

**Residential Traffic Commission  
Meeting Minutes of Tuesday, January 2, 2024**

The Residential Traffic Commission met on Tuesday, January 2, 2024, in the Lower-Level Conference Room #1 of the Municipal Government Center (Town Hall), 25 West Market Street, Leesburg, Virginia. The Commission was officially called to order at 7:06 p.m.

<i>Members present</i>	<i>Town Staff Present</i>	<i>Citizens Present</i>
Sandy Grossman-Chair	Niraja Chandrapu, PE,	None
David Bowers	PTOE	
Mark Norman	Lieutenant Vogel Chris	
Cherie Jones (Electronic Participation)		
Catherine McIntosh		

*The members of the commission who were present in person for the meeting unanimously approved the electronic participation of Commissioner Cherie Jones.*

1. *Approval of Minutes:* On a motion by Commissioner David Bowers, seconded by Commissioner Catherine McIntosh, the Commission approved the minutes from December 4, 2023, and the meeting agenda for January 2, 2024.

2. *Public Comments:* No members of the public attended the public comments session.

3. *SMART Trailer Results:* Lieutenant Vogel (LPD) shared the following SMART Trailer Results with the commission:

**Table 1: SMART Trailer Results**

Roadway Name	Data Collection Time Period	Total Vehicle Count	Average Speed (MPH)	85th Percentile Speed (MPH)	Average Daily Traffic (VPD)
Country Club Dr SW at Governors Dr, EB	12/7/2023 through 12/29/2023	34,874	24.03	29.2	1,516.3
West Market St at Wilson Ave, EB	12/7/2023 through 12/14/2024	29,892	25.68	30.46	3,736.5
Dry Mill Road/Woodburn Rd NB, NB	12/11/2023 through 12/17/2023	12,690	43.01	48.7	1,812.9
Dry Mill Road at Owls Head Ln, EB	12/5/2023 through 12/20/2023	19,142	37.4	47.75	1,595.2

Also, provided an update on the recent pedestrian crash that occurred on Plaza Street at the crosswalk, indicating that the driver has been charged with reckless driving. Additionally, reported on the crash at Battlefield Parkway and Fieldstone Drive, noting that the bicyclist entered the road and was struck by a vehicle but sustained no injuries.

4. *Budget Update:* Staff provided an update on the budget, offering insights into the available funds.

5. *Crosswalk at the intersection of Country Club Drive SW and Governor's Drive SW:*

Staff reported to the commission that pedestrian data was collected at the intersection of Country Club Drive SW and Governor's Drive SW on December 13, 2024, from 7:00 AM to 6:00 PM. According to our guidelines, a minimum of 20 pedestrians or bicyclists per hour is typically required to justify the installation of a crosswalk. The data indicates that the pedestrian counts during each hour were consistently below 5, except at 2:25 PM when 13 pedestrians were reported crossing Catoctin Circle. While this indicates a brief spike in pedestrian activity, it doesn't meet the sustained criteria needed for installing a crosswalk.

As the data did not meet the requirements for justification, the commission decided not to recommend installing a crosswalk at this time.

6. *Update on MUTCD:* Staff updated the commission that a new version of the Manual on Uniform Traffic Control Devices (MUTCD) was published with an effective date of January 18, 2024.

7. *Update on outstanding issues:*

- a) *Speeding on Dry Mill Road:* Staff provided an update, stating that they are currently working on the planting plan and have no developments to report on at this time.
- b) *Crosswalk at the intersection of Catoctin Circle and Oakcrest Manor Drive:* A motion was proposed and received approval from all members at the meeting. The motion involves utilizing funds available in the RTC budget to collect pedestrian data at the intersection of Country Club Drive and Governors Drive, not to exceed \$590.00.
- c) *Pedestrian signage on South King Street at W&OD Trail:* The staff continues to arrange a meeting with the Nova Parks authority to discuss mitigation measures aimed at slowing down bicyclists on W&OD trail.
- d) *Existing school traffic issue at the intersection of Saddleback Pl and Harper Park Middle School entrance:* The staff has no update to share with the commission and is currently awaiting the installation of school zone speed limit signs by the Loudoun County School Division.
- e) *Meadowbrook residential community (Phase 5) traffic concerns:* The staff has no update to share with the commission and is currently awaiting the acceptance of the streets by the Town.

*8. Commission Member Concerns:*

Staff discussed proactively collaborating with the Diversity Commission group to initiate a public outreach campaign, encouraging crosswalk users to refrain from wearing black dresses to enhance the visibility of pedestrians at crosswalks.

*9. Next meeting date:* Monday, February 5, 2024.

The meeting adjourned at 7:46 p.m., on a motion by Commissioner Mark Norman and seconded by Commissioner Catherine McIntosh.