

RESIDENT REQUEST EVALUATION PROCESS

Step 1

1. Receive resident request for action.
 - a. Signed by representatives of at least five households.
 - b. Submitted to Borough Manager for forwarding to TAC.
 - c. Identifies problem/concern (i.e. speeding, pedestrian safety), not solution.
2. Collection of data by TAC.
 - a. Field view and report by TAC.
 - b. Data collection by Police/Public Works, including: traffic volume/speed counts; review of accident data; pedestrian counts; other data as needed/appropriate. A scored evaluation system will be used as guidance for TAC recommendation.
3. Review and recommendation by TAC.
 - a. TAC reviews data and makes written recommendation to Public Safety Committee to institute one or more of the following: Level 1: Education; Level 2: Enforcement; Level 3: Installation of Traffic Calming Measure (see Step 2).
 - b. Re-evaluation (including data collection) 1 year following implementation of implemented measures if Level 1 and/or Level 2.
 - c. Response to residents regarding effectiveness of Level 1/2 strategies.

Step 2 (if Step 1 determined by Public Safety Committee to be insufficient in addressing identified concerns or 1 year review shows insufficient progress.)

1. TAC establishes impact area.
2. Requestors obtain approval of 60% of property owners within impact area for further action.
3. TAC, with neighborhood participation, develops action plan, including potential traffic calming and/or traffic control measures. Range of measures to be considered dependent upon the type and magnitude of concerns as well as EMS routes, Snow Emergency Routes and Functional classification. Measures and methods contained with the Pennsylvania Department of Transportation Traffic Calming Handbook will be given highest priority. If significant expenditures will be required for implementation, send to Public Safety Committee for review and *recommendation prior to (4) below*.
4. Community meeting/presentation of preferred measures.
5. Borough sponsored petition for implementation; threshold for proceeding 60% affirmative responses from households within impact area.
6. Recommendation to Public Safety/Borough Council for implementation (including final request for funding).

**Swarthmore Borough Traffic Advisory Committee
Petition initiate Traffic Calming Investigation**

Name of petitioner: _____ Date: _____

Address of petitioner: _____

Phone: _____

Email: _____

Location of concern: _____

Please identify the problem/concern (add additional pages if necessary):

Please provide signatures from at least five (5) separate nearby residences.

Name	Address	Phone	Signature

Form shall be submitted to the Borough Manager

Date Received: _____

**Resident Request for Evaluation
TRAFFIC CALMING SCORED EVALUATION MATRIX**

Criteria	Points	Score	Basis for Point Assignment
SPEED	0 to 30		Extent by which 85 th percentile speeds exceed posted speed limit; 2 points assigned for every 1 mph.
VOLUME	0 to 25		Average daily traffic volumes; 1 point assigned for every 120 vehicles. Up to 5 extra points for significant cut-through traffic.
CRASHES	0 to 10		1 point for every crash reported within the past 3 years.
SCHOOLS	0 to 10		5 points assigned for each school crossing on the project street.
PEDESTRIAN GENERATORS	0 to 15		5 points assigned for each public facility (such as parks or community centers) or institutional/commercial use that generates a significant number of pedestrians).
PEDESTRIAN FACILITIES	0 TO 10		5 points assigned if there is no continuous sidewalk on one side of the street; 10 points if missing on both sides.
TOTAL POINTS POSSIBLE	100		
TOTAL POINTS SCORED			

Conducted by: _____

Signature: _____