

TRAFFIC CALMING PROGRAM GUIDELINES

LOWER MAKEFIELD TOWNSHIP CITIZENS TRAFFIC COMMISSION (CTC)

CTC GOALS AND OBJECTIVES REGARDING TRAFFIC CALMING

- INCREASE MOTORIST AWARENESS OF THE RESIDENTIAL CHARACTER OF NEIGHBORHOODS IN LOWER MAKEFIELD TOWNSHIP
- REDUCE SPEEDING THROUGH LOCAL NEIGHBORHOODS
- DISCOURAGE CUT-THROUGH TRAFFIC ON LOCAL AND MINOR COLLECTOR ROADWAYS
- REDUCE TRAFFIC COLLISIONS
- PROMOTE A SAFE ENVIRONMENT FOR PEDESTRIANS, BICYCLISTS AND OTHER NON-MOTORIZED ROADWAY USERS
- IMPROVE COMMUNITY AWARENESS IN RESIDENTIAL NEIGHBORHOODS
- MAINTAIN EMERGENCY SERVICE RESPONSE TIME

1. RESIDENT INQUIRY AND CTC INVESTIGATION

Initial contact is made by resident (petitioner) to the Township Manager with concerns about perceived speeding, cut-through traffic, congestion, and/or unsafe driving conditions that prevent the safe and efficient movement of motorists.

It is preferred that contact be made via computer by following these steps:

- Go to the Lower Makefield Township website, www.lmt.org, and click on **“Have a Traffic Concern?”** in the margin.*

If the resident does not have a computer, a hard copy of the **Traffic Calming Program Guidelines** can be obtained at the Township office.

*Can also click on “Have a Traffic Concern?” on the Citizens Traffic Commission introduction page after clicking on “Boards and Commissions” and “Citizens Traffic Commission”.

2. INFORMATIONAL CTC MEETING

Once the completed *Traffic Calming Request/Problem Report Form* is returned to the Lower Makefield Township Manager and the CTC, the CTC will discuss concern(s) at a regularly scheduled meeting and invite the petitioner to attend. At the meeting:

- The petitioner should provide any additional supporting information (photographs, sketches, and/or narration)
- The petitioner should invite neighbors who share the concerns to the CTC meeting
- The CTC should notify Township officials if the perceived problem is a safety concern that requires immediate action or violates known Federal, State or local standards or guidelines

Results of the CTC meeting must be provided to the Lower Makefield Township Manager and Board of Supervisors, including recommendations from the CTC, prior to moving the petition along to a formal traffic calming analysis.

If the CTC determines traffic calming should not be considered, the CTC should return the petition, along with the decision, to the Lower Makefield Township Manager who will then inform the petitioner. The Petitioner shall be notified of the CTC's recommendation and the Township Manager shall advise the Petitioner that they may take the matter directly to the Board of Supervisors or they may contact him/ her for a further discussion.

3. DATA COLLECTION

Given the petitioner's issue, if traffic calming is a consideration AND the Township Manager, petitioner, and CTC would like to proceed with the traffic calming analysis process, then the CTC will submit a request to the Board of Supervisors to authorize further exploration and study of the issue. If the Board of Supervisors does not wish to authorize further exploration and study of the issue, the Township Manager will inform the petitioner.

If the Board of Supervisors approves further exploration and study of the issue, the Lower Makefield Township Police Department and/or the Township Traffic Engineer will collect necessary data for a traffic calming analysis including, but not limited to:

- i. Petitioner's Traffic Calming Request/ Problem Report Form
- ii. Minutes from any discussion meetings
- iii. Three (3) year historical crash records (both reportable and non-reportable **detailed** reports)
- iv. Speed data along the roadway (by direction)
- v. Average Daily Traffic (ADT) volumes obtained with Automatic Traffic Recording (ATR) devices along roadway (by direction for a minimum of one week duration)
- vi. Known traffic control measures (traffic signal, stop control, yield control, school flashing beacon, etc.)
- vii. Background information that should be considered in evaluation (nearby pedestrian generators, schools, parks, trails)
- viii. If intersections are being evaluated, data collection should include all approaches
- ix. The CTC shall contact the Township Manager to request information about the property owners who would be affected by any traffic calming measures being considered. The Township Traffic Engineer will provide the Township Manager with this information:
 - a) **"Specifically Affected Households"**: Households located on the street where traffic calming features may be installed.
 - b) **"Other Affected Households"**: Households located on nearby streets or neighborhoods that, in the opinion of the Traffic Engineer and Township Manager, could

potentially be affected by traffic calming measures due to changes in traffic patterns, additional traffic volume, etc.

4. Traffic Engineer

The Traffic Engineer will review the location and information and analyze the crash records, speed data, traffic volumes, and other items related to the general study area and provide a Traffic Calming Analysis along with recommendations.

5. Decision Made By Township

The Township Manager, Lower Makefield Police Department, and the CTC will review the findings and recommendations and determine whether or not Traffic Calming measures may be an answer to the problem. The CTC will inform the Board of Supervisors as to whether or not traffic calming was determined to be an answer to the problem.

If it is determined that traffic calming is not warranted, the Township Manager will inform the petitioner of this decision. If the Township Manager, the Lower Makefield Township Police Department, and the CTC determine that traffic calming may not be the answer to the problem, the petitioner will be advised of that recommendation and also informed that the petitioner may present his/her concerns to the Board of Supervisors at a public meeting.

If it is determined that traffic calming may be an answer to the problem, upon approval by the Board of Supervisors to proceed, all **“Specifically Affected Households”** and **“Other Affected Households”** will receive a letter from the Township informing property owners about the proposed Traffic Calming Plan and letting them know that they will be given an opportunity to comment on the proposed plan and the individual features

of the plan at a Public Meeting held by the CTC, in conjunction with the Township Traffic Engineer.

[Note: The Township Manager will mail a letter to each **“Specifically Affected Household”** and **“Other Affected Household”**. The letter will describe when and where the Traffic Calming Plan will be presented and discussed. Every effort should be made to send the letter to Households at least 2 (two) weeks prior to the meeting.]

6. Public Meeting

The CTC, in conjunction with the Township Traffic Engineer, shall conduct a public information meeting with all **“Specifically Affected Households”** and **“Other Affected Households”** to present the proposed Traffic Calming Plan and receive input from residents. Prior to the public information meeting, the Traffic Calming Plan will be available for preview by all Township residents at the Lower Makefield Township Building or at the Township website.

Following the public meeting, the CTC shall provide a report to the Board of Supervisors describing the traffic issue that was reviewed, the nature of any traffic calming proposed, and a description of the positions of the persons in favor of traffic calming and those opposed.

That report shall also include a recommendation from the CTC.

7. Approval by Board of Supervisors

The Board of Supervisors will vote on final acceptance or rejection of the Traffic Calming Plan at a regularly scheduled public meeting.