

TRAFFIC CALMING PROGRAM GUIDELINES

LOWER MAKEFIELD TOWNSHIP

CITIZENS TRAFFIC COMMISSION (CTC)

INTRODUCTION

The Board of Supervisors of Lower Makefield Township established the Citizens Traffic Commission to enable residents to bring to the attention of the Township traffic concerns in a less formal fashion. In addition, the Traffic Commission was charged with the responsibility of making recommendations to the Police Department, Township Administration, and the Board of Supervisors about ways to improve traffic safety and efficiency in the Township, especially in residential neighborhoods. To that end, the Citizens Traffic Commission has prepared the attached Traffic Calming Program Guidelines so that residents who believe that traffic calming may be helpful in their neighborhood can bring that request to the attention of the Citizens Traffic Commission so that the review process can begin.

A resident's participation in the Traffic Calming Program offered by the Citizens Traffic Commission is **purely voluntary**. A resident always has the opportunity to bring their traffic concerns and need for traffic calming directly to the Board of Supervisors at a regularly scheduled public meeting. In addition, if a resident, who participates in the Traffic Calming Program offered by the Citizens Traffic Commission, is not satisfied with the outcome, that resident may always bring that matter to the attention of the Board of Supervisors. The Traffic Calming Guidelines are intended to provide an opportunity for the neighborhood to get together, review the problems, and attempt to develop appropriate solutions.

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 “**News & Events**” and then on “**Have a Traffic Concern?**”

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 “Government,” “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.

HAVE A TRAFFIC CONCERN?

Dear Resident,

We understand that you have a traffic concern. Here is what we encourage you to do if you have concerns about perceived speeding, cut-through traffic, congestion, and/or unsafe driving conditions that prevent the safe and efficient movement of motorists.

- Print out and complete the **Traffic Calming Request/Problem Report Form** [Hyperlink](#). We ask that the information you provide be as specific as possible, including frequency of occurrence, specific times of day, days of week, etc., as well as any other pertinent information, including narratives, photos, etc.
- To understand whether your concern might be addressed by Traffic Calming, read **Frequently Asked Questions Regarding Traffic Calming** [Hyperlink](#).
- Read the document titled **Traffic Calming Program Guidelines** [Hyperlink](#). These Guidelines were established by the Citizens Traffic Commission (CTC), and approved by the Board of Supervisors. Following these Guidelines will allow us to better understand your concerns and ultimately make a recommendation to the Township.
- Return the completed form to the Township Manager using one of these methods:
 - (a) Scan it and email it to kurtf@lmt.org and copy ginnifarm78@msn.com
 - (b) Mail it to The Citizens Traffic Commission, c/o Kurt Ferguson, LMT Township Manager, 1100 Edgewood Road, Yardley, PA 19067
 - (c) Hand deliver it to the Township building.
- We encourage you to attend a Citizens Traffic Commission Meeting, bringing as many neighbors as possible who are aware of, and share, your concerns. Citizen Traffic Commission meetings are generally held on the third Monday of each month, with a few exceptions. The Township calendar will reflect any changes or cancellations. The meetings are held at 7:30 pm, in the Lower Makefield Township municipal building.

Thank you for bringing this concern to our attention and we look forward to seeing you at a meeting in the future.

Sincerely,

Ginni Torbert
Chairperson, Citizens Traffic Commission

Traffic Calming Request/Problem Report
Lower Makefield Township Citizens Traffic Commission

Name _____ Today's Date _____
Address _____ Daytime Phone _____
_____ Email _____

Alternate Contact Number: Home Work Cell

Location of Concern _____

What is/are your specific concern(s)? (Check one or more)

Safety Vehicular Speed Traffic Volume Other

Please describe your traffic safety concern(s) and any observations:
(Attach additional pages if necessary)

Has this concern been presented previously to the Citizens Traffic Commission?
Yes or No If yes, approximate date _____

Thank you for taking the time to complete this form. Please return the completed form to the Citizens Traffic Commission; C/O Kurt Ferguson, Lower Makefield Township Manager, 1100 Edgewood Road, Yardley, PA 19067. Alternately you can return the completed form via email to kurtf@lmt.org and copy ginnifarm78@msn.com.

For Official Use Only

Date Received: _____ Tracking Number: _____

Field Investigation: _____

Accidents: _____

Date(s) neighborhood contacted: _____

Traffic Study Date(s): _____

Solutions discussed/implemented (include dates): _____

FREQUENTLY ASKED QUESTIONS REGARDING TRAFFIC CALMING

1. What is Traffic Calming?

The Institute of Transportation Engineers (ITE) defines traffic calming as “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.” Traffic calming measures are mainly used to address speeding and high cut-through traffic volumes on neighborhood streets.

2. Why can't you just post a stop sign to slow down traffic?

STOP signs are traffic control devices, not traffic calming measures. Stop signs should only be used to designate right-of-way at intersections and should never be used for speed control. They are not an effective method for calming traffic or slowing speeds. Research shows that unwarranted stop signs can lead to motorists speeding up between stop signs and can increase accidents when the stop signs are unexpected and unnecessary.

3. How do I request traffic calming in Lower Makefield Township?

Go to the Lower Makefield Township website, www.lmt.org and click on “**News & Events**” and then “**Have a Traffic Concern?**”

You are also welcome to attend a Citizens Traffic Commission meeting to discuss your concerns. The CTC generally meets on the third Monday of the month at 7:30 at the Township Building. Any changes to the meeting schedule will be posted on the Township website's calendar.

If you do not have computer access, in addition to attending a CTC meeting you can call the Township Manager at **267-274-1100** or write the Township Manager at 1100 Edgewood Road, Yardley, PA 19067.

4. What types of issues can traffic calming address?

Traffic calming can address speeding and cut-through issues as well as pedestrian safety and crash reduction.

5. Will my neighbors be consulted about proposed traffic calming?

Yes, because the character of residential neighborhoods is a Township-wide concern and because traffic calming programs affect daily living patterns of area residents and may involve public safety issues, affected residents should be informed and involved in the development of any traffic calming plan which involves major change or expenditure of public funds. All residents in a neighborhood area are provided opportunities to offer their opinions on proposed traffic calming plans.

Upon approval by the Board of Supervisors, a public meeting with the CTC, in conjunction with the Lower Makefield Township Traffic Engineer, will be conducted if traffic calming is a possibility in the neighborhood. All interested parties will be given an opportunity to express their opinion and that opinion will be shared with the Lower Makefield Township Board of Supervisors as part of a report prepared by the CTC.