

Traffic and Safety Commission

The following items outline the general process for bringing an issue to the Traffic and Safety Commission:

1. Traffic and Safety issues are referred to Village Staff via email/phone call or in person
2. Once the issue is understood and it is determined that the request is feasible, Village Staff will make the following requirements known to the resident:
 - a. A written request must be submitted by the resident, clearly identifying the request being made.
 - b. A signature petition form (to be provided by Village Staff) must be submitted. **It will need to indicate that 75% of properties within the “notification area” are in support of the request.** The “notification area” will be established by Village Staff and will be provided to the petitioner. If a petition does not indicate the required level of support for a request, it will be returned to the petitioner and the item will not be placed on a future Traffic and Safety Commission agenda.
 - c. The petitioner, or their representative, must be available to attend all Traffic and Safety Commission meetings as well as any Village Board meetings that include the requested discussion item. If the issue is not represented in-person, the item may be stricken from the agenda.
3. Upon submittal of the required forms, the issue may be referred to the Village’s Transportation Engineering Consultant for study and general data collection.
4. When the data collection phase has been completed, the Transportation Engineering Consultant will provide Village Staff with their findings and recommendations.
5. The item will then be placed on the next available agenda (the Traffic and Safety Commission meets at 7:30 pm on the third Wednesday of alternating months – January, March, May, July, September, and November).
6. The petitioner will be notified of the upcoming meeting and other properties within the “notification area” will be notified of the meeting via postcard.