



City of Oskaloosa
City Council Study Session
Council Chambers
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda

Monday, October 18, 2021, 5:00 P.M.

- 1. Discussion of possible options in forming a traffic safety committee to evaluate routine public requests for possible Council action.**

Documents:

[COM_20211018 TRAFFIC SAFETY COMMITTEE STUDY SESSION V2.DOCX](#)
[STOP SIGN OR PARKING CHANGE REQUEST FORM.DOCX](#)
[AD HOC COMMITTEE TO DISCUSS ROUTINE TRAFFIC.DOCX](#)

2. Adjourn

If you require special accommodations, please contact the city manager's office at least 24 hours prior to the meeting at 641.673.9431.



City Council Communication

Meeting Date: Oct. 18, 2021 (Study Session)

Requested By: Police Chief

Item Title:

Discussion of possible options in forming a traffic safety committee to evaluate routine public requests.

Explanation:

The city council requested the city manager to identify a uniform approach to address requests that are received by the body that address traffic safety matter. This includes regular requests for changes such as stop/yield sign placement or removal, parking ordinance changes, speed limit changes, etc.

Upon review by staff and management, staff recommends the current practice of reviewing such requests be formalized in a process to improve tracking of requests, review, recommendations/reporting given to the city council.

To accomplish this, staff recommends the creation of a Traffic Safety Committee that would be tasked with examining such requests based on Council-defined standards, engineering norms and best practices (i.e. traffic safety practices, hydrant locations, road widths, etc.).

There are two options staff considered in the process and they are provided below. Staff recommends the implementation of Option 1.

- **Proposed Option 1:** Committee chaired by Police Chief meeting bimonthly if needed to consider all requests during the preceding time period. Requests would be studied by committee members prior to meeting for discussion. Committee would also consist of Engineering Technicians, Fire Chief or designee, Development Services Director, with input as needed by Street Supervisor.
- **Proposed Option 2:** Committee chaired by resident volunteers with input by City Staff, similar to other Boards & Commissions.

In addition to the committee, staff created a form which can be added to the city website for the purpose of receiving and standardizing requests received by the city. All requests would be tracked with a formalized process, so that requests can be addressed in a standardized way moving forward, as guided by Council.

Recommendations for changes would be forwarded to Council for approval. City-wide changes as recommended by the Traffic Committee would be handled via future study sessions, prior to action items being presented to council (if needed).

Attachments:

Draft request form

Minutes from 9/10/21 meeting



City of Oskaloosa, Iowa

Public Works Department

220 South Market Street, Oskaloosa, IA 52577

Phone: (641)673-7472 Fax: (641)673-3733

ON-STREET PARKING AND STOP/YIELD REGULATION CHANGE REQUEST APPLICATION

Parking Change Request

I, (We) _____ am (are) requesting changes to the parking
Applicant

restrictions on _____ between _____ and _____
Street Name Cross Street 1 Cross Street 2

Current Parking restrictions:

Unrestricted No parking No parking on one side (_____) Other (DESCRIBE BELOW)
Restricted side

Requested Parking restrictions:

Unrestricted No parking No parking on one side (_____) Other (DESCRIBE BELOW)
Restricted side

Stop/Yield Regulation Change Request

I, (We) _____ am (are) requesting changes to the stop/yield
Applicant

at the intersection of _____ and _____
Cross Street 1 Cross Street 2

Current stop/yield restrictions:

North/Southbound: Unrestricted Yield Stop Other (DESCRIBE BELOW)
East/Westbound: Unrestricted Yield Stop Other (DESCRIBE BELOW)

Requested stop/yield restrictions:

North/Southbound: Unrestricted Yield Stop Other (DESCRIBE BELOW)
East/Westbound: Unrestricted Yield Stop Other (DESCRIBE BELOW)

Reason(s) for requesting change: _____

Staff Notes: _____

Ad hoc committee to discuss routine traffic, parking requests to the City

9/10/21

Attendees: Jeff Swanson, Shawn Christ, Courtney Ryan, Sean Murphy, Ben Boeke

Meeting notes:

Issues to discuss

1. The current process for requests is informal
 2. Citizen calls in request, Sean Murphy looks at the request and small group discusses it
 3. Sometimes requests are rejected without a process, and responses are not always communicated formally to residents
 4. Standards have not been evenly applied based on best practices, traffic engineering, traffic safety as there has been no formalized process created
 5. The stop sign parking gap of 10ft is too short for visibility in most cases.
 6. Committee options or recommendations for moving forward?
- Committee opinions:
 - There is not a significant number of requests that would require weekly or monthly meetings
 - Recommend eventual move to 20 ft stop sign gaps.
 - Signs can be moved where they exist.
 - Signs preferred to painting curbs in many cases
 - Move to 20 ft can be done over time with good PI&E with little enforcement action needed
 - Parking restriction requests can be handled formally based on width, road use, DOT map, etc., with a side of street preference based not on customer request but hydrant location. Most requests can be handled via Sean Murphy with a flowchart based on Council-approved standards. The committee can handle notable exceptions on a bi-monthly basis.
 - Committee preference 1: Murphy, Christ, Ryan, Swanson, Boeke with input as needed from Streets. Most requests would be handled in a standardized manner by Murphy, with exceptions dealt with by small committee for recommendation to Council.
 - Committee preference 2: Committee 1 plus appointed members or select Council members to meet as needed to discuss all requests.
 - Action items:
 - Create a form for city website for formalized requests (Murphy)
 - Begin creating standard plan for these requests to be approved by Council, including ideas for:
 - Stop/Yield Sign requests
 - Parking restriction requests
 - Speed limit change requests
 - Present options to Council for direction for moving forward.