

Appendix A

The Town of
**Leesburg,
Virginia**

PRESENTED October 12, 1999

RESOLUTION NO. 99-323

ADOPTED October 12, 1999

A RESOLUTION: ESTABLISHING A RESIDENTIAL TRAFFIC TASK FORCE

WHEREAS, it is the desire of the Leesburg Town Council to create a Residential Traffic Task Force that will provide recommendations to the Town Council for residential traffic calming, pedestrian safety and other issues regarding residential traffic; and

WHEREAS, the Personnel Committee has recommended the Residential Traffic Task Force consist of members of the community appointed by the Town Council, a councilmanic representative, a member of the Leesburg Planning Commission and town staff as designated by the Town Manager; and

WHEREAS, the Residential Traffic Task Force will be given a scope of work and a time frame to complete this work and make recommendations to the Town Council; and

WHEREAS, community members will be recruited by newspaper adds and other means of advertisement and/or nominations made by Town Council members; and

WHEREAS, the Director of Engineering and Public Works recommends the scope of work for this committee include a review of the Virginia Department of Transportation (VDOT) Residential Traffic Management Programs.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

A RESOLUTION: ESTABLISHING A RESIDENTIAL TRAFFIC COMMITTEE

SECTION I. The Residential Traffic Task Force shall consist of seven (7) members of the community appointed by the Town Council, a councilmanic representative, a member of the Leesburg Planning Commission and town staff as designated by the Town Manager.


SECTION II. The Residential Traffic Task Force shall develop a Residential Traffic Management Program for Leesburg, which addresses the following items:

1. Traffic Calming Pilot Program
2. Cut-Through Traffic Restrictions
3. Multi-Way Stop Sign Policy
4. Through Truck Restriction
5. "Watch for Children" Signs
6. \$200 maximum penalty for speeding on residential roads
7. Identify and review existing Town Plan policies and ordinances that promote efficient transportation systems. Analyze need to develop additional implementation strategies.

SECTION III. The Residential Traffic Task Force shall provide a written report to the Town Council with a recommended Residential Traffic Management Program.


SECTION IV. The Residential Traffic Task Force should complete its work and report in a 6-month period.

PASSED this 12th day of October, 1999.



James E. Clem, Mayor
Town of Leesburg

ATTEST:



Clerk of Council

The Town of
Leesburg,
Virginia

PRESENTED January 11, 2000

RESOLUTION NO. 2000-9

ADOPTED January 11, 2000

A RESOLUTION: MAKING APPOINTMENTS TO THE RESIDENTIAL TRAFFIC TASK FORCE

WHEREAS, Resolution No. 99-323 adopted on October 12, 1999 established the Residential Traffic Task Force; and

WHEREAS, the Residential Traffic Task Force shall consist of seven (7) members of the community appointed by the Town Council, a councilmanic representative, a member of the Leesburg Planning Commission and town staff as directed by the Town Manager; and

WHEREAS, the Residential Traffic Task Force, in accordance with Resolution No. 99-323, shall complete its work and provide a written report to the Town Council within a 6-month period; and

WHEREAS, advertisements were placed in the *Leesburg Today* to solicit letters of interest from Leesburg residents; and

WHEREAS, twelve (12) names were received as a result of the advertisements and recommendations by Councilmembers; and

WHEREAS, interviews of the candidates were held on December 15, 1999.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. The following Leesburg residents are appointed to the Residential Traffic Task Force: Wayne Henderson, Susan Horne, Nancy Klimkosky, Steve Robin, John Ross, Heath and Jane Stockton, and Elizabeth Whiting.

SECTION II. Leesburg Planning Commission member Gus Glikas is appointed to the Residential Traffic Task Force.

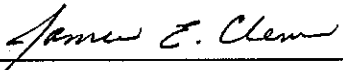
SECTION III. Leesburg Town Council member Mervin Jackson is appointed to the Residential Traffic Task Force.

SECTION IV. The Residential Traffic Task Force shall complete its work and

RESOLUTION: APPOINTMENTS TO THE TRAFFIC TASK FORCE

provide a written report to the Council with a recommended Residential Traffic Management Program by July 15, 2000, at which time the task force shall be disband.

PASSED this 11th day of January 2000.



James E. Clem, Mayor
Town of Leesburg

ATTEST:



Clerk of Council

R:Traffictaskforce

The Town of
Leesburg,
Virginia

PRESENTED June 13, 2000

RESOLUTION NO. 2000-107

ADOPTED June 13, 2000

A RESOLUTION: AUTHORIZING A TIME EXTENSION FOR COMPLETION OF A RECOMMENDED RESIDENTIAL TRAFFIC MANAGEMENT PROGRAM BY THE RESIDENTIAL TRAFFIC TASK FORCE

WHEREAS, Resolutions #99-323 and #2000-9 established a Residential Traffic Task Force, appointed Task Force members and set a completion date of July 15, 2000 for a final written report; and

WHEREAS, the Residential Traffic Task Force has been meeting twice a month since February 1, 2000 and has gathered a large amount of information for use in preparing the Residential Traffic Management Program; and

WHEREAS, completion of a written report requested by the Town Council will require more time due to the large number of complex issues which need to be addressed by the Residential Traffic Task Force; and

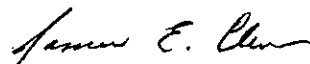
WHEREAS, the Task Force has requested a sixty (60) day time extension to September 15, 2000; and

WHEREAS, the Director of Engineering and Public Works recommends approval of the requested time extension; and

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

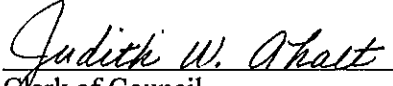
A sixty (60) day time extension to September 15, 2000 is hereby approved for completion of the Residential Traffic Management Program by the Residential Traffic Task Force.

PASSED this 13th day of June 2000.



James E. Clem, Mayor
Town of Leesburg

ATTEST:



Judith W. Abbott
Clerk of Council

R:RTTFExtension

The Town of
**Leesburg,
Virginia**

PRESENTED February 13, 2001

RESOLUTION NO. 2001-16

ADOPTED February 13, 2001

A RESOLUTION: **ADOPTION OF THE RESIDENTIAL TRAFFIC MANAGEMENT PLAN
PREPARED BY THE RESIDENTIAL TRAFFIC TASK FORCE**

WHEREAS, Resolutions #99-323 and #2000-9 established a Residential Traffic Task Force, and appointed task force members; and

WHEREAS, the Residential Traffic Task Force met twice a month between February 1, 2000 and September 25, 2000 and gathered a large amount of information for use in preparing the Residential Traffic Management Program; and

WHEREAS, the Residential Traffic Task Force made a presentation to the Town Council at the Work Session on September 25, 2000 and distributed an advance copy of the Report; and

WHEREAS, the final written report requested was received by the Town Council on November 14, 2000 by the adoption of Resolution #2000-225; and

WHEREAS, the Director of Engineering and Public Works recommends that the Residential Traffic Task Force Report be adopted as the Residential Traffic Management Plan for the Town of Leesburg.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

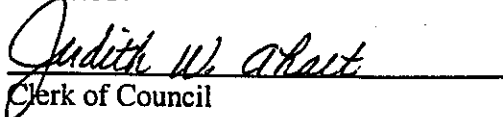
The Town Council of the Town of Leesburg hereby adopts the Residential Traffic Task Force Report dated September 2000, as the Residential Traffic Management Plan for the Town of Leesburg.

PASSED this 13th day of February 2001.



B.J. Webb, Mayor
Town of Leesburg

ATTEST:



Clerk of Council

The Town of
Leesburg,
Virginia

PRESENTED February 13, 2001

RESOLUTION NO. 2001-17

ADOPTED February 13, 2001

A RESOLUTION: ESTABLISHING A STANDING RESIDENTIAL TRAFFIC COMMITTEE

WHEREAS, it is the desire of the Leesburg Town Council to create a Residential Traffic Standing Committee that will provide recommendations to the Town Council for residential traffic calming, pedestrian safety and other issues regarding traffic and transportation; and

WHEREAS, the Residential Traffic Task Force Report has recommended establishing such a committee and has recommended it consist of members of the community appointed by the Town Council, a councilmanic representative, a member of the Leesburg Planning Committee and town staff; and

WHEREAS, the Director of Engineering and Public Works recommends the Standing Committee consist of the following:

- One (1) representative from the Engineering and Public Works Department
- One (1) Town Planner
- One (1) Leesburg Police representative
- One (1) Fire & Rescue representative
- Five (5) citizen representative, one from each of the four quadrants of Town and one (1) At-large member
- One (1) Town Council member
- One (1) Planning Commission liaison representative

; and

WHEREAS, the primary functions of the Standing Committee are to evaluate traffic calming requests and issues forwarded by town staff; determine when needed, the level of citizen support for proposed traffic calming projects; forward recommendations on Residential Traffic

A RESOLUTION: ESTABLISHING A STANDING RESIDENTIAL TRAFFIC COMMITTEE

Management to the Town Council; respond to other requests for recommendations on traffic or transportation issues referred to the committee by the Town Council; and

WHEREAS, the members of the Residential Traffic Task Force shall be offered the opportunity to serve on the Standing Residential Traffic Committee.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. The Standing Residential Traffic Committee shall consist of the following members:

- One (1) representative from the Engineering and Public Works Department
- One (1) Town Planner
- One (1) Leesburg Police representative
- One (1) Fire & Rescue representative
- Five (5) citizen representative, one from each of the four quadrants of Town and one (1) At-large member
- One (1) Town Council member
- One (1) Planning Commission liaison representative

SECTION II. The term for each member shall be two (2) years and the initial term shall expire on June 30, 2002.

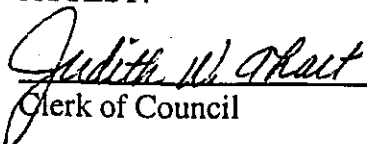
SECTION III. The five (5) citizen representatives will consist of one (1) each from southeast, southwest, northeast and northwest quadrants of town including an At-large member

PASSED this 13th day of February 2001.



B.J. Webb, Mayor
Town of Leesburg

ATTEST:



Judith W. Adair
Clerk of Council

ELIZABETH D. WHITING
241 Edwards Ferry Road NE
Leesburg, Virginia 20176
(703) 777-6808 FAX (703) 777-2762

January 14, 2002

The Honorable B. J. Webb, Mayor
P. O. Box 88
Leesburg, VA 20178

Re: Standing Residential Traffic Committee
Amendments to Residential Traffic Management Plan

Dear Mayor Webb:

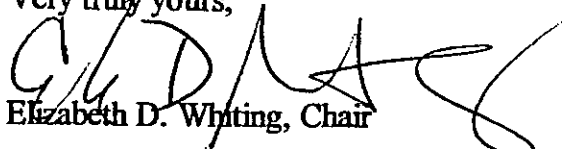
I am writing on behalf of the Standing Residential Traffic Committee to forward proposed amendments to the Residential Traffic Management Plan, which was included in the September 2000 report by the Residential Traffic Task Force and approved by the Town Council as the charter guiding the Committee's work.

In the course of evaluating projects brought to the Committee, we have determined that there are instances when traffic calming measures are appropriate even when speeding may not be the fundamental hazard presented to a residential neighborhood—think of the sight distance problem at the intersection of Woodberry and Edwards Ferry, which posed a threat to Woodberry traffic no matter how compliant the Edwards Ferry driver—or when the community rejected a trial run of the enhanced fine for speeding.

As presently drafted the Plan would preclude consideration of relief in such instances. The Committee reviewed solutions to these shortcomings and endorsed amendments to the Residential Traffic Management Plan as shown on the attachment.

Would you kindly forward our recommendation to the Town Council for consideration. Representatives of the Standing Residential Traffic Committee will be pleased to appear and respond to any questions regarding our recommendation.

Very truly yours,


Elizabeth D. Whiting, Chair

Attachment: As stated

cc: Standing Residential Traffic Committee Members

The Town of
**Leesburg,
Virginia**

PRESENTED February 12, 2002

RESOLUTION NO. 2002-24

ADOPTED February 12, 2002

A RESOLUTION: ADOPTING REVISIONS TO THE LEESBURG RESIDENTIAL
TRAFFIC MANAGEMENT PLAN

WHEREAS, Resolution #2001-16 adopted the Residential Traffic Management Plan for
the Town of Leesburg; and

WHEREAS, the Standing Residential Traffic Committee recommended revisions to the
Traffic Management Plan; and

WHEREAS, the Standing Residential Traffic Committee made a presentation to the
Town Council at the Work Session on January 22, 2002 and distributed the proposed revisions to
the report; and

WHEREAS, the Director of Engineering and Public Works recommends that the
revisions to the Residential Traffic Management Plan proposed by the Standing Residential
Traffic Committee be adopted.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as
follows:

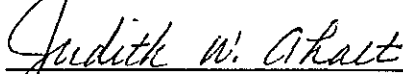
The Town Council of the Town of Leesburg hereby adopts the attached revisions to the
Residential Traffic Management Plan for the Town of Leesburg.

PASSED this 12th day of February 2002.



B.J. Webb, Mayor
Town of Leesburg

ATTEST:



Clerk of Council

R:ResTrafMgmPlanRev

Part 2: RESIDENTIAL TRAFFIC MANAGEMENT PLAN

“Guiding principles” promoted by establishing a defined process for evaluating citizen requests for residential traffic calming measures:

1. Assure Council and citizens that requests are given even-handed, fair review; promote uniformity and predictability in outcome.
2. Provide Council and citizens with adopted criteria and justifications for evaluating requests, promoting confidence in the fairness of the process and decision-making.
3. Convene an advisory committee with the experience and background to assure recommendations are based upon appropriate factors.

Summary of recommendations. The Task Force recommends a residential traffic management program consisting of the following elements:

1. Town Council adoption of an integrated program which sets criteria for evaluating requests and designates the staffing process and personnel.
2. Continued use of town staff to receive, investigate and attempt to resolve requests and complaints regarding residential traffic, using the criteria and following the process adopted by the Town Council.
3. Formation of a standing committee of town staff and interested citizens, with access to additional personnel and resources as needed, to act in an appellate capacity with regard to requests staff are unable to resolve and to help select and design traffic calming measures for qualifying projects.

Sources: eligibility criteria, implementation procedures. The Task Force recommends adoption of procedures and criteria for implementing the various traffic calming measures discussed below that closely adhere to those used by VDOT, modified to suit the circumstances of the Town where we determined that VDOT criteria were too restrictive or otherwise missed the point. The particular process recommended for evaluating speeding complaints or traffic calming requests is derived from a program developed by Virginia Beach, tailored to fit the model we recommend for the Town. Although we have no reason to believe that either the VDOT or Virginia Beach models offer perfect approaches to solving Leesburg’s residential traffic management problems, both have stood limited tests of time, which could not be said of any program developed from the ground up by the Task Force.

While the Task Force recommends the creation of the committee in order to bring a wide perspective and expertise to determining residential traffic management requests, we have set up implementation procedures which bring the committee into the decision-making process at varying phases and which depend upon Town staff to take requests through various evaluation and implementation steps which do not require committee

input, allowing for possible resolution of the identified problems without invoking the committee's jurisdiction.

We anticipate that as these procedures are implemented and evaluated over time, the Town Council may wish to fine-tune them.

Composition of advisory committee. The Task Force recommends that requests involving residential traffic management be processed under the procedure we set out below. When physical traffic calming devices are warranted under this program, the advisory committee will be convened for evaluation, review and recommendation to the Town Council. The committee shall also evaluate and make recommendations to the Council regarding requests that cannot be resolved by town staff to the satisfaction of the complainants.

a. *Standing Committee membership:* Town traffic engineers (adopted engineering, DCSM standards; 'warrants'; tolerance limits of any deviations from standard engineering norms); Town planner (familiarity with applicable comprehensive plan policies, goals; long range plans affecting the requesting neighborhood); police, fire & rescue (impact on emergency services); citizen representatives from all four quadrants of town; Council and Planning Commission liaison representatives.

b. *Expanded membership:* Additional members could be added by the Council when appropriate, depending on circumstances: e.g., public school transportation; parks & recreation; public transportation provider. Short of formal appointment, town staff can develop a list of referral resources available to assist the committee, as appropriate.

Committee jurisdiction.

Requests to be referred to for evaluation: If efforts to control speeding or cut-through traffic by town staff following the traffic calming steps in this article do not succeed in meeting program objectives, the problem street will be referred to the advisory committee for consideration of physical traffic calming devices.

Determination of citizen support: Unless a citizen request is accompanied by some indication that it is widely supported by the neighborhood which would be affected, e.g., signed petitions, the committee will seek to determine how widely the perception of the identified problem is shared and what measures the neighborhoods most directly affected would support. When the solutions involve the diversion of traffic to other residential neighborhoods, the impact on such neighborhoods would also be assessed.

Committee action; role of Council: The committee will evaluate requests using criteria approved by the Council and forward recommendations for Council approval. The timing and funding of any project will continue to be set by the Council, although the committee may make recommendations regarding suggested priorities among residential traffic management projects.

Eligibility criteria. The Task Force recommends the following eligibility criteria identify streets that will qualify for consideration of traffic management measures under the five programs described below¹:

- (i) That the affected streets lie in a residence district as defined by Va. Code sec. 46.2-100;
- (ii) That they be classified as local streets or collectors, including through collectors;
- (iii) That they provide direct access to residential properties;
- (iv) That the speed limit be no greater than 25mph; and
- (v) That the neighborhood not be identified in the Town Plan as appropriate for non-residential development or redevelopment.

PROGRAM I. TRAFFIC CALMING²

Definition. Traffic calming is defined as “the combination of physical and non-physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.” Traffic calming measures are tools which attempt to slow traffic within residential communities with minimal or no restriction to access.

Purpose. The purpose of traffic calming is to address speeding conditions in residential neighborhoods.

Goals:

1. Increase the Quality of Life.
2. Help reduce the negative effects of motor vehicles on the environment.

Objectives:

¹ Note that eligibility requirements for the existing cut-through truck restriction program, by identifying potentially eligible streets simply as local or collector streets, without more, allows consideration of restrictions in neighborhoods that would not qualify for any other program, including non-residential streets in the old and historic district. The Task recommends that the Town Council adopt a single eligibility standard for qualifying streets for further consideration under the Leesburg Residential Traffic Management Program, in order to ease administration burdens. The existing truck restriction policy addresses problems presented by inappropriate truck traffic anywhere in town it occurs and would continue in effect as a program for streets which do not qualify under the residential program.

² Requests for imposition of the \$200 add-on penalty authorized by Va. Code section 46.2-878.2 are subsumed into the recommended traffic calming program.

1. Achieve slower speeds for motor vehicles.
2. Reduce collision frequency and severity.
3. Increase safety and perception of safety for non-motorized users of the transportation network.
4. Reduce the need for police enforcement.
5. Enhance the street environment and quality of life in residential neighborhoods.

ELIGIBILITY REQUIREMENTS

Eligible streets. The streets must be eligible for consideration under the adopted eligibility criteria.

Documented speeding problems. The average speed is 31 m.p.h. or greater, or other attributes of the neighborhood present safety problems even at lower speeds. For example, extreme steepness, sharp curves, narrow width, singly or in combination, which reduce sight distance for drivers or others in the vicinity.

Initiation. The Traffic Calming Program will be initiated upon complaint of speeding in a residential neighborhood, request for \$200 add-on penalties for speeding in a neighborhood, or when traffic calming measures are requested by one or more residents of a neighborhood or evaluation of the neighborhood for installation of such measures is requested by the Town Council.

Program phases. The program will consist of sequential phases:

1. Document speeding or other problem.
2. Community awareness and education.
3. Selective enforcement.
4. Non-physical devices (increased fines).
5. Physical devices.

Program evaluation. Each phase of the program will be evaluated for effectiveness. Evaluation will consist of a traffic study of the selected street. A baseline evaluation will be performed prior to implementing the program. The baseline study will document the traffic problem and establish benchmarks for evaluating program effectiveness. Follow-up studies will evaluate the success of each initiated phase.

TRAFFIC CALMING PROGRAM PHASES

Document speeding or other problem. All speeding problems and complaints are referred to the Leesburg Police Department for investigation and enforcement in accordance with their traffic complaint management program. (See chart in *Appendix E*.) If the speeding complaints continue, the Police Department will refer the complaint to representatives of the Engineering and Public Works Department. If the Police Department assessment demonstrates the absence of a speeding problem, Engineering

and Public Works will investigate the site to determine whether other features present safety issues to the residents of the neighborhood.

Community awareness and education. Representatives of the Town Engineering and Public Works department will meet with neighborhood representatives to present and discuss the traffic calming program. The street and location for evaluation are selected.

Baseline evaluation. Engineering and Public Works performs an appropriate speed study on the selected study area. If the study reveals the average speed to be 31 m.p.h. or greater or the existence of other features presenting safety problems, the project moves to the next phase.

Selective enforcement (speeding problem). Engineering and Public Works refers the street to the Police Department for scheduling selective enforcement during the highest violation period. Selective enforcement will be conducted weekly for an eight week cycle. If a traffic study at the conclusion of the cycle reveals average speed to be 31 m.p.h. or greater, the project will move to the next phase. Follow-up study after 30 days will determine whether initial speeds remain below 31 m.p.h.; if not, the project will move to the next phase.

Increased fine. If the average speeds continue at 31 m.p.h. or greater after selective enforcement, neighborhood residents may request that signs will be posted at the entrances to the neighborhood warning of a \$200 fine for speed violations. At least 75% of the affected residents must demonstrate support for imposing the enhanced fine before such a request will be referred to the Town Council for action. An eight week cycle of selective enforcement of the increased fine will be conducted, followed by a traffic study to determine if program compliance has been achieved. A follow-up study 30 days after an initial study showed compliance will determine whether the average speeds continue to remain below 31 m.p.h.

Physical measures. If the average speed continues at 31 m.p.h. or greater after imposition of increased fines, the project will be referred to the committee for evaluation. In instances in which the underlying problem is not speeding or when despite failure to implement the enhanced fine, the committee concludes that safety issues justify further consideration, the committee will evaluate the street for installation of physical measures. Residents requesting implementation of physical measures will be required to demonstrate support by 75% of neighborhood residents. The committee will approve the delineation of the neighborhood from which support must be drawn and the wording of the petition to be used, which will specify what physical measures are under consideration and the location(s) proposed for installation.

Engineering and Public Works will be responsible for the design and installation of the physical devices and will perform a traffic study after installation to determine the effectiveness of the devices in reducing speeds in the affected neighborhood.

An analysis of available physical measures, their benefits and drawbacks, and recommended uses ~~and preference rankings~~³ is found in Part 3 of this report.

PROGRAM II. CUT-THROUGH TRUCK RESTRICTIONS

(Modeled after the existing policy adopted by the Town Council.)

Eligible streets. The streets must be eligible for consideration under the adopted eligibility criteria.⁴

Requests for implementing through truck restrictions shall be processed as follows:

Public hearing. The Town Council will hold a legally advertised public hearing in accordance with the following steps:

1. The Council must initiate the public hearing.
2. Public notices for the hearing must contain a description of the route(s) with the same termini.
3. A public hearing shall be held by the Council and the public hearing record shall be held open for comments for a period of at least ten working days.
4. A copy of the public notice will be sent to Mr. L. Ray Ashworth, Virginia Trucking Association, 104 West Franklin Street, Suite D, Lexington Towers, Richmond, VA 23220 for distribution to the trucking industry and other interested parties.

Traffic study. The Town will conduct a traffic engineering study to include:

1. Traffic volumes by vehicle type for the route(s) proposed for restriction and the proposed alternate route(s). The date(s) the data is collected shall be included.
2. A 12-hour origin/destination study of all trucks on the route(s) proposed for restriction. The date(s) the data is collected shall be included.
3. The number and percentage of "through trucks" on the route(s) proposed for restriction. The date(s) the data is collected shall be included.
4. An inventory of roadway characteristics and geometrics for the route(s) proposed for restriction and the alternate route(s). This inventory should include:
 - a. Roadway length in miles
 - b. Pavement width
 - c. Number of travel lanes

(Removed)

³ *The Residential Traffic Task Force never ranked devices. The Committee feels that devices will be evaluated in light of the goals of particular projects and that, in any event, any ranking in advance of operational experience is of dubious utility.*

⁴ See footnote 1. The existing Truck Restrictions policy will continue in effect and allows consideration of streets outside of the framework of the Residential Traffic Management Program.

- d. Shoulder width
- e. Pavement type and conditions
- f. Speed limit
- g. Number and type of cultural environment (i.e., residential and/or commercial)
- h. Vertical and horizontal alignment
- i. Parking restrictions and/or parking observed
- j. Accident data for the route(s) proposed for restriction and the alternate route(s)

5. The road requested for restriction is functionally classified as a local or collector street.

Implementation; evaluation. Signs shall be erected at the end of proposed restricted routes to advise of the proposed restriction and identify an address for submitting written comments.

Staff will compile information regarding the traffic engineering study and public comments and make a recommendation to the Town Council. If truck restrictions are warranted, an ordinance will be adopted by the Town Council and "no through trucks" signs will be installed at each end of the restricted routes. Enforcement will be conducted by the Leesburg Police Department.

A request to rescind an existing "through truck" restriction shall be evaluated in accordance with the same procedures.

PROGRAM III. RESIDENTIAL CUT-THROUGH TRAFFIC

Definitions. *Residential cut-through traffic* is defined as traffic passing through an identified residential area without stopping or without at least one trip end within the area. It is traffic that would be better served by the street system intended for through traffic but, for various reasons, uses the residential street system.

Eligible streets are defined as streets meeting the eligibility criteria adopted by the Town Council as part of the Leesburg Residential Traffic Management Program. The *primary use area* consists of all local residential streets within a community likely to be affected by operational changes intended to divert traffic from one or more streets within the community or to any street that provides access to the community.

Documentation of problem. Verification by Engineering and Public Works that cut-through traffic on the local residential street(s) in question is 40% or more of the total one hour, single direction volume, and that a minimum of 150 cut-through trips occur in one hour in one direction. The committee must identify alternative routes for through traffic before travel is restricted on the street(s) in question.

After the committee identifies the applicable primary use area and approves the form of the petition to be used, the applicants must collect supporting signatures of at least 75% of the total occupied households.

Roadway network study. Once eligibility standards have been satisfied, Engineering and Public Works will conduct a study of the roadway network, which may include

- Detailed traffic counts on affected streets and potentially affected areas.
- Intersection analyses of proposed alternate routes.
- Identification of potential adverse safety impacts.
- Identification of the geometrics of existing facilities in light of the traffic analysis.
- Speed analyses on the affected streets.
- Pedestrian circulation and safety analyses in the study area.
- Insure that alternate routes meet Town Level of Service Standards.

The findings and recommendations of Engineering and Public Works will be forwarded to the committee for its evaluation.

Implementation process. If the committee recommends implementation of remedial measures to divert cut-through traffic, the following procedures will be followed:

- The Town Council and local media will be notified of the action to be taken and the expected effective date.
- Signs placed on the affected street(s) will outline the impending action and give the name and telephone number of a person in Engineering and Public Works who can be contacted with questions.
- Remedial measures will be installed, and may constitute temporary installations until their effectiveness can be assessed.

Remedial measures which may be used are discuss in Part 3. Additional measures may include closing the street to through traffic at certain times of day, restricting turn movements into or out of the street, etc.

Evaluation. Not sooner than 30 days or later than six months after measures have been in place, Engineering and Public Works will re-study the roadway network and forward findings and recommendations to the committee which will report its recommendations for continuation of the remedial measures to the Town Council for final disposition.

PROGRAM IV. MULTIWAY STOPS

Eligibility. The streets must be eligible for consideration under the adopted eligibility criteria.

Implementation process. Requests for installation of multiway stop signs in residential neighborhoods shall be referred for recommendation by the committee unless Engineering and Public Works determines that such signs are warranted under the standards set out in the federal *Manual on Uniform Traffic Control Devices (MUTCD)*, in which case they will be installed without referral. Engineering and Public Works will

review the affected streets and identify any potential safety problems that would preclude installation of the signs.

Applicants for installation of the signs shall demonstrate support by not less than 75% of the affected community by signature to a petition. The Department of Engineering and Public Works will post a sign at intersections which states "All-way stop proposed for this intersection. For information call (703) 777-2420." The area to be canvassed for support and the wording of the petition shall be approved in advance by the committee.

Committee recommendation. Multiway stop sign requests shall be evaluated in accordance with the following criteria:

- Multiway stops should be installed not more frequently than at intersections between 800 to 1000 feet apart.
- Multiway stops should not be installed unless at least 3 approaches are public streets.
- Priority should be given to intersections having:
 - a. Sight distance problems
 - b. High accident history
 - c. Intersections with other major streets in the community
 - d. High pedestrian activity

Evaluation. The effectiveness of multiway stop signs will be evaluated at 30 days and 6 months after installation. No recommendation to remove the signs will be forwarded for action by the Town Council until residents of the affected neighborhood have been notified and be given an opportunity to present their position to the committee.

PROGRAM V. "WATCH FOR CHILDREN" SIGNS

Eligibility. The streets must be eligible for consideration under the adopted eligibility criteria.

Request. Requests by residents or referred by the Town Council.

Installation. Engineering and Public Works shall install "Watch for Children" signs upon request in qualifying neighborhoods except where, due to circumstances such as the number of signs competing for attention or proximity to an intersection or other traffic controls, such signs would increase the danger to pedestrians because of driver distraction. "Watch for children" signs should be installed only on key entry streets into residential areas.

The committee would be involved only upon denial of a request if the requesting resident asked for review.

The Town of
Leesburg,
Virginia

PRESENTED September 23, 2008

RESOLUTION NO: 2008-146

ADOPTED September 23, 2008

A RESOLUTION: REPEALING RESOLUTIONS 2001-17 AND 2004-127 AND
ESTABLISHING A STANDING RESIDENTIAL TRAFFIC
COMMITTEE

WHEREAS, on February 13, 2001 the Town Council created the Standing Residential Traffic Committee by passing Resolution #2001-17 to provide recommendations to the Town Council for residential traffic calming, pedestrian safety and other issues regarding traffic and transportation; and

WHEREAS, on July 27, 2004, Council expanded the membership of the Standing Residential Traffic Committee by passing Resolution #2004-127; and

WHEREAS, the membership of the Standing Residential Traffic Committee consists of the following:

- One (1) representative from the Public Works Department
- One (1) Town Planner
- One (1) Leesburg Police representative
- One (1) Fire and Rescue representative
- Seven (7) Citizen representatives, one from each of the four quadrants of Town and three (3) at-large members
- One (1) Councilmanic Liaison
- One (1) Planning Commission liaison representative

WHEREAS, the primary functions of the Standing Residential Traffic Committee are to evaluate traffic calming requests and issues forwarded by town staff; determine when needed, the level of citizen support for proposed traffic calming projects; forward recommendations on residential traffic management to the Town Council; respond to other requests for recommendations on traffic or transportation issues referred to the committee by Town Council.

A RESOLUTION: REPEALING RESOLUTIONS 2001-17 AND 2004-127 AND
ESTABLISHING A STANDING RESIDENTIAL TRAFFIC
COMMITTEE

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. Resolution #2001-17 and Resolution #2004-127 are hereby repealed.

SECTION II. The Standing Residential Traffic Committee shall consist of the following members:

- One (1) Public Works Department representative
- One (1) Town Planner representative
- One (1) Leesburg Police representative
- One (1) Fire & Rescue representative
- One (1) Planning Commission liaison representative
- Seven (7) Town representatives

No person may serve as more than one representative at one time.

SECTION III. In the year of election, or as needed to fill vacancies, each newly elected or reelected Council member including the mayor, shall nominate one person as a Town representative. Each Town representative nominated shall be a Town resident.

SECTION IV. Council members shall ensure that all quadrants are represented among Town representatives on the Committee.

SECTION V. The Council shall vote to approve or disapprove each nomination.

SECTION VI. The term of each Town representative shall correspond to the official tenure of the Council member who nominated them, except as noted in SECTION X.

SECTION VII. Town representatives shall serve at the pleasure of the Council.

SECTION VIII. At the bi-annual organizational meeting of the Council, members may nominate a Liaison to this committee who shall be a non-voting member.

SECTION IX. A Town representative may serve on one other Town Board, Committee, or Commission.

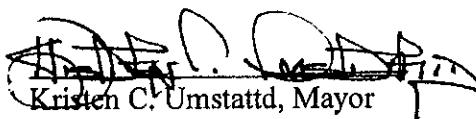
A RESOLUTION: REPEALING RESOLUTIONS 2001-17 AND 2004-127 AND
ESTABLISHING A STANDING RESIDENTIAL TRAFFIC
COMMITTEE

SECTION X. This resolution shall take effect immediately after the Council assigns,
to each Council member including the mayor, one sitting Town representative as their
nominee as follows:


| <u>COMMITTEE MEMBER</u> | <u>NOMINATING COUNCIL MEMBER</u> |
|-------------------------|----------------------------------|
| Liz Whiting | <u>Kristen Umstatt</u> |
| Sandra Lee Kane | <u>Fernando "Marty" Martinez</u> |
| Donald Eaves | <u>Thomas S. Dunn, II</u> |
| Frank Holtz | <u>Katie Sheldon Hammler</u> |
| Christiane Vila Verde | <u>Kevin Wright</u> |
| Paul Corcoran | <u>David Butler</u> |
| Edward (Ned) Kiley | <u>Kenneth "Ken" Reid</u> |

All sitting Town representatives listed above shall have a term of June 30, 2010.

PASSED this 23rd day of September, 2008.


Kristen C. Umstatt, Mayor
Town of Leesburg

ATTEST:


Clerk of Council

MOTION 2013-010

I move to adopt a policy for evaluating one-way traffic requests as part of the Residential Traffic Management Plan. The policy will require 75 percent support from affected residents, as well as a traffic study supporting the request

MOTION 2013-011

I move to adopt a modified procedure and ranking system for handling traffic calming requests as part of the Residential Traffic Management Plan, as outlined in the flow chart and descriptions presented by the Standing Residential Traffic Committee

MOTION 2013-012

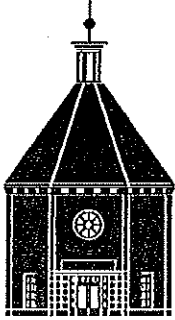
I move to adopt a modified policy for handling requests for a \$200 additional fine for speeding on residential streets as part of the Residential Traffic Management Plan as permitted by Virginia State Code Section 46.2-878.2. The policy will enable Town Council to approve the additional fine following a public hearing if the average speeds remain above 31 miles per hour after eight (8) weeks of Leesburg Police selective enforcement

The motions were approved by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstattd

Nay: None

Vote: 7-0



The Town of
**Leesburg,
Virginia**

25 West Market Street ■ P.O. Box 88 ■ 20178 ■ 703-777-2420 ■ Metro: 703-478-1821 ■ FAX: 703-771-2727 ■ www.leesburgva.gov

March 8, 2010

The Honorable Kristen C. Umstattd, Mayor
Members of the Town Council
PO Box 88
Leesburg, VA 20178

RE: Policy for Evaluating One-Way Traffic Requests

Dear Madam Mayor and Council Members:

I am writing on behalf on the Leesburg Standing Committee ("SRTC" or "Committee").

The Committee has been asked to consider a request from a resident of the 200 black of Cornwall Street NW to make Cornwall Street one-way westbound from its intersection with Wirt Street to Memorial Drive.

The Committee invited staff to draft a policy for evaluating one-way traffic requests, which the Committee reviewed, modified and approved at our March 1, 2010 meeting. The Committee then voted to forward the policy to the Council with a recommendation for approval. Copies of the SRTC resolutions and the recommended policy are attached.

Thank you for the opportunity to be of service.

Very truly yours,

Elizabeth D. Whiting, Chair
Standing Residential Traffic Committee

Attachments

C: Town Manager
Director of Public Works
Director of Planning and Zoning
SRTC members

Motion: Kane

Second: Holtz

Re: Approve Policy for Evaluating One-Way Traffic Requests

That the Standing Residential Traffic Committee approve the policy and procedures for converting two-way streets into one-way streets in Leesburg, as drafted and modified by the staff following Committee suggestions February 1, 2010, and as amended upon review March 1, 2010.

Vote:

**Ayes: Whiting, Kane, Corcoran, Kiley, Csizmadia, Grow, McCartney,
Fuller**

Nays: None

Abstentions: None

Absent for vote: Verde, Eaves, Mayr

Non-voting: Reid

Approved: March 1, 2010

Motion: Kiley

Second: Holtz

**Re: Forward Policy for Evaluating One-Way Traffic Requests
With Recommendation of Approval**

That the Standing Residential Traffic Committee forward the policy and procedures for converting two-way streets into one-way streets in Leesburg, as endorsed by the Committee March 1, 2010, with their recommendation that the policy be approved and adopted by the Town Council for use in evaluating such requests, including the pending request by residents along a portion of Cornwall Street NW.

Vote:

**Ayes: Whiting, Kane, Corcoran, Kiley, Csizmadia, Grow, McCartney,
Fuller**

Nays: None

Abstentions: None

Absent for vote: Verde, Eaves, Mayr

Non-voting: Reid

Approved: March 1, 2010



The Town of Leesburg

Policy and Procedures For Converting Two-Way Streets into One-Way Streets in Leesburg

The following actions are necessary to convert vehicular traffic on Leesburg's roads to a one-way operation:

A. Receive a petition from 75% of the affected owners requesting the street to be converted to a one-way operation.

B. The Town will conduct a traffic engineering study to include:

1. An inventory of roadway and traffic characteristics for the route(s) proposed for one-way and the alternate route(s). This inventory should include:
 - a. Roadway length in miles
 - b. Pavement width
 - c. Number of travel lanes
 - d. Shoulder width
 - e. Pavement type and condition
 - f. Speed limit
 - g. Number and type of cultural environment (i.e. residential and/or commercial)
 - h. Vertical and horizontal alignment
 - i. Parking restrictions and/or parking observed
 - j. Accident data for the route(s) proposed for restriction and the alternate route(s)
 - k. On each affected street, count average daily vehicular trips by vehicle type (traffic counts), current directional vehicular volumes, and calculate projected directional vehicular volumes using the Town's Traffic Projection Model.

- l. Two-way traffic during the Town of Leesburg event detour route.
- m. Existing levels of service (LOS) at all affected intersections, proposed LOS at all affected intersections
- n. Speed study – existing speeds on two-way streets
- o. Cost of connecting to a one-way street (e.g. pavement markings, signage, advertisement, reduction in maintenance payments, etc...)
- p. A letter from Fire and Rescue stating whether or not they object to the proposed one-way street
- q. Calculate travel time for residents who live along the proposed one-way street
- r. The number and percentage of “Through trucks” on the route(s) proposed for the one way restriction.
- s. Other roadway and traffic characteristics that may be needed (e.g. Sight Distance, Parking) depending on the particular street.

2. The one-way road request will be accepted for any Public Street.

C. Signs should be erected at the end of proposed routes to advise of the proposed change and identify an address for submitting written comments. These signs shall be in place for a period of thirty (30) days prior to the Public Hearing.

D. A public hearing shall be held by the local governing body and public hearing record will remain open for comments for a period of at least ten (10) working days.

a. Public notices for the hearing must contain a description of the route(s) of the proposed one-way restriction and the alternate route(s) with the same termini.

E. Staff will compile information regarding the traffic engineering study and public comments and make a recommendation to the Town Council. If a one-way street is approved by the Town Council, “One Way” signs will be installed at each end of the routes. Enforcement will be conducted by the Leesburg Police Department.

F. If a request is received to rescind an existing one-way street condition, the procedures outlined previously shall be followed.



August 27, 2012

The Honorable Kristen C. Umstattd, Mayor
Members of the Town Council
25 West Market Street
Leesburg, VA 20176

RE: Residential Traffic Management Plan adopted by Town Council on February 12, 2001

Dear Madam Mayor and Council Members:

I am writing on behalf of the Leesburg Standing Residential Traffic Committee (SRTC) regarding the Residential Traffic Management Plan. The SRTC is recommending a change to the plan that will encourage a more thorough and efficient approach to handling traffic calming requests. The proposed change includes a flow chart which outlines the procedure for processing traffic calming requests. Also included are definitions for both basic and comprehensive traffic calming projects, as well as a ranking system for prioritizing comprehensive traffic calming projects. The following motion was passed unanimously at the August 6, 2012 SRTC meeting:

A motion by Sandy Kane, seconded by Sandy Grossman, that the SRTC send a recommendation to Town Council to adopt revisions to the Residential Traffic Management Plan regarding the handling of traffic calming requests, as presented by Town staff.

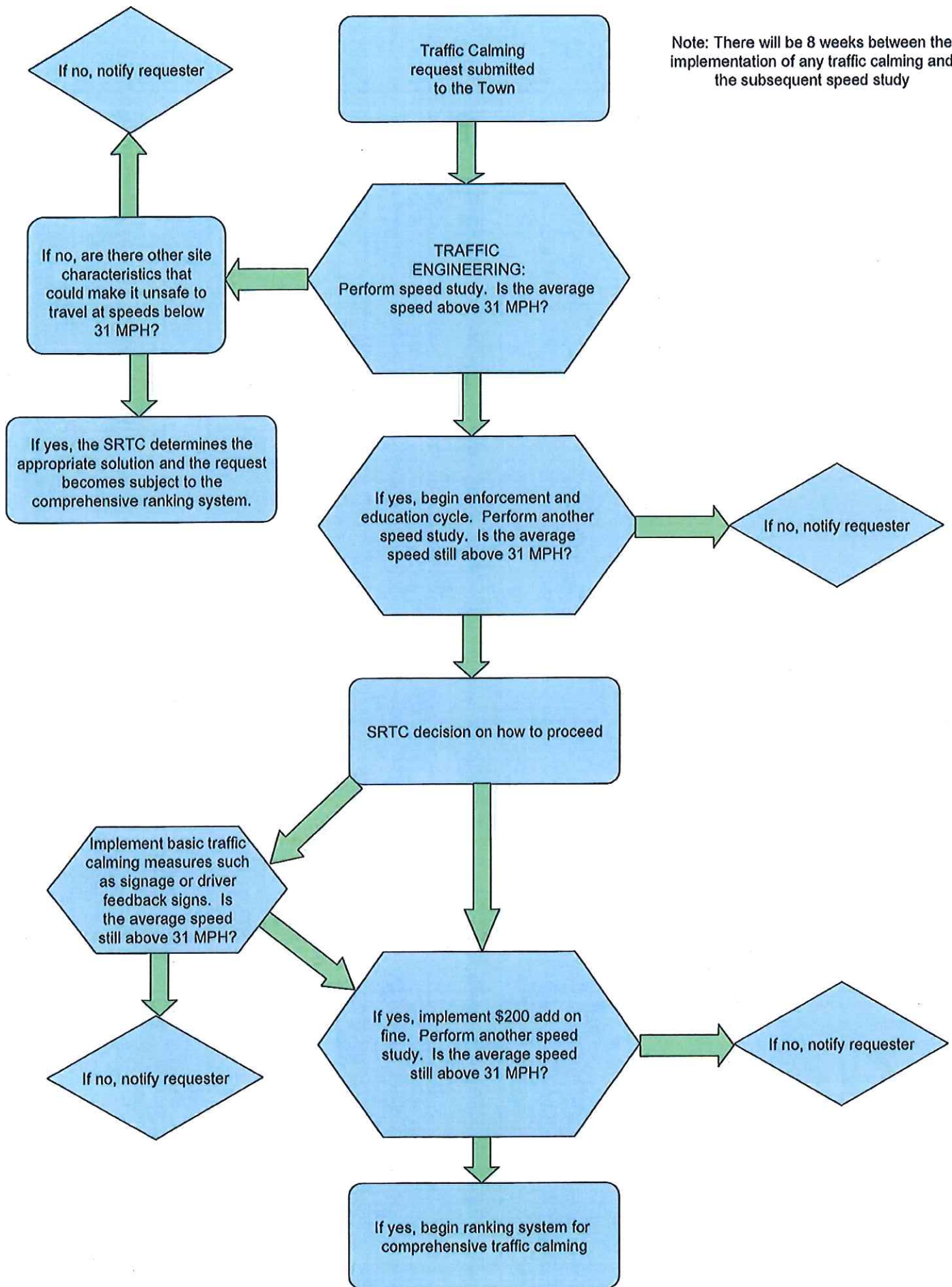
The committee accordingly recommends that Town Council adopt the changes to the Residential Traffic Management Plan.

Very truly yours,

A handwritten signature in blue ink that reads "Elizabeth D. Whiting". The signature is written in a cursive style and is positioned above the printed name.

Elizabeth D. Whiting, Chair
Leesburg Standing Residential Traffic Committee

Note: There will be 8 weeks between the implementation of any traffic calming and the subsequent speed study



PRIORITIZATION OF ELIGIBLE COMPREHENSIVE PROJECTS

Eligible Comprehensive traffic calming projects will be prioritized for implementation based upon the severity of the traffic conditions by taking into account the following cumulative traffic impacts: speeding, volume, cut-through traffic, crash history, proximity to pedestrian generators (like schools, parks, community centers) and unique roadway conditions. Priority points will be assigned per the following table:

| | |
|---|--|
| Speed | 2 points for each mph greater than the average speed of 31 mph |
| Volume | 1 point for each 500 vehicles over 1,000 vehicles per day; 5 points if 40-65% or more ADT on local street is cut-through traffic between arterials or major roadways; 10 points if higher than 65% |
| Crash History | 5 points for each speed-related crash in the past 3 years |
| Pedestrian Generators (15 points max.) | 5 points for each school, park or trail access, library or community center or senior housing along roadway; 3 points if within 1 block; 2 points if within 2 blocks |
| Unique Conditions (15 points max.) | 5 points for designation as a Bike Route or as a Town Plan pedestrian corridor, or for proximity to neighborhood business district or existing/planned transit stops; 10 points for written support from Homeowner's Association or 75% of neighborhood residents demonstrated support; 5 points for missing sidewalk section; 5 points for inadequate or uncorrectable site distance problems; 5 points for any other geometric factors which could result in unsafe conditions |

BASIC TRAFFIC CALMING

Basic traffic calming services include the installation of traffic control devices (such as crosswalks, truck restrictions, additional \$200 fine for speeding, smart trailer, watch for children, pedestrian warning, driver feedback signs) traffic enforcement by Leesburg Police Department Traffic Enforcement Unit, and traffic safety education. The application of basic and comprehensive measures is subject to the adopted "Residential Traffic Management Plan". Basic traffic calming consists of those traffic control devices and programs that can be implemented to regulate, warn, guide, enforce and educate motorist, pedestrians and bicyclists. They may include standard striping and signing elements as found in the Manual on Uniform Traffic Control Devices.

Basic traffic calming is used where most traffic concerns can be addressed using education, enforcement and/or engineering.

COMPREHENSIVE TRAFFIC CALMING

Neighborhoods that are experiencing adverse traffic conditions that cannot be addressed using basic traffic calming services may be eligible for a comprehensive traffic calming project, which include speed humps, chokers, traffic circles and raised crosswalk.

The implementation of comprehensive traffic calming projects is limited to residential, 2-lane local or neighborhood collector streets, with a maximum posted speed limit of 25 mph. Streets designated in the Town Plan as through collector roadways are generally not considered for comprehensive traffic calming measures, except for Driver Feedback Signs and additional \$200 fine. These roadways, by their classification or function, are intended to carry higher volumes of traffic to accommodate a large vehicle mix.

THRESHOLD CRITERIA FOR COMPREHENSIVE PROJECTS

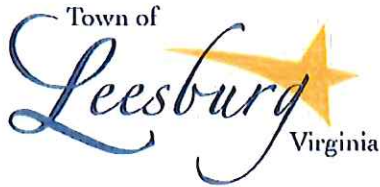
The following threshold criteria must be met to be considered for the implementation of Comprehensive traffic calming projects:

Local and Collector Streets (25 mph posted speed limit, 1,000-2,000 vehicles/day):

✓ Greater than the average speed of 31 mph

or

✓ Other site characteristics that could make it unsafe to travel at speeds below 31 mph



September 13, 2012

The Honorable Kristen C. Umstattd, Mayor
Members of the Town Council
25 West Market Street
Leesburg, VA 20176

RE: Residential Traffic Management Plan adopted by Town Council on February 13, 2001

Dear Madam Mayor and Council Members:

I am writing on behalf of the Leesburg Standing Residential Traffic Committee ("SRTC") regarding the "Residential Traffic Management Plan". The SRTC is recommending a change to this plan. Currently, when the SRTC would like the Town to implement a \$200.00 additional fine for speeding in a residential street, the Plan requires 75% support from the "affected residents". The SRTC is recommending that Town Council change this requirement so that when a street exceeds the average speed of 31 MPH after eight (8) weeks of Leesburg Police selective traffic enforcement, the committee can recommend to Town Council the \$200.00 additional fine, at which point a public hearing is conducted. The following motion was adopted at the March 5, 2012 SRTC meeting:

Motion by Sandy Kane, Seconded by Sandy Grossman, that the SRTC support the staff recommendation for creating a protocol that forwards for Town Council action requests for implementing the \$200 add-on penalty for speeding in residential districts authorized by Virginia Code Section 46.2-878.2, to include a public hearing on such requests.

The committee accordingly recommends that Town Council adopt the change to the Residential Traffic Management Plan.

Very truly yours,

A handwritten signature in black ink that reads "Elizabeth D. Whiting". The signature is written in a cursive style.

Elizabeth D. Whiting, Chair
Leesburg Standing Residential Traffic Committee