

PARKING & TRAFFIC PROCESS TO ADDRESS CITIZEN'S REQUESTS

Types of Issues to be Reviewed by the P&T Commission	Comments
<ol style="list-style-type: none"> 1. Items Referred by the Board of Trustees 2. Items Arising from P&T Commission Previous Actions 3. Items Initiated By Village Staff 4. Petitions Submitted By Residents 5. Installation of Permit Parking 6. Items With Competing Interests or Opposing Views 7. Appeals of Village Staff Administrative Decisions 	<ol style="list-style-type: none"> 1. The Board may refer issues. 2. The Commission may study an issue in further detail or a related issue. 3. Staff may forward an issue to the Commission for additional input. 4. Petition requests are standard procedures for the Commission. 5. Permit Parking requests are standard procedures for the Commission. 6. Commission may wish to hear possibly controversial issues. 7. In regard to Appeals, the Commission will determine which cases they believe are necessary to be re-heard.
Types of Issues To Be Handles Administratively By Village Staf	Comments
<p><i>Parking (Based on Village wide parking plan)</i></p> <ol style="list-style-type: none"> 1. Time Restricted Parking 2. Parking Meter Time Location and Time Duration 3. Handicapped Parking Requests 4. Installation of Specialty Zones (Loading, Taxi, Drop-Off) 5. Off-Street and Enclave Parking <p><i>Traffic (Based on Village wide traffic plan)</i></p> <ol style="list-style-type: none"> 1. Investigate the need for traffic control devices based on accident history 2. Implement traffic controls dealing with the installation of traffic control devices, which are part of an approved plan, or are clearly within established parking policies. 	<p>The intent is for staff to only act in situations that are clearly in the parameters of the Commission's policies approved by the Village Board.</p> <p>Staff will provide the Commission a monthly status report of all Village staff administrative decisions.</p>
Administrative Staff Procedures	Comments
<ol style="list-style-type: none"> 1. Parking & Traffic petitions must have signatures representing 51% of the frontage properties in the affected area. <p><u>1a. Parking and Traffic petitions for permit parking must have signatures representing at least 75% of the street frontage in the affected areas. (Recommended by the P&T Commission on 03-26-02. Adopted by the Village Board of Trustees on 09-03-02.)</u></p> <ol style="list-style-type: none"> 2. Then check to see if parking & traffic requests are within policy guidelines if so, address them without going to Parking & Traffic Commission. 3. P&T Commission will have no more than 3 items on an agenda. 	<ol style="list-style-type: none"> 1. Currently petitions require 75% of the frontage properties, however the Commission proposes 51% to be consistent with other petition requirements <p><u>1a. The taking of public land for private use by a select group of persons should require approval of an "extra-ordinary" majority, and not a simple majority, of residents on the block or in the designated area where permit parking restrictions are being requested.</u></p> <ol style="list-style-type: none"> 2. The Commission and Staff agreed that agendas with more than (3) items are not productive due to the length of meetings. Resident testimony becomes lengthy and it becomes difficult for the Commission to make good policy decisions

Overall Procedures

All parking related requests will be handled by the Parking Services Divisio

1. Receive all requests for parking related matters
2. Investigate and study all requests for parking related matters
3. Develop proposals to address all requests for parking related matters
4. Administratively implement applicable requests for parking related matters
5. Present to Parking Traffic Commission applicable requests for parking related matters
6. Present to Board of Trustees applicable recommendations from the Parking & Traffic Commission for parking related matters

All traffic related requests will be handled by the Engineering Divisio

1. Receive all requests for traffic related matters
2. Investigate and study all requests for traffic related matters
3. Develop proposals to address all requests for traffic related matters
4. Administratively implement applicable requests for traffic related matters
5. Present to Parking Traffic Commission applicable requests for traffic related matters
6. Present to Board of Trustees applicable recommendations from the Parking & Traffic Commission for traffic related matters

Both Divisions, Parking and Engineering will provide to the other Division any matters that may require technical advice from the other Division and both Divisions will be responsible to write work orders to implement actions needed to be taken by the other Division.