



VILLAGE OF GARDEN CITY
POLICY AND PROTOCOL FOR TRAFFIC CONTROL DEVICES
SEPTEMBER 7, 2023

Traffic Control Devices are markings on road surfaces, signs and signal devices as well as barriers used to inform, guide and control traffic, including pedestrians, motor vehicle drivers and bicyclists.

PROCEDURE TO APPLY FOR ANY TRAFFIC CONTROL DEVICE (This applies to resident generated requests not Village generated requests)

1. A resident requests the installation on her residential block or another block explaining the basis for their interest and specifying what Traffic Control Device, including, but not limited to, parking signs, other signs, markings on road surfaces and signal devices she is requesting be installed as well as the block for which the request is made. The request will be considered by the Traffic Commission. However, the request is best accompanied by a petition signed by a resident from 75% of the homes in the block. The petition may be on the form attached hereto.
2. If the block has not previously had such a request, the Police Department will conduct a preliminary inspection of the street to assess if the requested Traffic Control Device is appropriate and if past requests have been made and if the requested device was previously installed and removed. If the inspection determines that the requested device is not appropriate, the resident will be notified that the street is ineligible and the Police Department, in conjunction with the Department of Public Works, will consider other options.
3. When a street is deemed eligible, the Police Department will conduct an evaluation that may include speed and volume surveys, as well as a review of accident history data.
4. The Garden City Fire Department should be notified of the request and their input will be requested.
5. If the requested device is deemed appropriate, the matter shall be placed on the agenda of the next Traffic Commission meeting.
6. The Traffic Commission, and, if necessary for fund appropriations or other reasons, the Board of Trustees will consider a resolution for installation of the Traffic Control Device.
7. Should the Traffic Control Device be on a County road, the County shall be notified and their approval sought.
8. Upon the approval of the Traffic Commission and the Board of Trustees and the County, if necessary, the construction/installation schedule of the traffic control device will be determined by the Superintendent of the Department of Public Works or, if the County will do the work, by their schedule. Scheduling factors may include budget, weather and D.P.W. workload.

REMOVAL OF TRAFFIC CONTROL DEVICES

Traffic Control Devices will be removed by the Village when the Traffic Commission, working in conjunction with the Police Department, determines that, due to accident rates or other factors, it is no longer in the interests of public safety to keep the Traffic Control Devices in place.

INSTALLATION AND REMOVAL OF TRAFFIC CONTROL DEVICES

The Traffic Commission and/or the Village Board of Trustees may install and remove Traffic Control Devices for public safety reasons at any time. If a petition was part of the application package, if 80% of the residents in the affected area petition for removal of the devices, the Traffic Commission will consider the removal.

NOTIFICATION OF DECISION

Anytime a decision is made on a requested Traffic Control Device, the requestor and any individuals who have signed the petition and included their email addresses will be notified by email of the decision.



VILLAGE OF GARDEN CITY
PETITION OF RESIDENT TO REQUEST TRAFFIC CONTROL DEVICE

My name is _____. I reside at _____.
I am writing to request the installation of _____ (type of Traffic Control Device).
I request that the installation be on _____ (street)
between _____ and _____ (cross streets).

Signature of Requestor

Email _____ Cell Phone Number _____

These other residents who reside in the area of proposed installation support my request:

<u>Name</u>	<u>Address</u>	<u>Email</u>	<u>Cell Phone Number</u>
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These residents who live in the area of proposed installation object to the installation or could not be contacted.

<u>Name</u>	<u>Address</u>	<u>Email</u>	<u>Cell Phone Number</u>
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