



Public Safety Committee Memorandum

To: Committee Members
From: Jim Culotta, City Administrator
Date: 4/17/17
Re: Traffic Calming Policy

BACKGROUND

As a Home Rule community, the City of Washington, may exercise any power and perform any function to regulate for the protection of the public health, safety, morals, and welfare. Periodically, the city receives requests for changes to or the addition of traffic calming measures (such as speed limit changes and stop signs). There is currently no written policy to evaluate such requests.

REQUESTED ACTION

Staff requests Committee consideration of the attached policy adopted by the Village of Oswego, Illinois. Their policy speaks to how traffic calming requests are to be submitted, resident input, and how requests will be reviewed.

If the Committee is interested, staff can draft a policy tailored to the City of Washington for discussion.

ATTACHED

1. Village of Oswego Traffic Calming Request & Implementation Policy

EXHIBIT "A"

TRAFFIC CALMING REQUEST AND IMPLEMENTATION POLICY

TRAFFIC CALMING OBJECTIVES:

- (A) Establish the process for submitting and reviewing requests for the installation of traffic calming measures on public roadways, and to detail traffic calming measures that are deemed appropriate for use within the Village;
- (B) Increase the safety and convenience for pedestrian and non-motorist traffic without interfering with the safe and intended use of roadways, including emergency response and public safety access and operation;
- (C) Provide guidance to residents and staff on the appropriate methods for the installation of traffic calming devices as designed to increase public safety and decrease the negative effects of motor vehicle travel;
- (D) Identify appropriate traffic calming measures to positively contribute to the reduction in the number and severity of roadway collisions among motor vehicles, pedestrians, and other non-motor traffic;
- (E) Design traffic calming measures considering the speed, hazardous driving or pedestrian conditions, high volume of traffic; and
- (F) Promote alternative methods of transportation to minimize vehicular traffic.

DEFINITIONS:

- (A) **85th Percentile Speed:** The measured speed at which eighty-five percent of the vehicles on the roadway are traveling at or below. This is not necessarily the posted speed limit, but rather this measure is based on the actual speed traveled by eighty-five percent of vehicles.
- (B) **Arterial Streets:** Arterial streets are primarily for through traffic, usually on a continuous route, moving large volumes of traffic. Principle arterials typically connect to freeways or expressways, and minor arterials typically connect principle arterials with collector streets and other local roadways. An example of an Arterial Street is Wolfs Crossing.
- (C) **Average Daily Traffic (ADT):** The total number of vehicles that travel along a roadway (both directions combined) during a typical 24-hour period. This measurement is typically taken on a midweek day (Tuesday, Wednesday, or Thursday) to better understand typical traffic conditions.
- (D) **Collector Streets:** Collector streets serve the internal traffic movement within and between neighborhoods within the Village, and typically connect local streets with the network of arterial streets. An example of a Collector Street is Boulder Hill Pass.
- (E) **Contact Person:** The person who has initiated a request for the installation of a traffic calming measure, or that person's designee.
- (F) **Impact Area:** The area that, per the designation of the Village Engineer or Police Department, may be directly affected by the installation of a traffic calming measure or device.
- (G) **Local Streets:** Local streets are primarily for access to residences, businesses, or other abutting properties.
- (H) **Non-residential Collector Streets:** Collector streets that pass through sections of the Village where properties are zoned commercial or industrial.
- (I) **Project Area:** The roadway(s) where traffic calming measures are to be installed.
- (J) **Residential Collector Streets:** Collector streets that pass through sections of the Village where properties are zoned residential.

- (K) **Traffic Calming:** The combinations of measures that reduce the effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized or pedestrian traffic.
- (L) **Traffic Calming Measures/Devices:** Design elements in and/or along roadways or intersections that conform to the definition of traffic calming.

TRAFFIC CALMING REQUESTS:

(A) General Rules and Requirements:

1. An individual resident, property owner, neighborhood groups, or homeowner's associations on the street where traffic calming measures are to be considered, , may request the installation of traffic calming measures. Requests for the installation of traffic calming measures should be made in person, in writing, or via email, to:

Village of Oswego Police Department
3525 U.S. Route 34
Village of Oswego, Illinois 60543

2. All requests must include the requestor's contact information including the following:

- a. Contact Person's name
- b. Daytime telephone number or email address where we can reach Contact Person
- c. Location of perceived problem
- d. General description of concern

(B) Street Eligibility:

All of the following criteria shall be satisfied for a street to be considered eligible for traffic calming measures:

1. Operational characteristics of the street:
 - i. The street shall be classified as a local street or a residential collector street. Non-residential collector and arterial streets are not eligible.
 - ii. The street shall have no more than two through lanes, one in each direction.
 - iii. The street shall have a regulatory speed limit of no greater than thirty (30) miles per hour.
 - iv. The street shall have an average daily traffic volume (ADT) of at least 750 vehicles per day.
 - v. The 85th percentile speed of vehicles must exceed the posted speed limit by a minimum of five (5) miles per hour.
2. Public Safety
 - i. In the case that the street contains an obvious safety hazard that may be corrected by installation of a traffic calming measure, consideration for a traffic calming measure may proceed without meeting the above requirements.
3. Installation by a Homeowner's Association
 - i. In the case that a homeowner's association elects to install an approved traffic calming measure, this measure shall be installed and maintained at the cost of the homeowner's association, following the guidelines outlined in this policy for implementation.
4. Private Streets
 - i. In the case that a resident, group, or association request is made for a traffic calming measure to be installed on a privately owned roadway, this roadway will be analyzed following the guidelines outlined in this policy.

- ii. If a resident, group, or association chooses to install an approved traffic calming measure at their own cost, they shall also be responsible for the maintenance of that measure or device.
- 5. Preexisting Traffic Calming Measures
 - i. In the case of traffic calming measures or devices existing within the Village prior to the acceptance of this policy, those instances of measures or devices will be permitted under this policy. If those measures were to be removed, this policy will govern future traffic calming measures in those locations.

(C) Traffic Calming Device Request and Approval Process:

Note: This process can also be located in Exhibit A: Process for Traffic Calming Request and Installation.

1. Formal Request:

- A. If a resident, property owner, neighborhood group, or homeowner's association files a request with the Police Department in person, in writing, or via email for the installation of a traffic calming measure, the Village will conduct a preliminary screening of the roadway to determine its eligibility. This includes the collection of traffic data on the requested roadway to determine the traffic volume and speed of traffic at that location. If the roadway meets the requirements listed above, or is determined to present an obvious safety hazard that may be corrected with the installation of a traffic calming measure, the request will follow the remaining steps as dictated within this document to determine whether a traffic calming measure is warranted.
- B. If the requested location is determined to be eligible for traffic calming measures the agency will notify the Contact Person to proceed to step 2, gathering a petition.

2. Petition:

- A. It is the responsibility of the contact person to collect a petition from the residents documenting that at least 60 percent of households, including owners of empty parcels, in the impact area(s) support the installation of traffic calming measures on the identified street(s). All residents within the impact area shall be presented the opportunity to sign the petition. The Police Department and/or Village Engineer shall define the impact area considering the location of intersecting roads, land use of nearby properties, and other factors present in the environment.
- B. The contact person must sign the verification statement on each page of the petition stating that the signatures on the petition are valid. The Village shall confirm that the signatures on the petition are valid and represent at least 60 percent of the households and vacant lots within the impact area. Only one signature per household/parcel shall be counted.

3. Detailed Study of the Street

- A. If the above criteria are satisfied for the implementation of traffic calming measures the Police, Community Development, and Public Works Departments, and the Fire District, will further evaluate the type of measure(s) that may be appropriate and prepare a recommended course of action.
- B. If appropriate traffic calming measures cannot be accommodated for any reason the traffic petition shall be rejected. Upon rejection, the street or intersection for which the petition is requesting traffic calming will be ineligible for further traffic

evaluation for 12 months. After 12 months the street or intersection in question may be re-evaluated using the above criteria.

4. Traffic Calming Recommendation and Approval:

- A. The Village Board will review the Staff evaluation and recommendations regarding traffic calming installation at a Village meeting. The Village Board has final approval regarding the installation of traffic calming measures on Village roadways. Residents within the impact area of any traffic calming project area are invited to attend the meeting for comment.
- B. Temporary traffic calming devices and measures
 - a. When possible and practical, inexpensive temporary measures may be installed to ensure that traffic calming measures will achieve the intended results prior to constructing permanent measures. A temporary installation also provides an opportunity to alter the geometrics of a measure or make other changes prior to permanent installation. Temporary measures should resemble permanent measures whenever possible.
 - b. Where feasible, staff may decide it is beneficial to phase in the traffic calming plan through the use of temporary or removable traffic calming measures. This will allow time to examine the impact of the measures and their effectiveness before committing funding to permanent treatments.

5. Cost Responsibility:

- A. The cost of traffic calming installation on public roadways shall be financed by the Village of Oswego. Traffic calming installation projects shall be constructed as funds become available and allocated in the Village budget on a case by case basis.
- B. If a Homeowners Association elects to install an approved traffic calming measure, this installation and the maintenance of this measure shall be the responsibility of the Association. Homeowners Associations are permitted to fund measures that have been approved but are not currently budgeted Village projects.
 - a. In the event that a homeowner's association requests the Village to incorporate landscape improvements that will require regular maintenance, the homeowner's association shall agree to maintain or pay for the maintenance of the landscape portion of the improvement.
- C. In the case that a resident, group, or association elects to install an approved traffic calming measure on a private roadway, this installation and the maintenance of this measure shall be the responsibility of the resident, group, or association.

6. Traffic Device Removal:

- A. Traffic calming measures shall be in place for a minimum of 12 months prior to consideration for removal. The procedure for removal of traffic calming measures requested by residents of a project area shall be the same as the installation procedure. Documented and identified conditions considered in the installation of the measure shall have changed such that it is warranted for removal of the measure(s), and no negative traffic impact shall be apparent as requisites for removal. The Village shall be responsible for the cost of removing traffic calming measures and restoring the pavement.

(D) Traffic Calming Devices

1. The following traffic calming measures have been deemed appropriate for use within the Village. Traffic calming measures not included in this policy may be considered on a case-by-case basis.

A. Radar Speed Feedback Signs, or similar devices



These signs may display vehicle speed to encourage motorists to drive the posted speed limit. These signs also collect traffic data. Radar speed feedback signs are typically installed on existing signage near roadways. Radar speed feedback signs are to be used as a primary method for traffic data collection at location where a request for a traffic calming device has been made, but may also be implemented as a temporary traffic calming device.

- a. Advantages:
 - i. Signs are easy to install and offer flexibility
 - ii. Do not require patrol officer presence to be effective
 - iii. Collect data to be used in overall analysis of traffic situation on the roadway
- b. Disadvantages:
 - i. Signs are a temporary measure with limited long-term effect

B. Traffic Enforcement



Traffic enforcement relies on the Police Department to be a presence in a location where traffic violations may occur to enforce existing speed limit and traffic control ordinances.

- a. Advantages:
 - i. Effective while the officer is present
 - ii. Use of radar speed signs or trailers offer flexibility to implement in short notice

- iii. Extent of problem can be discussed with residents, and elected and appointed officials, after enforcement period.
- b. Disadvantages:
 - i. Requires periodic enforcement to have a long-term effect
 - ii. Staffing limitations may put a strain on Police Department personnel and resources.

C. Curb Extensions



Curb extensions are typically used to decrease the walking distance for pedestrians crossing a roadway. At a pedestrian crossing, the curb is extended closer to the centerline of the street.

- a. Advantages:
 - i. Reduces pedestrian crossing distance and time
 - ii. Makes pedestrian crossing points more visible to motorists
 - iii. Minimal impact on emergency response
- b. Disadvantages:
 - i. Has the potential to make snow plowing and other street-operations more challenging
 - ii. Narrowed travel lanes may cause bicycle-vehicle conflict

D. Pedestrian Refuges



Pedestrian refuges are typically constructed near intersections or in between lanes of traffic to decrease the crossing distance for pedestrians, or to decrease the width of the roadway.

- a. Advantages:
 - i. Reduces pedestrian crossing distance and time
 - ii. Makes pedestrian crossing points more visible to motorists
 - iii. Landscaping may improve street aesthetic
 - iv. Breaks up sightline on roadway, increasing driver caution

- v. Minimal impact on emergency response
- b. Disadvantages:
 - i. Need for ongoing maintenance
 - ii. Narrowed travel lanes may cause bicycle-vehicle conflict
 - iii. Creates a physical obstruction in the roadway

E. On-street Bike Lanes or Roadway Striping



Bike lanes or additional roadway striping may be used to provide additional access to designated bicycle traffic on the roadway, or as a narrowing technique to better control for the speed of traffic.

- a. Advantages:
 - i. Inexpensive approach to addressing a traffic problem
 - ii. Providing safe designated travel for bicyclist may encourage more residents to utilize alternative transportation.
- b. Disadvantages:
 - i. May require periodic enforcement
 - ii. Motorists may disregard pavement markings

Exhibit A:**Village of Oswego****Process for Traffic Calming Request/Installation**

Steps	Process
Public Request	The Police Department is to maintain a list of locations where residents have requested traffic calming measures by letter or e-mail indicating the specific location, name, address, date, and contact information of persons initiating the request. A formal request must include a petition signed by 60% of residents in a designated impact area if the request passes initial acceptance by Oswego PD.
Staff Evaluation	The Police Department or Village Engineer will conduct a preliminary review of the request. Traffic data will be collected at the location using radar speed feedback signs and evaluated for validation of traffic speed and volume. Upon validation, the contact person is to be notified of the eligibility of the requested roadway based on the operational characteristics of the street and traffic data.
Perform Detail Studies	<p>The contact person submits the formal application with petitions of the property owners within the impact area as defined by the Police Department or Village Engineer.</p> <p>Upon verification of the required 60% of the residents supporting traffic calming measures, the Police, Community Development, and Public Works Department, and the Fire District will have the opportunity for additional review of the traffic calming initiative.</p>
Village Board Approval	The Village Board will review Staff's recommendation regarding traffic calming measures and have final approval on their installation.
Project Prioritization and Construction	Each year, when available funding and the number of potential traffic calming installation projects is known, the Village Engineer, with approval from the Village Board, will prioritize each approved project according to the date the request was received. Approved projects shall be constructed during that year or as funds become available.