



# TRAFFIC DIVISION | CITIZEN REQUEST



## Traffic Request Guidelines

The City will review each citizen request to ensure that the proposed location and circumstances meet all the criteria outlined in this document and are allowed by City Standards, City Municipal Code, CAMUTCD and State law. After the initial Administrative Review has been completed and the examination of existing conditions and collision analysis indicate that the street and/or intersection warrants additional traffic investigation, the City may then conduct traffic counts, speed survey, and pedestrian counts as appropriate to fully review the location.

Traffic calming measures work best when incorporated into a programmatic approach that includes a planning process, overall community participation, and public safety service support. By developing a programmatic approach, it encourages citizens to become actively involved throughout the process. In this way, the City and the neighborhood can work together to create a long-term solution.

### Level 1 | Traffic Calming Steps – Education and Enforcement

Requests regarding traffic speeding or traffic volume concerns will be considered for all public streets for implementation of Level 1 measures before consideration of Level 2 measures. Level 1 measures include, but are not limited to, non-physical or minor changes to the roadway environment. Typical measures for Level 1 are:

1. Police enforcement of speeds, turning movements, and other moving or parking violations.
2. Temporary speed display radar trailer placement. May occur at one or more locations along the street or in the neighborhood.

The following are the steps to be followed:

Step 1a. Resident(s) inform(s) the City regarding a concern about traffic on their City streets. A Citizen Request Application Form can be obtained on the City's web site.

Step 1b. Once an application is received, Staff will acknowledge receipt of the application and commence an Administrative Review which would include an evaluation of existing conditions, 3-years of collision history using the Statewide Integrated Traffic Records System (SWITRS) and determination of eligibility of the street for



# TRAFFIC DIVISION | CITIZEN REQUEST

further study. If applicable, the West Covina Police Division will be contacted and informed of the concern. They will decide if the street segment would benefit from the placement of the speed trailer and added spot enforcement. The resident will be notified of the findings from the Administrative Review.

Step 1c. After Level 1 measures have been implemented, the City may recommend the location be a candidate for Level 2 Traffic Measures. This step would include the collection of additional data such as speed and volume data collection, pedestrian counts, and field observations, as appropriate.

## Level 2 | Traffic Measures

Level 2 is a group of mid-level measures that will be considered only after Level 1 has been completed and the location in question meets the Qualifying Criteria for Level 2 review. Level 2 recommendations include minor physical changes such as posting of speed limit signs, advance signage, applicable warning signs, pavement legends, striping narrower vehicle lanes, turning movement restrictions, or commercial vehicle restrictions. The focus is on community supported measures that are relatively easy to implement and are cost-effective solutions.

## Qualifying Criteria for Level 2

Requests for the implementation of neighborhood traffic calming measures on public streets will be considered by the City only for those streets meeting **all** of the following criteria:

1. The street shall be designated as a local street or collector street (not an arterial) by the City's General Plan and is primarily residential in nature.
2. The street shall have fronting residential buildings in a density that matches the California Vehicle Code local street designation and for setting speed limits (13 separate dwelling houses or business structures per ¼ mile on one side or 16 per ¼ mile on both sides).
3. Vehicular traffic volumes in both directions are equal to or exceed 800 vehicles per day.
4. Speed measurements show that the 85<sup>th</sup> % measured speed is at least 10 mph over the legally posted speed limit.
5. 3 Years of collision history indicates that the street would benefit from Traffic Calming Measures.
6. Any proposed changes in traffic flow are not expected to divert a significant amount of traffic to other local residential streets.



# TRAFFIC DIVISION | CITIZEN REQUEST

7. The West Covina Police and Fire Divisions do not have significant evidence of any public safety concerns on the street.
8. The request for traffic calming measures have demonstrated community support by submitting a petition with at least 67% of property owners living on the street that are in favor of implementation of traffic calming measures.

## Typical Recommendations for Level 2 are:

1. Posting of speed limit signs (in more frequent locations if already posted on non prima facia 25 mph streets).
2. Speed limit pavement legends.
3. Retroreflective signs, posts, or curb paint.
4. Advanced Warning signage such as Stop Ahead, Curve ahead, Pedestrian Crossing signs.
5. Larger signs such as stop signs with red reflective strips.
6. Striping of white side stripes to narrow vehicle travel lanes.
7. Turning movement restrictions.
8. School Area Enhancements – these improvements need to be adjacent to a school and are shown to have significant pedestrian traffic, collisions and traffic volumes that meet CAMUTCD Part 7 and Guidelines for Beacons, Rectangular Rapid Flashing Beacons (RRFB) at pedestrian crossings CAMUTCD Part 4L.

## **Level 3 | Physical Changes**

Level 3 measures will be only considered for streets that have already implemented Level 2 technique(s) within the last 12 months and Level 2 criteria/thresholds are still met. Since Level 3 measures require significant cost to the City, funds need to be identified before these measures go forward.

1. Flashing Beacons or RRFB at pedestrian crossings not adjacent to a school.
2. Speed Feedback Signs.
3. Placement of median(s).
4. Placement of curb extension(s).
5. Placement of speed cushions.
6. Placement of neighborhood roundabout(s).

## **Requests for ALL-Way STOP or Signal Modifications**

Stop signs and traffic signals are considered a Traffic Control Device and not a Traffic Calming Measure. They are intended to control the flow of traffic and assign right of way. Installation is determined on standards or Warrants as found in the California Manual on



# TRAFFIC DIVISION | CITIZEN REQUEST

Uniform Traffic Control (CAMUTCD) as well as California Vehicle Code (CVC). Warrants are based on approach volume for each street, number of pedestrians crossing, adequate gaps in traffic, number of collisions correctable by installation as well as a full engineering study based on engineering judgement. Requests for All-Way Stop Control will also go through a level 1 stage, with notification of the police Division for enforcement. To go to Level 2, a petition from residents showing support of all-way stop control will need to be submitted once staff determines that the location is a suitable location for all-way stop control. Installation of traffic signals has significant cost associated with implementation (\$450,000+). For these requests, a full engineering study is required based on Section 4C of the CAMUTCD. A funding source will need to be identified prior to starting an engineering investigation. Most Cities rely on grants to help pay for these items.

## Approval Process

The City's Traffic Engineering Division will develop recommendations that address motorized traffic, bicycle traffic and pedestrian mobility concerns along a corridor or intersection. Once the engineering study is complete, recommendations will be taken before the West Covina Traffic Commission for review and approval. Once funding has been identified, those traffic items approved by the Traffic Commission will be taken before the West Covina City Council for final approval of recommendations and funding. The timing of Implementation of all recommendations is dependent on available funding. Some requests for improvements may require the City being successful in grant funds to help pay for improvements. This includes signal modification and implementation as well as the installation of flashing beacons and lighting improvements.