



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 18, 2025

Originating Department: Public Works

Agenda Title: Resolution 27-06-25 – Town of Lake Park Traffic Calming
(Administrative) Policy for Local Roadways - Resident Initiated

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

Presentation

Please initial one:

Yes, I have notified everyone.

Not applicable in this case

Summary Explanation/Background:

This Administrative Policy is being re-presented to the Town Commission following the request from the Commission to continue this to a future meeting and include it on the Regular Agenda. Further, a request was made to include various definitions to this Administrative Policy. Please note that this Administrative Policy would not require approval of an Ordinance as it will not be codified within the Town's Code of Ordinances.

Over the past number of years, the Town has received multiple requests from residents seeking to address concerns related to speeding vehicles, cut-through traffic, and pedestrian safety in residential neighborhoods. However, the Town has not had a formal administrative policy in place to guide the consistent evaluation, funding, and implementation of such requests.

In response, the Public Works Director has developed a revised Traffic Calming (Administrative) Policy for resident initiated/requested traffic calming device requests that is grounded in national best practices and modeled after successful programs implemented in peer communities. This Policy establishes a structured, equitable, and transparent approach to address speed reduction and traffic safety concerns on Town-owned local streets.

Note: The proposed Administrative Policy is related to resident initiated/requested traffic calming devices to be considered within Town maintained roadways. The Town Commission may continue to consider/approve/fund the installation and/or removal of installed traffic calming devices utilizing the criteria/standards outlined within this Policy; however, the Commission would not be required meet all terms of the proposed Administrative Policy.

The overarching goal of the proposed Administrative Policy is to enhance neighborhood safety and mobility by slowing vehicular traffic, reducing the risk of collisions, and supporting a more livable environment for pedestrians, cyclists, and residents.

Importantly, the proposed Administrative Policy formalizes the Town's leadership role in initiating traffic calming measures. For traffic calming initiatives led by the Town, whether introduced by the Town Commission or the Public Works Department, the Town will assume funding responsibility, subject to budget availability and prioritization. This reflects the Town's ongoing commitment to proactive safety improvements and speed management on residential streets.

Conversely, for resident-initiated projects, the design, engineering, and construction costs will generally be the responsibility of the property owners within the defined study area. However, the proposed Administrative Policy also provides flexible funding pathways, including upfront contributions, formation of Municipal Service Benefit Units (MSBUs) or Municipal Service Taxing Units (MSTUs), grants, or public-private partnerships, empowering neighborhoods to enhance safety and livability collaboratively.

The proposed Administrative Policy introduces a four-step process to ensure traffic concerns are addressed efficiently and fairly:

Step 1 – Neighborhood Applicant Requests Study

Residents may submit a formal application with a petition signed by at least 75% of the property owners affected by the subject roadway. The street must meet eligibility criteria as a Town-owned local road with limited travel lanes, appropriate length, and no emergency route designation.

Step 2 – Town Staff Review and Evaluation

Public Works staff will review the application for completeness and compliance, collect traffic data (including volume, speed, and incidents), and determine if the conditions warrant traffic calming for safety and speed control. If warranted, a conceptual traffic calming plan will be prepared and presented during a public information meeting.

Step 3 – Community Petition for Plan Approval

If traffic calming measures are recommended, the applicant must secure approval from at least 75% of property owners within the designated study area, confirming their support and understanding of the associated cost responsibilities. The plan, including cost estimates and funding sources, will be submitted to the Town Commission for review and approval.

Step 4 – Project Implementation

Upon Commission approval and funding confirmation, the Town will contract a professional engineer to develop the construction documents. Construction will follow all applicable procurement policies, and a post-construction evaluation will be performed within six (6) months to assess the effectiveness of speed reduction measures.

Additionally, the proposed Administrative Policy includes a provision for the removal of installed traffic calming devices under specific criteria, such as adverse impacts to emergency response, excessive post-installation traffic volume, or a qualifying resident petition after two (2) years.

The Traffic Calming Administrative Policy is limited to Town-maintained local roadways. It has been reviewed by the Community Development Department, CRA Administrator, Palm Beach County Fire-Rescue, Palm Beach County Sheriff's Office, and the Town Attorney.

RECOMMENDATION:

I move to approve Resolution 27-06-25, adopting the Town of Lake Park Traffic Calming (Administrative) Policy for Local Roadways, which establishes a transparent and collaborative framework for resident initiated/requested speed reduction devices.