and Wood Street intersection, mostly in the north-south because of the parking lot located adjacent to the intersection. At the Pomeroy Street and Wood Street intersection, the intersection experiences a significant volume of eastbound vehicular traffic in the afternoon due to students exiting the parking lot adjacent to Pomeroy Street.

In any case, Wood Street carries the higher volume of traffic than the side streets of Blair Street or Pomeroy Street throughout the day, including AM and PM peak periods.

STOP CONTROL WARRANT REQUIREMENTS

Single Stop Control

According to the *Manual on Uniform Traffic Control Devices, 2009 Ed. (MUTCD)*, STOP signs should be used at an intersection if one or more of the following conditions exist:

1. An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
2. A street entering a designated through highway or street; and/or
3. An unsignalized intersection in a signalized area.

Looking at the characteristics of the intersection, the intersection does not meet any of the above criteria.

Additionally, per MUTCD, the use of STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:

1. The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;
2. The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or

3. Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported with a 2-year period.

Looking at the characteristics of the intersection, the intersection does not meet any of the above criteria. However, the City of West Chicago Police Department has reported ten (10) total vehicular accidents in a period of ten (10) years from 2007 to 2017 at the intersection of Blair Street and Wood Street. Generally, most of the accidents occurred between two perpendicular vehicles due to either, confusion as to who has the right-of-way, or vehicles arriving at the intersection at the same time. In one instance, where a southbound vehicle struck a westbound vehicle, the driver of the southbound vehicle was issued a citation for failure to yield at an intersection. Accident reports were not provided for the intersection of Pomeroy Street and Wood Street.

Given MUTCD criteria to be considered, and the history and nature of vehicular accidents, TEG recommends a stop control installation to provide a measure of safety. Stop signs should be installed in a manner that minimizes the numbers of vehicles having to stop. In most cases, the street carrying the lowest volume of traffic should be stopped.

Multi-Way Stop Control

According to the MUTCD a multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop controls is used where the volume of traffic on the intersecting roads is approximately equal.

When considering the installation of multi-way stop controls, the following criteria should be noted:

1. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
2. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.
3. Minimum volumes:
 - a. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
 - b. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

- c. If the 85th percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items a and b.
4. Where no single criterion is satisfied, but where Criteria 2, 3a, and 3b are all satisfied to 80 percent of the minimum values. Criterion 3c is excluded from this condition.

Examining the data taken from the traffic study, the volume of vehicular and pedestrian traffic at this intersection does not meet the minimum traffic volume as the greatest number of vehicles observed was 229 vehicles/hour, which occurred at the Pomeroy Street and Wood Street intersection during the AM peak period.

Thus, a multi-way stop sign installation is not required.

Although no stop sign installation is required, per MUTCD, a multi-way stop control should be considered if it would improve the characteristics of the intersection where two residential roads intersect, each having similar design and operating characteristics.

Wood Street carries the higher volume of traffic than the side streets of Blair Street or Pomeroy Street throughout the day, therefore, multi-way stop control is not recommended.

ALTERNATIVE METHODS OF IMPROVEMENT

At intersections where a full stop is not necessary at all times, consideration could be given to using less restrictive measures such as yield signs. Given that yield signs are uncommon to the residential neighborhood, TEG does not recommend installing yield signs.

RECOMMENDATION

According to the MUTCD criteria, no stop control is warranted at this intersection. However, based on the criteria to be considered by MUTCD and the data gathered, TEG recommends the following:

1. Install stop control at east and west legs of Blair Street,
2. Install stop control at east and west legs of Pomeroy Street,
3. Install pavement markings to identify crosswalks connecting existing curb ramps.

The intersection does not experience high traffic volume or high vehicular speeds, but stop control for intersections in this residential area is common. In addition, stop control at each of these two approaches would provide greater safety and potentially reduce driver confusion of right of way.

TRAFFIC DATA

Figure 3. Blair Street and Wood Street Traffic Count Data

Traffic Count Data																
Intersection:		Wood and Blair														
Time:		6-8 AM														
Time:		3-5 PM														
		←			←			↓			↑					
AM	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			Totals			
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Veh	Ped	Peak Hour (Veh)	
6:00:00 AM			2		2						1		5	0		
6:15:00 AM			4		2								6	0		
6:30:00 AM			2		7							1	10	0		
6:45:00 AM		3	9		5								14	3	35	
7:00:00 AM			5		2				1		1	1	10	0	40	
7:15:00 AM		1	15		14			2			1	1	33	1	67	
7:30:00 AM		48	16	1	40		4	1	4	1	1	2	66	52	123	
7:45:00 AM		43	15		24	2	6	1	1	3		2	48	49	157	
		←			←			↓			↑					
		Pedestrian Traffic														
		←			←			↓			↑					
PM	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			Totals			
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Veh	Ped	Peak Hour (Veh)	
3:00:00 PM		31		8	80	34	3	1	1	1	3	3	85	80		
3:15:00 PM		12		2	6	12			3		1	1	31	6		
3:30:00 PM		5		1		9					1		16	0		
3:45:00 PM		4				8						1	13	0	145	
4:00:00 PM		7		1		13				1			22	0	82	
4:15:00 PM		2		3		4				1		1	11	0	62	
4:30:00 PM		6			2	12					1		19	2	65	
4:45:00 PM		3				8							11	0	63	
		Pedestrian Traffic														

Figure 4. Blair Street and Wood Street AM Peak Hour

Traffic Count Data																
Intersection:	Wood and Blair															
Peak Hour:	7:00 - 8:00 AM															

AM	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			Totals		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Veh	Ped	Peak Hr.
7:00:00 AM	-	-	5	-	-	2	-	-	-	1	-	1	1	10	0
7:15:00 AM	-	1	15	-	-	14	-	-	2	-	-	1	1	33	1
7:30:00 AM	-	48	16	-	1	40	-	4	-	1	4	1	2	66	52
7:45:00 AM	-	43	15	-	-	24	2	6	1	1	3	-	2	48	49

PEDESTRIAN TRAFFIC			

NORTHBOUND			
L	T	R	Total
0	51	0	51

EASTBOUND			
L	T	R	Total
1	4	8	13

WESTBOUND			
L	T	R	Total
1	3	6	10

SOUTHBOUND			
L	T	R	Total
1	80	2	83

Intersection: Wood and Blair Street DHV

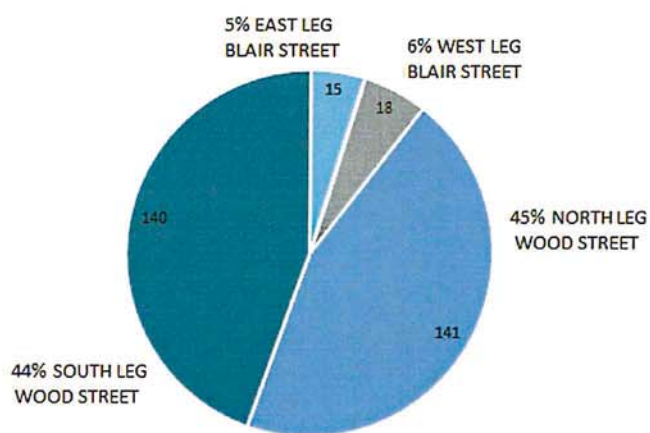


Figure 5. Blair Street and Wood Street PM Peak Hour

Traffic Count Data																
Intersection:		Wood and Blair														
Peak Hour		3:00-4:00 PM														
PM	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			Totals			
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Veh	Ped	Peak Hr.	
3:00:00 PM		31		8	80	34	3	1	1	1	3	3	85	80		
3:15:00 PM		12		2	6	12			3		1	1	31	6		
3:30:00 PM		5		1		9					1		16	0		
3:45:00 PM		4				8						1	13	0	145	
		PEDESTRIAN TRAFFIC														
								EASTBOUND								
								L	T	R	Total					
								3	1	4	8					
												SOUTHBOUND				
				NORTHBOUND												
				L	T	R	Total						L	T	R	Total
				0	52	0	52						11	63	0	74
								WESTBOUND								
								L	T	R	Total					
								1	5	5	11					

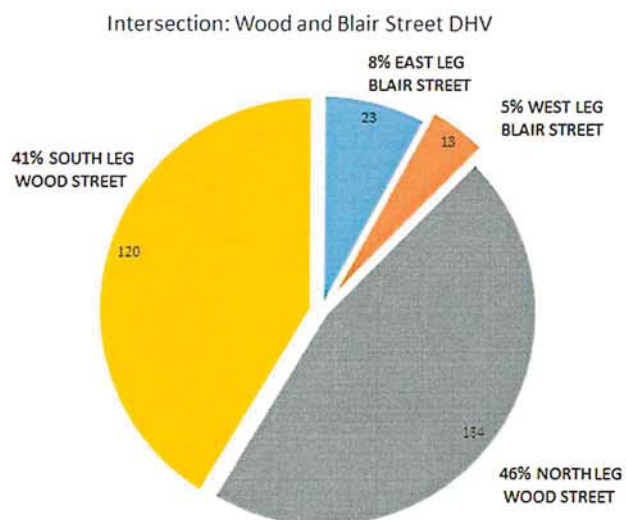


Figure 6. Pomeroy Street and Wood Street Traffic Count Data

Traffic Count Data																
Intersection:		Wood and Pomeroy														
Time:		6-8 AM														
Time:		3-5 PM														
AM	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			Totals			
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Veh	Ped	Peak Hour (Veh)	
6:00	-	1	-	-	2	1	-	-	-	-	-	-	4	-	-	
6:15	-	2	-	2	3	-	-	-	-	-	-	-	7	-	-	
6:30	-	1	1	-	2	-	-	-	-	-	-	-	4	-	-	
6:45	-	5	-	-	9	-	-	-	-	-	-	-	14	-	29	
7:00	-	5	-	1	5	-	-	-	-	-	-	-	11	-	36	
7:15	-	10	1	-	20	-	-	1	-	-	-	1	33	6	62	
7:30	11	33	1	-	67	-	-	1	1	-	-	1	115	4	173	
7:45	2	45	-	-	20	-	-	1	1	1	-	-	70	-	229	
PM	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			Totals			
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Veh	Ped	Peak Hour (Veh)	
3:00	-	5	1	1	32	1	1	5	13	1	-	-	60	1	-	
3:15	-	6	-	-	16	-	1	-	3	2	-	-	28	5	-	
3:30	-	11	2	-	17	-	-	-	1	-	-	-	31	-	-	
3:45	-	2	-	2	11	-	-	-	-	2	-	1	18	1	137	
4:00	-	11	-	-	8	-	-	-	-	-	-	1	20	2	97	
4:15	-	3	1	-	3	-	-	-	-	-	-	1	8	-	77	
4:30	1	5	-	3	6	-	-	-	-	1	1	-	17	-	63	
4:45	-	4	1	-	5	1	-	-	-	-	-	-	11	3	56	

Figure 7. Pomeroy Street and Wood Street AM Peak Hour

Traffic Count Data															
Intersection:	Wood and Pomeroy														
Peak Hour	7:00-8:00 AM														
AM	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			Totals		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Veh	Ped	Peak Hr. (Veh)
7:00:00 AM	-	5	-	1	5	-	-	-	-	-	-	-	11	-	
7:15:00 AM	-	10	1	-	20	-	-	1	-	-	-	1	33	-	
7:30:00 AM	11	33	1	-	67	-	-	1	1	-	-	1	115	-	
7:45:00 AM	2	45	-	-	20	-	-	1	1	1	-	-	70	-	229

NORTHBOUND			
L	T	R	Total
13	93	2	108

EASTBOUND			
L	T	R	Total
0	3	2	5

WESTBOUND			
L	T	R	Total
1	0	2	3

SOUTHBOUND			
L	T	R	Total
1	112	0	113

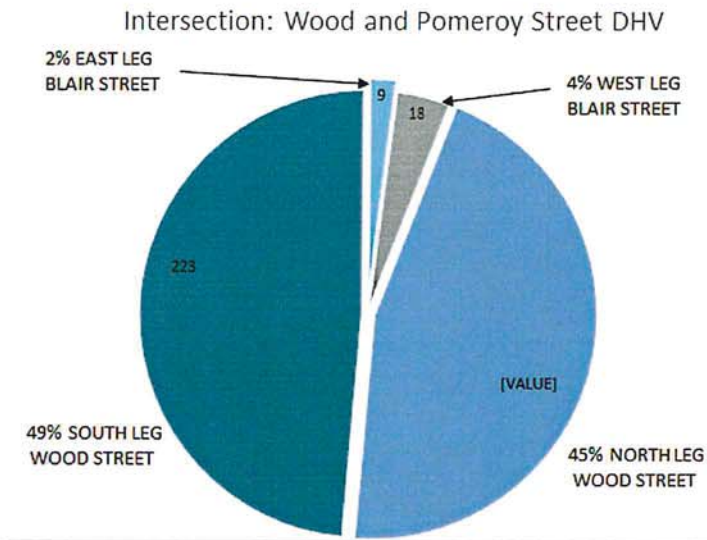


Figure 8. Pomeroy Street and Wood Street AM Peak Hour

Traffic Count Data															
Intersection:	Wood and Pomeroy														
Peak Hour	3:00-4:00 PM														
PM	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			Totals		
	Left	Through	Right	Left	Through	Right	Left	Through	Right	Left	Through	Right	Veh	Ped	Peak Hr. (Veh)
3:00:00 PM	-	5	1	1	32	1	1	5	13	1	-	-	60	1	-
3:15:00 AM	-	6	-	-	16	-	1	-	3	2	-	-	28	5	-
3:30:00 AM	-	11	2	-	17	-	-	-	1	-	-	-	31	-	-
3:45:00 AM	-	2	-	2	11	-	-	-	-	2	-	1	18	1	137

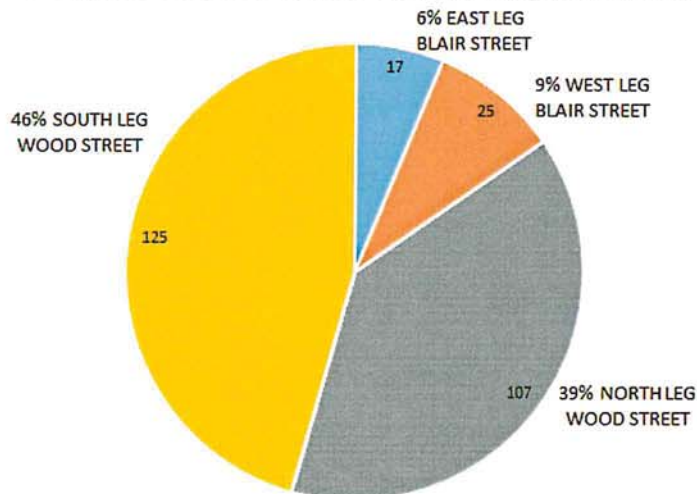
NORTHBOUND			
L	T	R	Total
0	24	3	27

EASTBOUND			
L	T	R	Total
2	5	17	24

WESTBOUND			
L	T	R	Total
5	0	1	6

SOUTHBOUND			
L	T	R	Total
3	76	1	80

PM Intersection: Wood and Pomeroy Street DHV



CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Stations of the Cross
St. Andrew Lutheran Church

AGENDA ITEM NUMBER: 5.C.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

St. Andrew Lutheran Church is organizing a Stations of the Cross procession to be held from 12:00 p.m. — 1:00 p.m. on March 30, 2018.

Members of the Church will gather at the corner of Easton Avenue and Main Street and travel east on Main Street to Prince Crossing and then north to the Church. The procession crosses Geneva Road. The Church anticipates approximately 150 participants.

A certificate of insurance will be provided by St. Andrew Lutheran Church prior to the event.

ACTIONS PROPOSED:

Approval for:

- Rolling street closure along Main Street and Prince Crossing Road (route map attached)
- Use of City services from the Police Department

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

RECEIVED
FEB 13 2018

BY: BB

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement
2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$75
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

***** FOR OFFICE USE ONLY *****

Received: 02-13-2018 Fee Paid: \$ N/A

Receipt # N/A Check # N/A

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. 2/13/18 PW 2/15/18 CDP Park Dist. 2/13/18

- ☒ Background checks completed by Police Dept. Date N/A
- ☒ DuPage Co. Health Department notified Date N/A
- ☒ Certificate of Insurance received and approved Date 02/20/18

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Mayra Vazquez, representing St. Andrew Lutheran Church
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

Mayra Vazquez
(signature)

2/7/18
(date)

Via Crucis / Stations of the Cross
(name of event)

3/30/18
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Stations of the Cross

Type of Event:

☐ Parade ☒ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Main Street and Prince Crossing

Date(s) of Event: 3/30/18 Hours of Event: 12n to 1pm Est. Attendance: 150

Event Website: _____

Purpose of event: Religious event

Name of Sponsoring Organization(s): St. Andrew Lutheran Church

Organization's Legal Status (i.e. NFP, Partnership, Corporation): NEP

Contact person from sponsoring organization: Rev. Josh Ebener

Organizer address: 155 N. Prince Crossing Road

City/State/Zip: West Chicago IL 60185 Phone: 630-231-3787

Cell Phone: _____ E-mail: standrewluth@sbcglobal.net

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Pastor Josh Ebener Phone: 563-650-2509

2nd Contact: _____ Phone: _____

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: 4/19/19

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

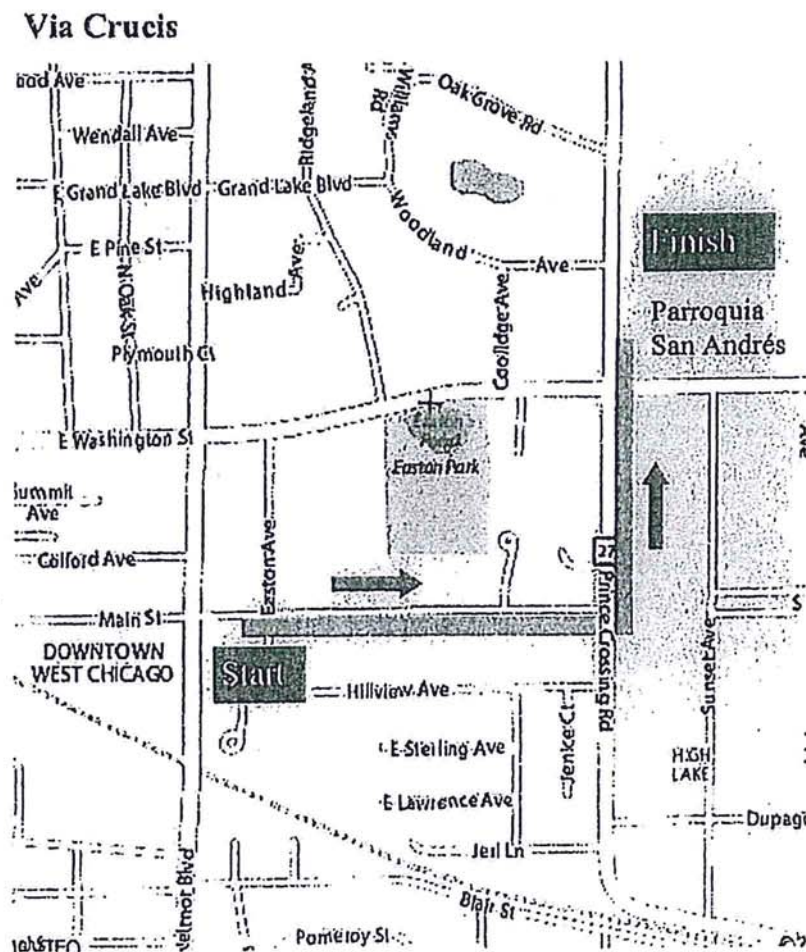
What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

On Good Friday, March 30, 2018 12-1pm there will be a re-enactment of Jesus Christ's cross stations, also known as "Via Crucis." The re-enactment will be performed by members of St. Andrew Lutheran Church.

We invite all members of the congregation and the Community of West Chicago to come and experience the journey that our Savior, Jesus Christ, lived through.



SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☐ Yes ☒ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☒ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: Rolling Street Closure

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other None

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail vendors (RV)
Location of food vendors (FV)
Location of first aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of "No Firearms" signage (NF)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☒ Yes ☐ No If yes, please indicate the property that you are requesting to use.

Main Street and Prince Crossing Road

Would you like to request the closing of City streets? ☐ Yes ☒ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: 3/30/18

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	
Submit Carnival Permit Application	90 days	N/A
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	N/A
Submit Building (Temporary Tent) Permit Application	30 days	N/A
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	N/A
Submit Original Certificate of Insurance*	21 days*	3/9/18
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	N/A 3/16/18
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

*If this requirement is not met, the proposed event may be cancelled.

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the St. Andrew Lutheran Church (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Station of the Cross (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to St. Andrew Lutheran Church (name of organization) participation in the Activity.

To the fullest extent permitted by law, the St. Andrew Lutheran Church (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of St. Andrew Lutheran Church (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The St. Andrew Lutheran Church (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the St. Andrew Lutheran Church (name of organization) at its own expense, satisfy and discharge the same.

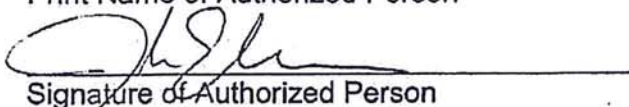
The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the St. Andrew Lutheran Church (name of organization).

Agreed this 7 day of February, 2018

St. Andrew Lutheran Church
Name of Organization

Pastor Josh Ebener
Print Name of Authorized Person


Signature of Authorized Person

Pastor
Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

St. Andrew Lutheran Church
(Name of Organization)

Joshua D. Ebener
(Print Name of Signatory)

2/8/18
(Date)

By [Signature]
(Authorized Signatory)

[Signature]
(Notary Public)



Signed and sworn to before me this 08 day of February, 20 18.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:
City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied
Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

WE GO Run
Leman Middle School & Race Time, Inc.

AGENDA ITEM NUMBER: 5.17.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE:

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

Leman Middle School is proposing the 14th Annual WE GO Run, a combination of a 5K and 10K Run/Walk and a 1 Mile Fun Run as a fundraiser for Leman Middle School-West Chicago School District #33 on Saturday, May 5, 2018.

Registration and set-up is scheduled for 4:30 a.m. The 5k and 10k races begin at 8:25 a.m. and the 1 Mile Fun Run begins at 9:00 a.m. The anticipated completion time for the races is 10:00 a.m. The entire event is expected to end at approximately 10:30 a.m.

All courses have been reviewed by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the course map.

Police services are requested for assistance with traffic control.

Residents along the course will be notified two weeks prior to the event.

A certificate of insurance has been provided by the event organizer, Race Time Inc., and is pending City approval.

ACTIONS PROPOSED:

- Recommend event for approval as proposed including request for Police Department services.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT



PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 01/16/2018 Fee Paid: \$ N/A

Receipt # N/A Check # N/A

Event Acknowledgement Form returned by:

Police Dept. 01/25/18 Fire Dist. 01/18/18 PW 01/17/18 ^{CDD} Park Dist. 01/31/18

- ☒ Background checks completed by Police Dept. Date N/A
- ☒ DuPage Co. Health Department notified Date _____
- ☒ Certificate of Insurance received and approved Date _____

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff


Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.
2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of (company involved) for (event) (date, times (if applicable), location) No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to (event)".
3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.
4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.
5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to specialevents@westchicago.org or fax (630-293-1257) to be considered an original document.

I, Julie Pearson, representing West Chicago School Dist 33
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.


(signature)
WEGO Run
(name of event)

11/12/18
(date)
5/5/18
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: WE GO Run

Type of Event:

☐ Parade ☒ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Leman Middle School (LMS)

Date(s) of Event: 5/5/18 Hours of Event: 5 AM to 11 AM Est. Attendance: 400

Event Website: www.wegorun.com

Purpose of event: Fund raise for LMS

Name of Sponsoring Organization(s): Leman Middle School

Organization's Legal Status (i.e. NFP, Partnership, Corporation): School District

Contact person from sponsoring organization: JAMIE WAGNER

Organizer address: 238 HAZEL

City/State/Zip: WEST CHICAGO IL Phone: 630 926 0724

Cell Phone: 630 926 0724 E-mail: WAGNERA@WEGO33.ORG

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: JULIE PEARSON Phone: 630 514 2364

2nd Contact: _____ Phone: _____

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: _____

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

none

What, if anything, are you doing to rectify the problem(s)?

N/A

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

14th ANNUAL WE GO RUN
8:00 A.M., SATURDAY, MAY 5, 2018
LEMAN MIDDLE SCHOOL
WEST CHICAGO, ILLINOIS

Introduction: This year the WE GO Run will once again be held at the Lemman Middle School. This is our opportunity to show the community who West Chicago School District is by hosting it at our largest school.

- 1) Police Services: Would hope to get same support that we have in previous years from West Chicago Police Department. Understand that we will not get street closures but for the initial start of the race would need traffic held for approximately 10 minutes. Police have also assisted in key busy intersections.
 - a. Last year we have 50+ volunteers on the race course route. Will have the same, if not more, this year. Volunteers on course will have cell phones call 911 or Race Director in case of any emergencies, etc.
- 2) General Information:
 - a. Set up will start at 4:30 AM at Lemman Middle School and on the course.
 - b. First Race: 1 Mile which begins at 9:00. 5K & 10K start at 8:25.
 - i. Completion time: approximately 10:30 AM. Course closes at 10:00 AM
 - ii. Anticipating 350 runners total.
 - c. Proposed map of race course submitted with permit application.
 - d. Course length: 3.1 Miles and 6.2 miles
 - i. Race committee to mark with orange for 5K, green for 10K and red for 1 Mile non-permanent paint two weeks prior to race.
 - ii. USATF Certification pending approval from village.
 - e. Will only cancel in extreme weather. Will call city that morning to notify.
 - f. Have committee and volunteer vehicles along the course for emergencies.
 - g. Advertising will take place via posters and registration forms being put into hands of families that are part of School District #33, #34, #25 & #94. Also in area local businesses.
 - h. Certificate of Liability Insurance will be sent directly to City Hall to the attention of ~~John~~ *Bethany Bayci* ~~Said~~.
 - i. Main Contact: Amy Wagner 630-926-0724.
 - j. West Chicago Middle School track team will be distributing flyers along course to village residents one week prior to event notifying them that race will take place. Flyer will be in both English and Spanish.
 - k. Parking will take place at Lemman Middle School and Gary School.
 - l. The WE GO Run is a fund raiser put on solely by volunteers. All proceeds go back to West Chicago School District #33

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☒ Yes ☐ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☒ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: Assist with Traffic Control

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other None

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of "No Firearms" signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☒ Yes ☐ No If yes, please indicate the property that you are requesting to use.

COURSE MAP ATTACHED

Would you like to request the closing of City streets? ☐ Yes ☒ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
<u>N/A</u>				