

January ____, 2020

Re: Traffic Commission Matters – Updated Policies and Procedures

Dear JCC Members:

A few years ago, the Traffic Commission of the Board of Directors of the Village of Garden City updated procedures to be followed with respect to matters which may be brought before the Traffic Commission. By this letter, we are advising the four POA groups of changes or additions to these procedures. These are the procedures that should be relied upon commencing on the date of this letter until supplemented or amended. We request that the POAs place this information on their websites for reference by its members.

Background.

The Traffic Commission usually receives requests for action through the POA system or directly from a resident, group of residents, business or the Chamber of Commerce. Additionally, the Police Department, a trustee or the Village Department of Public Works or Village School system or the County may also request action.

In order to further streamline the process and to try to reach consensus on a requested action prior to a request before being acted upon by the Traffic Commission, and to ensure that action items are addressed as quickly as possible, we are revamping some of the procedures and policies. For example, as you are no doubt aware, there are times when one or more proponents of a requested action (i.e restricting parking on a residential street to 2 hours a day) attend a POA meeting and make a request for the POA to support the proposal. These proposals sometimes have been approved by the POA and sent to the Traffic Commission for consideration. However, before the Traffic Commission acts but sometimes after, another group of persons advises the Traffic Commission that they never agreed with the proposal and feel they were never consulted on the topic. There are many similar examples.

Submission of Proposals for Action

A. Proposals Received directly from Residents, a Business, School, Church or other Entity:

When an individual or entity writes (whether by letter or email or similar correspondence) to the Department of Public Works or other Village department or attends a Village Board of Trustees meeting or Traffic Commission meeting, and requests that a matter be addressed or placed on the next Traffic Commission agenda, the following will occur:

1. A letter or email will be sent by the DPW to the individual or entity stating that the request was received.
2. The letter or email will advise the writer that the correspondence will be sent to the Garden City Police Department as well as the president of the POA that has a direct interest in the matter, for review and comment.
3. The letter or email will advise that it is the policy of the Traffic Commission that traffic matters, except for a few circumstances that are considered Village wide matters (see Excluded Matters below) must be considered by the POA that has a direct interest in the matter and that any proposed action should be supported, as evidenced by written petitions, from persons and business or other entities in the surrounding 1 to 3 blocks of the proposed action.

4. The correspondence from DPW will also state that it is highly recommended that the writer contact the POA and plan on attending a POA meeting to discuss the issue and obtain support from the POA in favor of the proposed action.

If the request was made in person at a Board of Trustees or Traffic Commission meeting, the same information will be provided to the persons(s) attending and requesting action. The Village intends to post these policies on its website and may refer proponents to the website.

B. Proposals Through the POA System.

When a POA requests action from the Traffic Commission with respect to a traffic matter, the following should occur:

1. The POA shall advise DPW of the nature of the requested action;
2. Whether the POA has received requests from one or more residents, businesses, or other entities for the proposed action and held at least one meeting at which the proposed action was discussed, after providing at least 10 calendar days' notice; of the proposed action to households in the surrounding 1 to 3 blocks of the proposed action. For purposes of these procedures, "notice" shall mean both (A) publishing on the POA website and in POA email distribution and (B) hand delivering flyers to the households in the surrounding 1 to 3 blocks.
3. Whether the POA has solicited, or advised the proponents of the proposed action to solicit, written petitions in support of the proposed action from a majority of the households in the surrounding 1 to 3 blocks and delivered copies of same to DPW.
4. Whether the POA supports the proposed action.

It is strongly suggested that the POA defer action until the Police Department and DPW have reported at least their initial findings, as described below. The initial findings by DPW or the Police Department may support alternative action such as cutting back trees in the area which will address the issue, or may determine that state laws or traffic policies cannot support the proposal.

General Procedures for Review of a Proposal for Action.

A. Police and DPW Review

Upon receipt of the communication from the DPW, the Police Department will commence an analysis of the proposed action and report its findings and recommendations to the POA president (or its Traffic Commission representative), DPW and the members of the Traffic Commission. In general, the Police Department will report such findings within 60 days. Additionally, DPW will also review and report on the matter during such time frame. Findings by the Police Department and DPW may be reported in whole or in part during the 60 days period, with a view that all analysis will be completed prior to any item being placed on the Traffic Commission Agenda. Certain proposed actions may require a longer period of analysis or the retention of a third-party expert which may require a longer period of analysis.

Such investigation and review may include, among other things, the following factors, as appropriate:

1. the topography, landscape and vegetation in the area of the requested action,
2. existing lighting, traffic controls and signage;

3. traffic type, volume, speed and accident history for the prior five (5) years;
4. existing state traffic related policies and industry recommendations such as the _____;
5. existing signage and traffic controls in the 2 to 4 block area surrounding the area of the requested action;
6. pedestrian walkways, usage and volume;
7. ownership of the roadways or roadway in questions (County or Village owned); and
8. request for action or actions taken with respect to the proposal in the prior five years.

B. Traffic Commission Review.

Following completion of the analysis by the Police Department and DPW, the proposed action will be placed on the following Traffic Commission agenda by DPW. Traffic Commission meetings are held generally every two months except no meetings are held during the summer months. Unless waived, the Traffic Commission will not act upon matters that have not been analyzed by the Police department and DPW where appropriate or not supported by written petition of households, business or other entities in the surrounding area of the proposed action.

DPW will inform the POA and the proponents (s) of the date and time of the Traffic Commission meeting at which time the proposed action will be considered.

The POA's Traffic Commission representative should attend that Traffic Commission meeting and be prepared to advise the Traffic Commission regarding the POA's discussion and whether the POA has taken solicited or obtained support from the residents in accordance with these policies and taken a definitive vote on the matter.

Excluded Matters

Certain matters that widely affect, or could widely affect the Village as a whole are not subject to consideration solely by the Traffic Commission or the POAs. For example, changes to or in parking lots in the Central Business district or in the New Hyde Park Business district will not be subject to review, approval or permission of any POA. Issues related to these parking lots is under the purview of the entire Board of Trustees. We of course welcome input and comment on any proposed action.

Matters for action which have been voted upon by the Traffic Commission (whether approved or disapproved) will not be placed upon the agenda again for reconsideration within a one year period unless (i) the Police Commissioner or DPW and (ii) two of the four Traffic Commission trustees agree to a reconsideration of the matter prior to termination of such one year period.

Conclusion

The Traffic Commission understands and acknowledges that there may be emergency or extraordinary situations where the above procedures must be shortened or amended or action is required regardless of the procedures. We will use our good faith efforts to keep the POAs and proponents of any action notified and informed in such situations.

These changes in procedure will hopefully ensure that all traffic matters are brought to the attention of the POAs and households before reaching the Traffic Commission agenda and avoid the situation where residents near an intended action are not advised in advance and also that items are

not placed on the Traffic Commission agenda before the POAs have an opportunity to discuss the issues.

We note that a POA cannot stop a matter from appearing on the Traffic Commission's agenda.

Please let us know if you have any questions. Thank you.