



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 21, 2025

Originating Department: Public Works

Agenda Title: Resolution **-25 – Town of Lake Park Traffic Calming Policy for Local Roadways

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Resolution

TLP-Traffic Calming Policy

Please initial one:

_____ Yes, I have notified everyone.

_____ Not applicable in this case

Summary Explanation/Background:

Recently, the Town has been requested by various residents to consider implementing traffic calming on Town roadways. However, the Town does not have an established process and/or policy for implementation and funding for requested traffic calming measures on local roadways.

As a result, the Town's Public Works Director has developed a proposed Traffic Calming Policy utilizing various policies that have been implemented successfully within various local communities, which is intended to ensure the overall safety and livability of residential neighborhoods.

Additionally, the proposed Policy would require a collaboration of the Town and property owners to manage traffic in residential neighborhoods and address documented traffic concerns. The Town of Lake

Park Traffic Calming Policy provides a process to request, evaluate, and implement appropriate traffic calming measures.

The proposed Policy, if approved, would be limited to installing traffic calming measures on local roadways only (not on collector and/or arterial roadways) and community requests would require an application process as well as a petition that would require the signatures from at least 75% of the residents who would directly benefit from a traffic calming device within a specific study area.

The proposed Policy's application process would include four (4) steps:

Step 1: Neighborhood Applicant Requests Study

A community member would submit the requisite application and staff would review the submittal for completeness and conformity to the approved guidelines.

Step 2: Review and Consideration of the Request by Town Staff

Staff will review that application submittal to evaluate and determine the eligibility of the request, which would include data collection, review of traffic conditions, determination of the need to create a conceptual traffic calming plan, holding a public informational meeting to review conceptual plan and recommendation of a traffic calming plan.

If the data collection and review process results in traffic conditions does not meet the guidelines and warrant a traffic calming measure(s), the applicant will be notified of the results and the process will not proceed forward.

However, if the traffic data collected warrants and/or may suggest the need for traffic calming devices to be installed, then Step 3 (see below) would be initiated.

Note: The implementation of traffic calming measures within the proposed Policy are based upon standards established by the Federal Highway Administration "Traffic Calming State of the Practice" (FHWA-RD-99-135) document; FDOT "Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways" and the "Manual of Uniform Traffic Control Devices" along with other pertinent documents.

Step 3: Applicant Petition for Recommended Traffic Calming Measures

The applicant will be notified by the Town (by certified mail) of the results from the staff review and compliance with the proposed Traffic Calming Policy and the potential availability for new traffic calming measures to be installed. The community applicant would then be provided with a template petition and a map outlining the study area, as well as the type and location of the recommended traffic calming devices and estimates of probable costs to install various traffic calming options, which would be required to be paid by the affected community.

The applicant would then be required to obtain signatures from at least 75% of the property owners within the affected study area indicating support to move forward with the design and construction of the proposed traffic calming measures as well as confirmation that they understand that the funding to support the entire process (to evaluate and install the traffic calming devices) would be the responsibility of the benefited property owners.

Following receipt of the completed and verified petition, the petition and all related documentation (i.e., conceptual plan, estimates of probable construction costs, construction funding sources, and design, construction schedule, etc.) would be submitted to the Town Commission for review and consideration.

Step 4: Project Implementation by County Staff:

Upon approval by the Town Commission to move forward with the design and construction implementation of the project, a funding mechanism would then be identified and approved/secured. Potential funding sources to support the proposed traffic calming project may include, but are not limited to:

1. Upfront payment by the affected property owners
2. Municipal Service Taxing Unit (MSTU)
3. Municipal Service Benefit Unit (MSBU)
4. Private sources
5. Public/private partnerships (Non-Town)
6. Grant opportunities.

Once funding has been determined, the Town would then contract with a professional engineer to develop the traffic calming construction plans and the proposed construction would be secured in accordance with the Town's procurement policy.

Following completion of the construction project, a project evaluation will be completed within six (6) months to evaluate the effectiveness of the measures taken and determine if additional measures or other actions are needed.

Note: This proposed Policy also includes a provision for the removal of approved and implemented traffic calming measures. Removal or alteration would be based upon County Commission approval for the following reasons:

- Emergency response is significantly impacted (per PBC Fire-Rescue Department and/or PBC Sheriff)
- Traffic Counts exceed 5,000 vehicles per day in the post condition
- Determination by the Town's Engineer and/or Public Works Director that it is in the best interest of public safety
- Property owners petition the Town to remove the implemented devices after two (2) years following the project's completion with at least 75% signatures by the property owners. If this occurs, the property owners within the benefited area would be responsible for the cost of removal under this option.

The proposed Traffic Calming Policy was prepared by the Town's Public Works Director and provided to the Community Development Director, the CRA Administrator, the PBC Fire-Rescue Department, the PBC Sheriff's Office and the Town Attorney for review and comment.

RECOMMENDATION:

I move to approve Resolution **-25 implementing a new Town of Lake Park Traffic Calming Policy for Local Roadways.