

### **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 will be sent to the resident by staff and must be submitted, including signatures of area residents in support of the request being made – there is no minimum number of signatures required, however the higher the number of signatures acquired will show a greater amount of resident support
  - c. The resident, or their representative, must be available to attend all Traffic and Safety Commission meetings as well as any Village Board meetings that include the issue on an agenda (if the issue is not represented in-person, the item will be stricken from the agenda)
3. Upon submittal of the required forms, the issue may be referred to the Traffic Engineering Consultant for study and general data collection
4. When the data collection phase has been completed, the Traffic Engineering Consultant will notify staff of its recommendation
5. The item will 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 resident will be notified of the upcoming meeting and other area residents will be contacted via the Village's electronic notification system