

Memorandum

To: President and Board of Trustees
Cc: Village Clerk, Village Attorney, Village Engineer
From: Jeannine Smith, Chief Administrative Officer

Date: November 24, 2020
Re: Traffic Calming Policy

In July, Staff presented the President and Board of Trustees a sample policy to be considered for traffic calming in the Village due to increased resident requests for speed limit reductions and other traffic calming measures. The following policy has been reviewed by the Village Attorney and Staff, and is recommended for consideration and approval by the Board of Trustees.

VILLAGE OF LAKEWOOD TRAFFIC CALMING POLICY

Adopted: 11-24-2020
Effective: Immediately

SCOPE AND PURPOSE: The Village of Lakewood endorses traffic calming to lower vehicle speeds on neighborhood streets without restricting access. Traffic calming measures may also alleviate other issues such as cut-through traffic or through-truck traffic, where motorists or truckers, use neighborhood streets to avoid and bypass other nearby roads.

BUSINESS USE: This policy standardizes department practices in an effort to create human-scale places and an environment friendly to people on foot in order to improve the livability of our neighborhoods.

DEFINITIONS:

Traffic Calming - the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.

Directed Patrol – to add visible patrols—whether in vehicles or on foot—when and where more crime is expected (i.e., hot spots)

Minor Street – a street, usually of limited continuity, which serves primarily to provide the principal means of access to abutting property only.

Collector Street – One which functions as a feeder from an area of limited traffic to a major street or highway

PROCEDURE:

1. The Police Department, Public Works and the Village Engineer work to establish and maintain the Village traffic system to operate efficiently and safely. They will coordinate and make any changes required to maintain this efficiency and safety.

2. If a traffic issue is raised by a resident it should be reviewed and acted on under this policy. These issues are normally received through Village Board and Plan Commission members and on the Village website. Issues related to regulatory actions such as traffic enforcement are initially reviewed by the Police Department. Issues related to maintenance or non-regulatory signage are initially reviewed by Public Works.

3. Issues referred to the Police Department are reviewed by assigned personnel and, based on the specific issue; the Department may initiate one or more of several options, if deemed appropriate. These options include:

- a. *Directed Patrol* assignments, where patrol units are assigned specific amounts of times during identified shifts to be at the location to identify traffic violations specific to the issue.
- b. Deployment of a speed trailer to attempt to increase voluntary compliance with speed regulations.
- c. Utilization of a resident run program which seeks to increase voluntary compliance with speed regulations.
- d. Initiation of special enforcement assignment for specific location.

While the Police Department is initiating efforts to resolve the issue, they will maintain communication with the resident(s) who raised the issue, as appropriate.

4. Issues referred to Public Works are reviewed and if the opinion is that the issue can be addressed by the installation of a warning sign, Public Works will install the sign and coordinate with the resident raising the issue. Public Works will require a written request for warning signs related to specific residents, such as a blind pedestrian. Public Works will maintain the letter on file and review the need for continued presence of the sign every five years.

5. If neither of the above reviews adequately addresses the issue, it will be referred to the *Traffic Calming* Committee (“Committee”). The committee is made up of representatives of three of the departments responsible for traffic issues within in the Village.

- a. Police Department
- b. Public Works
- c. (Consulting) Village Engineer

To be eligible for review by the Committee, the street at issue must meet the criteria listed below: The Village Engineer will determine if the street meets the applicable criteria noted.

- a. Be a *minor* or *collector street* under the Village's jurisdiction.
- b. Have traffic volumes ranging from 300 to 5,000 vehicles per day.
- c. Have a posted speed limit of 45 mph or less.
- d. Be at least 800 feet in length.
- e. Not be a cul-de-sac.

6. The first action of the committee's review is to take traffic counts. The Village Engineer or Police Department will take the traffic counts. Automated traffic counters are used to perform a seven day count. At the end of the count, the Village Engineer or Police Department will forward a summary report (showing general traffic characteristics and general speed and time of day). Applicable accident data from the Village Police Department or other agency shall be gathered. The reports will be sent to the *Traffic Calming* Committee for review.

The Village Engineer will contact local agencies who may have an interest and input regarding the consideration of any traffic calming measures, including fire districts and school districts.

7. The Village Engineer will arrange a date and time for the committee to meet to discuss possible solutions to the issue. The meeting will generally take place about two weeks after the reports are forwarded to allow enough time to consider the problem and possible solutions.

8. The committee will consider what action is required to address this issue. Possible solutions may include:

- a. Continue with Police Department enforcement actions - some problems may not be significant enough or capable of being solved by changes to the physical environment.
- b. Changes to speed limits or other regulatory signage - These actions may be needed due to risks to the community where voluntary compliance or increased enforcement provides the best solution to the problem.
- c. Physical changes – Due to their cost and intrusive nature, these are the last thing considered. Many times these will require the work to be budgeted.

Any *traffic calming* measures and designs shall be considered for their appropriate application and effectiveness per the recommendations in the Manual on Uniform Traffic Control Devices (MUTCD) and the Institute of Transportation Engineers (ITE).

9. To ensure the proposed actions meet the needs of the community, any recommended action beyond continued Police enforcement will be approved by a petition signed by residents of the area affected by the change. An example petition is attached. The *Traffic Calming* Committee will determine the area the petition must include. The resident raising the issue will circulate the petition and obtain approval from 75 percent of residents in the area affected. If the petition is not approved, the work will not proceed. Please note that any cost associated with a *Traffic Calming* Committee recommendation must be approved by the Board of Trustees.

10. If the petition is approved, the suggested action will be sent to the Village Board for final approval and in accordance with applicable law. Where possible, changes which can be removed without undue expense will be reviewed with the residents after one year in place to ensure they are meeting the needs of the community. The *Traffic Calming* Committee will survey the residents in the affected area and prepare a recommendation for future actions. The recommendation will be presented to the Village Board for their information and approval, if necessary.

Recommendations for the placement or removal of any *traffic calming* device will be done as a Committee. No single member of the Committee shall implement the placement or removal of any traffic calming device/measure.

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