

Policy re: Requests for Traffic Calming / Speeding Complaints

Purpose: The purpose of this policy statement is to provide the general public with guidance regarding the Township's process for analyzing and addressing requests for traffic calming and / or speeding complaints.

Process: In the event that a concern related to vehicle speeds and / or volumes is presented for a location within East Lampeter Township to be reviewed for possible monitoring and / or physical improvement, these are the steps that will be followed:

1. Each such request will be presented on a Township form to be used for this purpose and must include a full description of the location, the concern and the requested action(s). The requestor must also provide their name and contact information for use by the Township for continuing communication.
2. The request form will also indicate that the requestor is required to obtain signatures from property owners and / or residents representing at least 30% of the addresses impacted by traffic conditions at the location involved. At a minimum, this will include all addresses on the block of the requestor.
3. The form will also require that requestors confirm that they have reviewed the following regulations related to the issue of concern -
www.dot.state.pa.us/public/PubsForms/Publications/PUB%20212.pdf
(PADOT Publication 212 – Traffic Control Devices)
4. Each such request will be given to the Township Public Works Director for an initial review. The Public Works Director will inform the requestor that their request has been received, if the form is complete and if there are any questions regarding the information provided, clarification will be requested.
5. The Public Works Director will then transmit the request to the Police Chief along with a request for information on all reportable crashes at the location involved for the most recent 3 year period. Additionally, the Public Works Director will request that Police personnel begin to monitor traffic speeds at the location involved to the extent that time permits.
6. The Public Works Director will then provide the request and the reportable crash information to the Township Manager for discussion with the Board of Supervisors at a public meeting. The requestor will be informed of the date of the public meeting where the issue will be discussed by the Board.
7. The Township Manager will review the information on the request form and the reportable crash data from the Police Department and will make a recommendation to the Board of Supervisors regarding next steps.
8. After discussion at a public meeting, the Board of Supervisors will make a determination regarding whether or not to take additional actions in response to the request. If the Board decides to take action on the response, the possibilities include the following:
 - a. Deploy speed monitoring sign(s) to gather data regarding the speed of vehicles and the number of vehicles.
 - b. Gather information on the existing available public right of way for the road.

- c. Engaging the Township Traffic Engineer to perform an analysis and to provide recommendations.
- d. Communicate with area drivers regarding safe driving behaviors.
- e. Modify the number of affected properties that are to be contacted by the requestor in order to reach the 30% threshold.
- f. Request Police speed enforcement interventions at the location involved.
- g. Request that certain improvements are included in Township work when the location is otherwise planned for resurfacing.
- h. If the location is on a state highway, to make a request to PADOT for PADOT study of the location.

1/6/2020

Request Form re: traffic condition concern related to speeds and / or volumes of traffic

Description of the location: (please be as specific as possible)

Description of the concern: (vehicle speeds? vehicle volumes? Other traffic related concern?)

Requested Action(s) to be taken: (what would you propose the Township do?)

Name of Requestor: _____

Contact information for continuing Township communication in response to this request):

Email address _____

Phone _____

Mailing address: _____

For Township office use only

Date form submitted to Township offices: _____

Date transmitted to Public Works Director: _____

Date transmitted to Police Chief requesting Reportable Crash Data: _____

Date Crash Data received: _____

Date request and crash data given to Township Manager: _____

Date of Board of Supervisors meeting for this as an agenda item: _____
(to be communicated to requestor at least one week prior to meeting)

Board Decision – _____

Date when Board decision communicated to requestor: _____