



Agenda  
Village of Glen Ellyn  
Special Village Board Workshop Meeting  
Monday, May 11, 2026  
5:45 PM  
Glen Ellyn Civic Center, Galligan Board Room

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Meeting Procedures Statement

*Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting or online at [www.glenellyn.org](http://www.glenellyn.org) prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.*

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment when the item is discussed. Please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that one spokesperson for a group be appointed to provide comment for the entire group. When recognized, please step to the microphone and state your name and provide your comment. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

- E. Presentation**

- 1) Review of the Construction of a Parking Lane on the South Side of Cottage Avenue between Pleasant Avenue and Main Street as part of the 2026 Utility and Roadway Improvements Project (Public Works Professional Engineer Daubert) (Tentative Timeline: 5:45-6 pm)
- 2) Review of the Construction of a Sidewalk on the South Side of Cottage Avenue between Main Street and Forest Avenue as part of the 2026 Utility and Roadway Improvements Project (Public Works Professional Engineer Daubert) (Tentative Timeframe: 6-7 pm)

- F. Adjourn**

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Civility Pledge - In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are striving to support and improve our community, and understanding that we each may have different ideas for achieving that objective.



Glen Ellyn Village Board  
535 Duane Street  
Glen Ellyn, IL 60137

Meeting 5/11/2026 5:45 PM  
Department: Public Works - Engineering  
Department Head: John Hubsby  
Category: Presentation  
Prepared By: Steven Warner, Richard Daubert

AGENDA ITEM (ID # 2026-330)

DOC ID: 2026-330

## **Review of the Construction of a Parking Lane on the South Side of Cottage Avenue between Pleasant Avenue and Main Street as part of the 2026 Utility and Roadway Improvements Project (Public Works Professional Engineer Daubert) (Tentative Timeline: 5:45-6 pm)**

### **Statement of the Issue:**

The purpose of this agenda item is to review whether the Village should construct a parking lane on the south side of Cottage Avenue just west of Main Street, in front of First Presbyterian Church. This block of Cottage Avenue is being reconstructed as part of the Village's 2026 Utility and Roadway Improvements Project (Project). The Village received a request from First Presbyterian to construct the parking lane in order to alleviate concerns they had received about blocking traffic during school pickups and drop-offs. This lane was then designed and included in the Project's plans so that the improvements and any associated impacts could be discussed with adjacent residents. The topic was briefly discussed at a public meeting for the Project and was later an agenda item at the March Capital Improvements Commission (CIC) meeting. Since the start of public outreach and corresponding public meetings, Village staff has primarily received feedback opposed to the installation of the parking lane. There was no motion made by the CIC regarding the parking lane, but the general observation was that area residents did not want the lane as it could create a more substantial "thoroughfare" feel on their street and the frequency of issues was not worth the associated loss of green space and trees. The topic is discussed in more detail in this memorandum and staff will provide a brief presentation at the Village Board meeting.

### **Analysis:**

#### Design Process

As part of the Project's design process to incorporate the requested improvements, staff proposed a 7.5-foot-wide parking lane to be built in the existing parkway in front of First Presbyterian Church. The lane would begin just west of Main Street and extend to the western church entrance on Cottage Avenue (approximately 240 feet). The lane consists of six striped parallel parking stalls, as shown in the plan sheet included as an attachment to this memorandum. The parking lane installation would require removing four parkway trees but leaves enough space for replanting parkway trees in a 10-foot-wide parkway adjacent to the new parking stalls.

#### Public Outreach and Feedback

Staff completed its typical public outreach for the Project, which included a public meeting to review the scope of the project and seek input regarding the design. The parking lane installation was mentioned in the meeting invitation letter and specifically discussed at the public meeting held on December 11, 2025. A few residents from the block and area were in attendance at the meeting. Staff summarized the improvements and potential impacts before fielding several questions and concerns regarding the work. The residents in attendance shared a variety of concerns with both the existing and proposed conditions. Most of the opposition to the proposed lane was related to the overall widening of a residential street to three lanes, the associated loss of green space, and how parking restrictions would be enacted and enforced. As a result of the feedback at this meeting, and from the February CIC meeting in which the CIC discussed a separate sidewalk installation on Cottage Avenue, staff distributed a letter to the residents on Cottage Avenue between Pleasant Avenue and Main Street inviting them to share their opinions of the parking lane. The letter also invited residents to attend the March CIC meeting where it would be appropriate for a recommendation regarding the installation to be made.

Prior to the March CIC meeting, staff met with representatives from First Presbyterian and the Police Department to discuss how the proposed new lane would operate and what parking restrictions would be preferred for both sides of Cottage Avenue. Staff then included these items in a presentation at the March CIC meeting. Several Cottage Avenue and area residents provided their feedback prior to and during the meeting and did not support the parking lane. A representative from First Presbyterian Church attended and stated that they receive frequent phone calls from residents complaining about traffic issues during school pick-up and drop-off. Although no formal recommendation was made at the March CIC meeting, the discussion indicated that the CIC did not support the parking lane installation due to it not being supported by the residents.

### **Budget Impact:**

Based on awarded unit pricing from the roadway project's contract, this parking lane installation corresponds with approximately \$25,000 in costs that could be omitted or remain in the project scope, depending on Board direction. This amount includes additional excavation and pavement areas, storm sewer items, and removal of four parkway trees. Any associated "no parking" sign replacements or relocations would be completed in-house by the Streets Division.

### **Contribution to Strategic Plan**

Strategic Priority: Infrastructure; Initiatives: Develop the Capital Improvement Plan, Safe & reliable roads & utilities

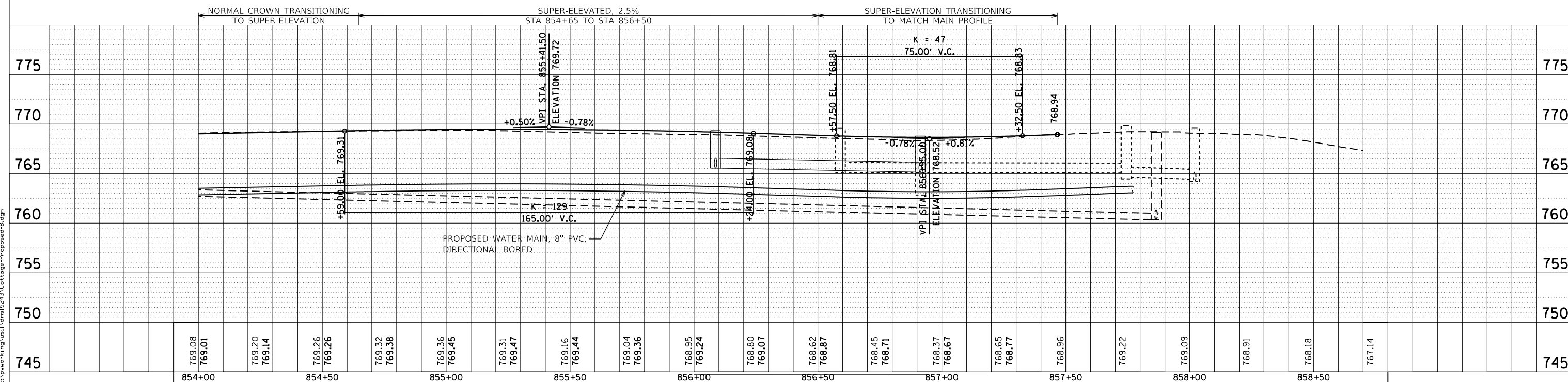
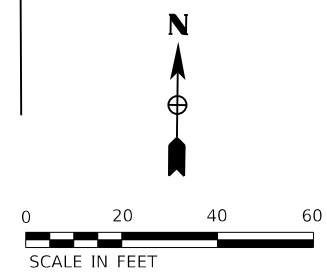
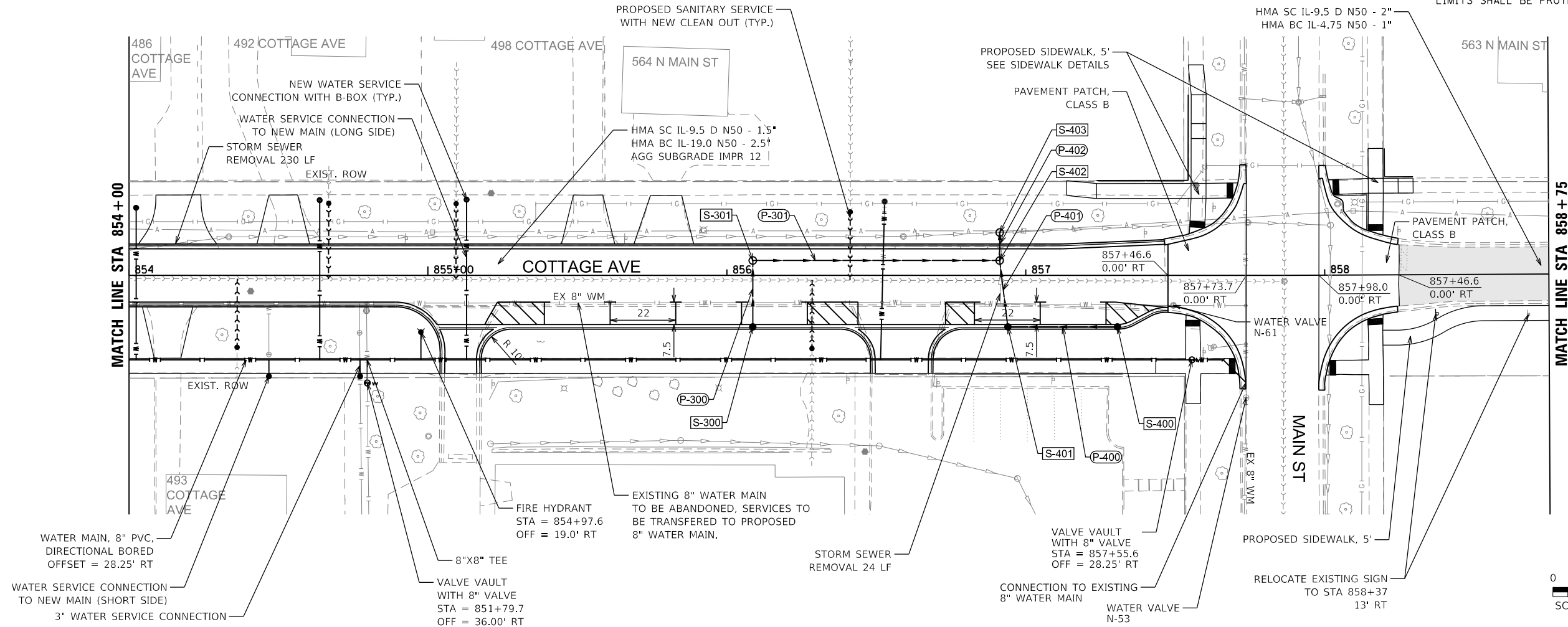
### **Action Requested:**

Engineering staff recommends the Village Board of Trustees review the topic at the May 11th, 2026 Village Board Workshop Meeting, prior to making a motion at an upcoming Regular Meeting containing formal direction regarding the parking lane. Engineering staff will support either direction, but based on the information within this memorandum, staff is recommending against installing the parking lane as it feels that the improvements will provide limited relief for the issue at hand and reinforce vehicle parking on the north side of Cottage Avenue.

**Attachments:**

1. Cottage Avenue Parking Lane Plan Sheet
2. Revised Cottage Avenue Plan Sheet without Parking Lane

NOTE: EXISTING INLET AND CATCH BASIN STRUCTURES LOCATED WITHIN 100 FEET OF THE CONSTRUCTION/WORK LIMITS SHALL BE PROTECTED WITH INLET FILTER BASKETS.



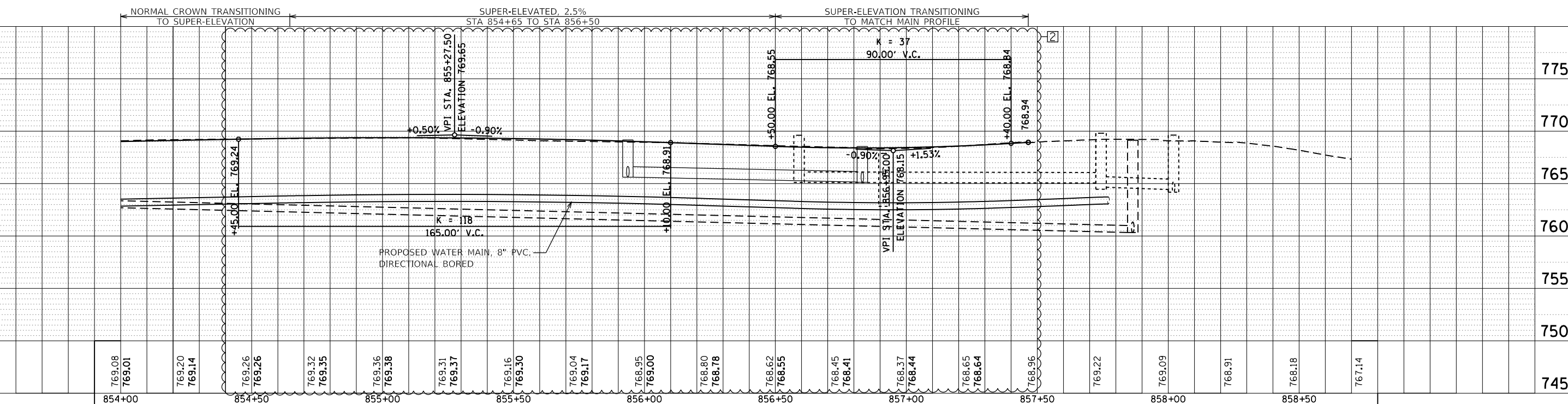
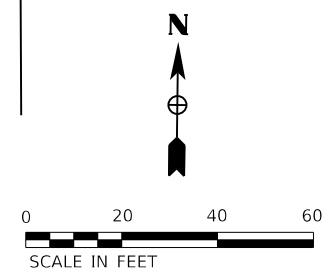
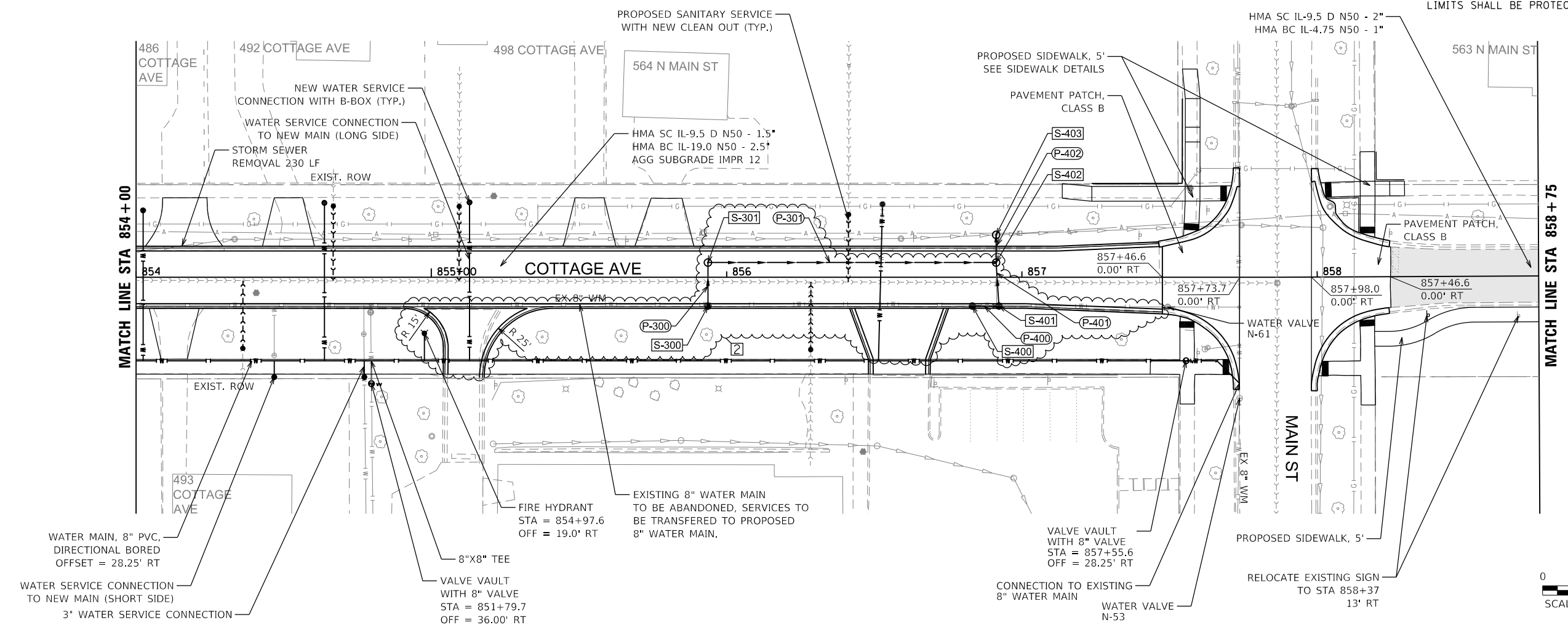
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NOTE: EXISTING INLET AND CATCH BASIN STRUCTURES LOCATED WITHIN 100 FEET OF THE CONSTRUCTION/WORK LIMITS SHALL BE PROTECTED WITH INLET FILTER BASKETS.



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535 Duane Street  
Glen Ellyn, IL 60137

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AGENDA ITEM (ID # 2026-329)

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## **Review of the Construction of a Sidewalk on the South Side of Cottage Avenue between Main Street and Forest Avenue as part of the 2026 Utility and Roadway Improvements Project (Public Works Professional Engineer Daubert) (Tentative Timeframe: 6-7 pm)**

### **Statement of the Issue:**

The purpose of this agenda item is to review whether the Village should construct a sidewalk along the south side of Cottage Avenue between Main Street and Forest Avenue. This block of Cottage Avenue is being resurfaced as part of the Village's 2026 Utility and Roadway Improvements Project. Consistent with the Village's Complete Streets Policy, staff evaluates sidewalk gaps within the project for sidewalk installation during the design process. This segment was designed and included in the project's plans so that the improvements and any associated impacts could be reviewed with adjacent residents. This topic was discussed at the February and March Capital Improvements Commission (CIC) meetings, with extensive public input received regarding potential tree impacts. At the direction of the CIC, staff worked with the Village Forestry Superintendent and an independent forestry consultant (Osage, Inc.) to provide additional evaluations and mitigation methods at the March CIC meeting. Upon consideration of these efforts, a unanimous motion was passed by the CIC to recommend that the Village Board approve construction of the sidewalk. The topic is discussed in more detail in this memorandum and staff will provide a brief presentation at the Village Board meeting.

### **Analysis:**

#### **Design Process**

As part of the 2026 Utility and Roadway Improvements Project's design process, staff proposed a 5-foot-wide sidewalk on the south side of Cottage Avenue, installed immediately behind the curb to minimize impacts to adjacent landscaping and property. Staff notes that if spatial limitations did not exist, it would have specified for the sidewalk to be 6-feet in width to provide additional separation from the roadway for snow removal and overall pedestrian safety. The design includes partial driveway replacement work, relocation of one fire hydrant and three no-parking signs, and removal of three parkway trees. Relevant plan sheets from the roadway project plans are included as an attachment to this memorandum.

#### **Public Outreach and Feedback**

Staff completed its typical public outreach for the Project, which included a public meeting to review the scope of the project and seek input regarding the design. The sidewalk improvements were

mentioned in the meeting invitation letter and specifically discussed at the public meeting held on December 11, 2025. Multiple residents from the block and area were in attendance. Staff summarized the improvements and potential impacts before fielding several questions and concerns regarding the work. It appears that one of the three fronting residents supports the sidewalk installation, while two are opposed to the sidewalk. Other residents had a mix of opinions for and against the sidewalk, with the main factor against it being tree impacts. Aside from the three parkway tree removals, one resident was concerned about the impacts to two large oak trees adjacent to the work near 552 Forest Avenue. The larger of these trees is a Village-owned 250+ year-old tree with a history of large falling branches as recently as 2024. As a result of the feedback at this meeting, staff distributed a letter to approximately 45 adjacent properties inviting them to share their opinions of the sidewalk and attend the February CIC meeting where it would be appropriate for a recommendation regarding the sidewalk to be made.

### Capital Improvements Commission Review and Recommendation

At the February CIC meeting, staff gave a brief presentation explaining the design, potential impacts, and possible mitigation efforts for impacts to adjacent trees. Approximately 15 residents attended and shared extensive feedback regarding the design, mostly focused on potential impacts to the two large oak trees in front of 552 Forest Avenue. The CIC later directed staff to provide more information regarding the current health of the larger burr oak tree and associated measures that could be taken to minimize any impacts from construction. Accordingly, the topic was tabled to be brought to the March CIC meeting.

At the March CIC meeting, staff provided an update for various tree-related items. Staff worked with the Village's Forestry Superintendent and independent tree consultant to re-evaluate the health of the 47-inch burr oak tree and made recommendations as to how the impacts on this tree (and the other oak on private property at 552 Forest Avenue) could be mitigated before, during, and after construction. The resulting recommendations included treating both oak trees at 552 Forest Avenue with a cambistat growth regulator treatment prior to construction to extend pruning cycles and enhance overall tree health. Forestry has already proactively treated the Village-owned burr oak tree with cambistat. This treatment could then be completed every other year as recommended by the Forestry Superintendent. Prior to sidewalk excavation, it was recommended to use an air spade to expose any roots on the back side of the sidewalk. If any roots are found to be in conflict with the concrete sidewalk, they will be pruned at the direction of the Forestry Superintendent or consultant. Roots that may exist within the proposed 4-inch base of the sidewalk will be avoided where possible. The contractor will then install an urban tree structural soil mix ("CU-Structural" soil) as the base for the sidewalk between the driveway for 535 Cottage and the existing sidewalk at the corner of Forest and Cottage (approximately 183 linear feet). The Village Engineering team has direct experience with utilizing this material in another community. A marked-up plan sheet showing potential limits of these measures is included as an attachment to this memorandum. Approximately 15 residents were in attendance and an opportunity for "new" comments (since the February CIC meeting) was provided. After deliberation by the CIC, a unanimous motion was passed recommending that the Village construct the sidewalk while incorporating the aforementioned tree protection and preservation measures.

### Benefits and Other Factors for Consideration

The major inherent benefit of installing this sidewalk is the increase in connectivity and the closing of a sidewalk gap (or barrier) that could be limiting to pedestrians. The Village's draft ADA Transition Plan discusses sidewalk gaps and generally makes recommendations to install sidewalk where feasible. The three fronting residents would now have direct sidewalk access to Main Street and Forest Avenue, and other residents walking through the area would have a more direct route without the need to cross to, and potentially from, the north side of Cottage.

While impacts to trees are not ideal, they are a common trade-off for public infrastructure, utilities, and private improvements. The proposed plan, a 5-foot sidewalk along the curb, was selected with the intent to minimize these impacts. Staff intends to incorporate the previously mentioned best practices at the direction of the Village's Forestry Division.

Staff also wants to emphasize that while trees are commonly impacted as part of Village and private projects, it is acknowledged that this situation is unique. Staff regularly works with contractors to minimize their impact on public and private trees and, as such, staff believes that this sidewalk can be installed in a reasonable manner, if directed by the Village Board.

A decision not to install the sidewalk or "defer" as part of this project would not preclude any future efforts to construct the sidewalk in the future. The sidewalk could also theoretically be constructed for a portion of the block, but it is not ideal for sidewalk to end mid-block as it could lead to pedestrians unknowingly approaching a "dead-end" sidewalk. This mid-block alternative was considered by staff and the Capital Improvements Commission and ultimately not recommended.

### **Budget Impact:**

Based on awarded unit pricing from the roadway project's contract, this sidewalk installation corresponds with approximately \$42,200 in costs that would remain in the project or be omitted, depending on Board direction. This amount includes sidewalk installation, concrete drive approach replacement, sodding, and relocation of one fire hydrant. The costs of the additional treatments for the large burr oak tree at 552 Forest Avenue are excluded from this amount, but would likely be negotiated with the contractor, or paid for by tracking time and materials. Material costs for the CU-Structural soil would be approximately \$7,200 while the air spade work and cambistat treatments would be completed in-house by the Forestry Division. Sign relocations and tree removals are also assumed to be completed in-house by Glen Ellyn Public Works.

### **Contribution to Strategic Plan**

Strategic Priority: Infrastructure; Initiatives: Develop the Capital Improvement Plan, Safe & reliable roads & utilities

### **Action Requested:**

Engineering staff recommends the Village Board of Trustees review the topic at the May 11th, 2026 Village Board Workshop Meeting, prior to making a motion at an upcoming Regular Meeting containing formal direction regarding the sidewalk installation. Engineering staff will support either direction, but would note that building the sidewalk is consistent with the CIC's recommendation

and initiatives in the Village's ADA Transition Plan.

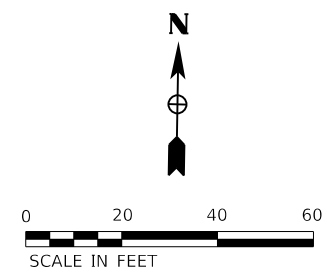
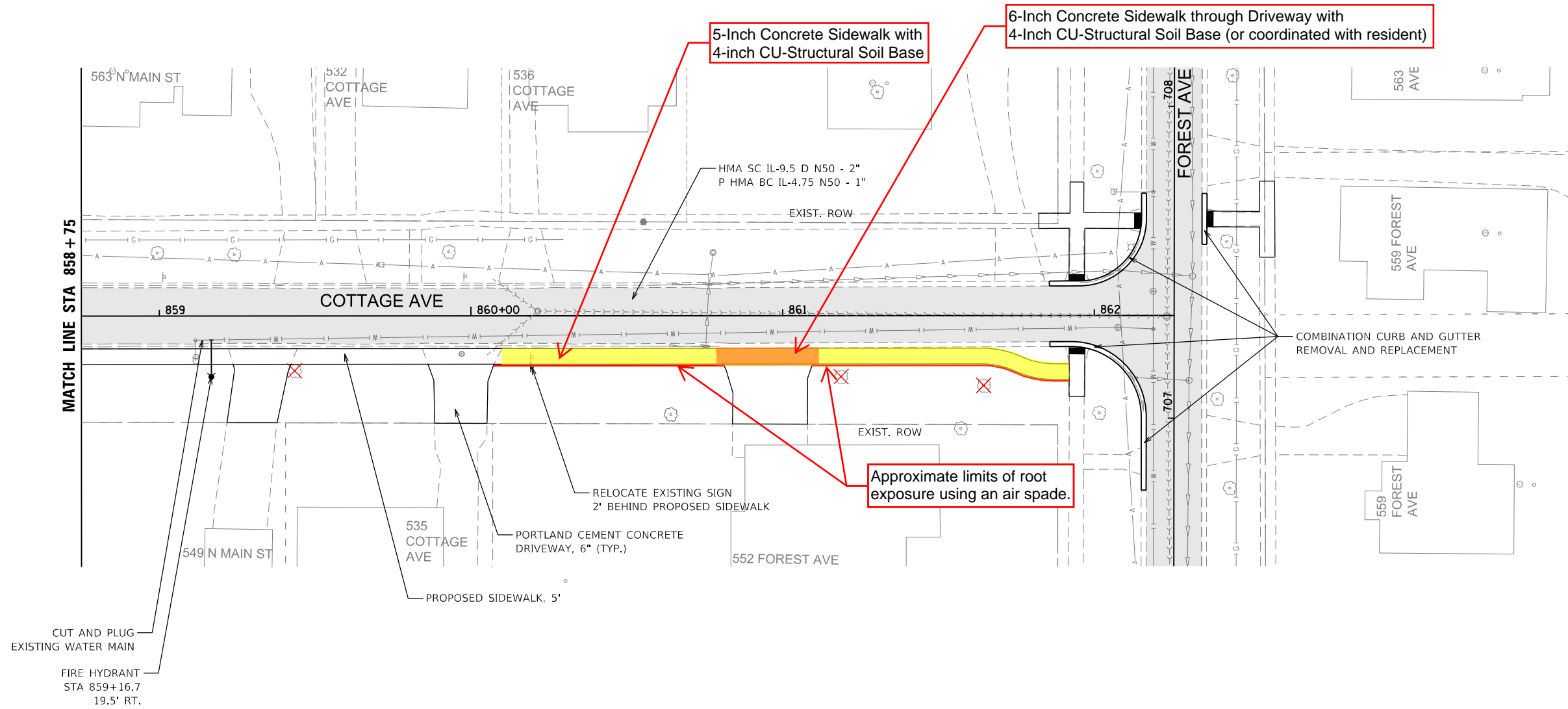
**Attachments:**

1. Plan Sheet Exhibit of Protective Tree Measures
2. Photo Exhibit of Protective Tree Measures

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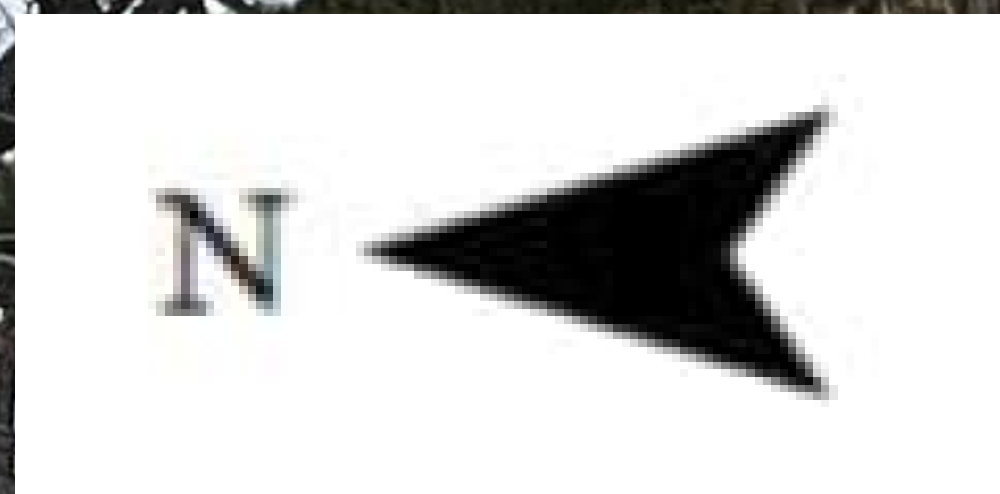
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NO PARKING  
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552 FOREST AVE

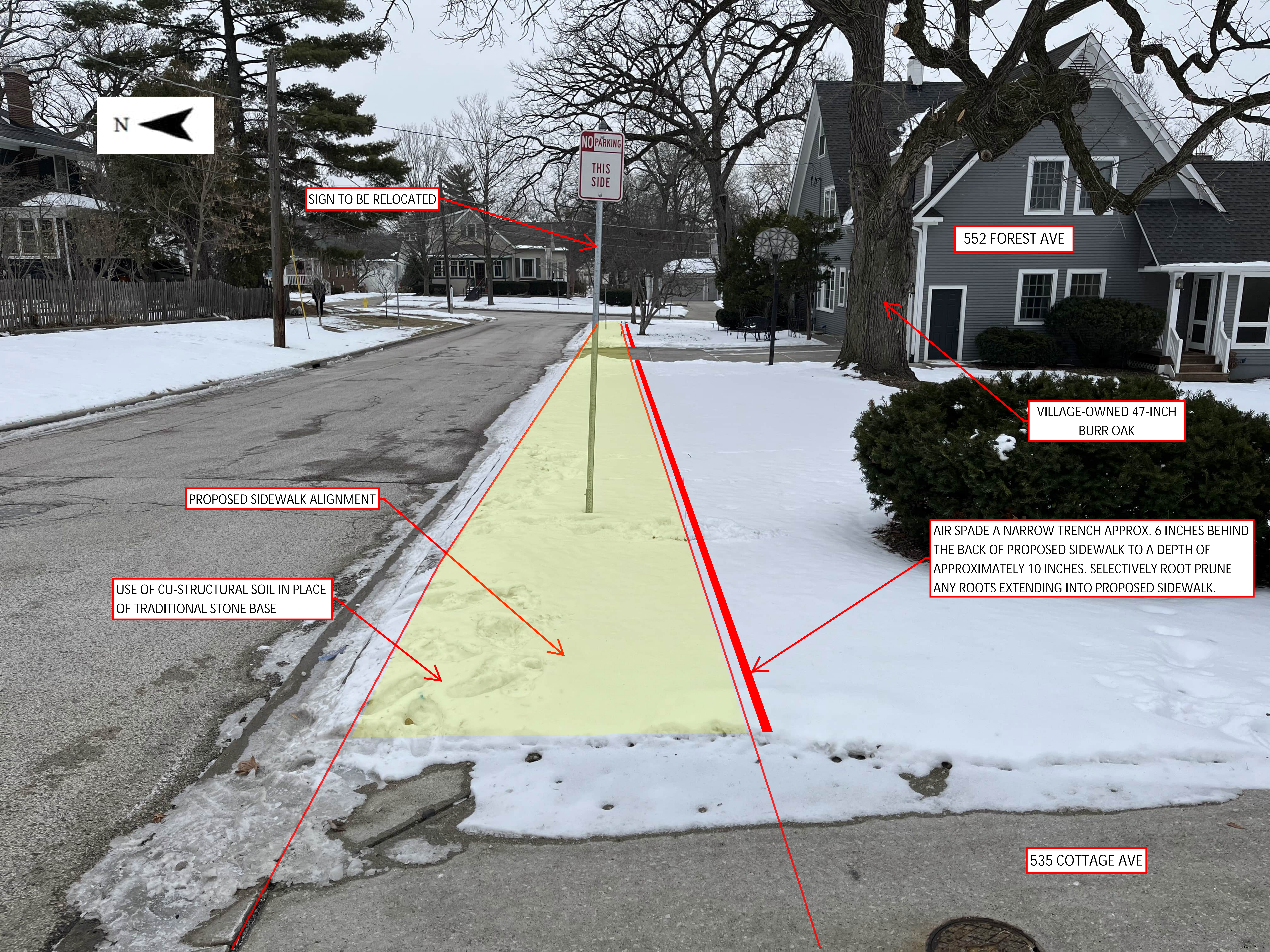
VILLAGE-OWNED 47-INCH  
BURR OAK

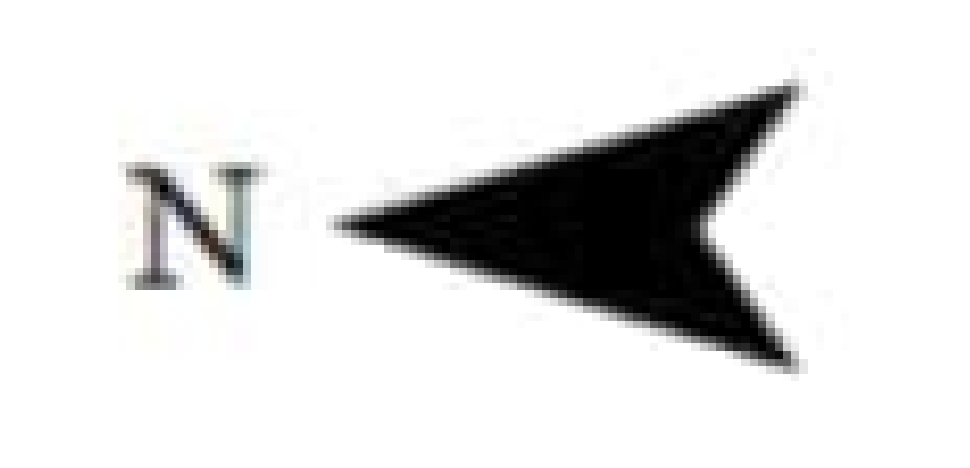
PROPOSED SIDEWALK ALIGNMENT

USE OF CU-STRUCTURAL SOIL IN PLACE  
OF TRADITIONAL STONE BASE

AIR SPADE A NARROW TRENCH APPROX. 6 INCHES BEHIND  
THE BACK OF PROPOSED SIDEWALK TO A DEPTH OF  
APPROXIMATELY 10 INCHES. SELECTIVELY ROOT PRUNE  
ANY ROOTS EXTENDING INTO PROPOSED SIDEWALK.

535 COTTAGE AVE





PRIVATE OAK TREE

SIGN TO BE RELOCATED

552 FOREST AVE

PROPOSED SIDEWALK ALIGNMENT

USE OF CU-STRUCTURAL SOIL IN PLACE OF TRADITIONAL STONE BASE

AIR SPADE A NARROW TRENCH APPROX. 6 INCHES BEHIND THE BACK OF PROPOSED SIDEWALK TO A DEPTH OF APPROXIMATELY 10 INCHES. SELECTIVELY ROOT PRUNE ANY ROOTS EXTENDING INTO PROPOSED SIDEWALK.

