



### TRAFFIC ISSUES/CONCERNS REQUEST FORM

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1. Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

2. Please indicate the type of issue(s)/concern(s) observed. Be as specific as possible. (If more space is needed, continue on the lines under Additional comments.)

\_\_\_\_\_  
\_\_\_\_\_

3. Location of the problem. List street name and cross street or other location information.

\_\_\_\_\_  
\_\_\_\_\_

4. What time of day are the concerns most noticeable?

\_\_\_\_\_

5. Additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR STAFF USE ONLY	Date Received _____
Staff Review Action:	
<input type="checkbox"/> Administrative	<input type="checkbox"/> Forward for Engineer Review
<input type="checkbox"/> Administrative	<input type="checkbox"/> Forward for Traffic Commission
<input type="checkbox"/> Administrative	<input type="checkbox"/> Forward to Traffic Commission
<input type="checkbox"/> Administrative	<input type="checkbox"/> Forward to City Council
W/O or Ord. # _____	Applicant Notified _____ Date _____



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### HOW DO YOU MAKE A REQUEST REGARDING A TRAFFIC ISSUE OR CONCERN?

The Traffic Issues/Concerns Request Form is used to request review of your traffic issue or concern, such as changes in parking regulations or installing signage. Complete the form and attach any drawings, photos or additional information that might be helpful in explaining your concern. Forms may be submitted to Ms. Barb Stiehl, Recording Secretary, via mail or fax using the information above or e-mail ([blstiehl@urbanaininois.us](mailto:blstiehl@urbanaininois.us)).

### HOW ARE YOUR REQUESTS REVIEWED AND ACTED UPON?

Once your request has been received, staff will review it to see if it can be handled administratively or if it needs to be forwarded on to the Urbana Traffic Commission. Requests forwarded to the Traffic Commission will be scheduled for an upcoming meeting as the agenda load permits. If your request is being handled administratively, but not to your satisfaction, you still have the option to appeal in writing to the Traffic Commission or appear at one of its meetings and discuss your concern during the Public Input portion of the agenda.

The Urbana Traffic Commission hears requests that might require changes in the Code of Ordinances. The Commission is responsible for recommending traffic control and safety actions to the City Council. The Traffic Commission seeks public input from interested parties prior to making its recommendation. Once the Commission makes a recommendation, staff will issue a work order if the work reinforces an existing regulation or forward the Commission's recommendation on to City Council for final consideration for an amendment to an ordinance.

### HOW WILL YOU BE NOTIFIED OF THE STATUS OF YOUR REQUEST?

When a request is handled directly by staff, staff will inform you of the City's recommended action. When an item is scheduled for the Traffic Commission's agenda, the City will send you a copy of the agenda notifying you of the upcoming meeting. In some cases, prior to the Traffic Commission meeting, the City will send agendas to property owners within at least 300 feet of the location of the request. Additionally, the City may post signs near the location of the request announcing the meeting. Meeting information for the Traffic Commission and the City Council (meeting dates, agendas and minutes), may be found on the City's web site at [www.urbanaininois.us](http://www.urbanaininois.us).

### A FEW THINGS TO KEEP IN MIND:

- The City of Urbana does not install speed bumps on City streets.
- The City of Urbana does not install stop signs to control speeds.
- Multi-way stop intersections will be considered:
  - If there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
  - If there is a location where a driver, after stopping, cannot see conflicting traffic and is not able to reasonably and safely negotiate the intersection unless conflicting cross traffic is also required to stop; or
  - If in an area where the volume on two streets is equal, the placement of multi-way stop control would improve the operational traffic characteristics and safety of the intersection.
- The installation of a crosswalk on a street does not automatically protect pedestrians in the crosswalk. A marked crosswalk is used to direct pedestrians to where to cross rather than to provide a safety or protective device.
- Where there is no speed limit posted on a street, the City of Urbana adopted the speed limit regulations as defined in the Illinois Vehicle Code (625ILCS 5/11-601 (c)), which states, "Unless some other speed restriction is established . . ., the maximum speed limit in an urban district for all vehicles is 30 miles per hour; and 15 miles per hour in an alley."

### QUESTIONS?

Please visit the City's web site at [www.urbanaininois.us](http://www.urbanaininois.us) or contact Mr. Craig Shonkwiler, Traffic Engineer, at 217/384-2385.

Thank you for your interest in public safety.