



Mayor & Village Board Standard Operating Procedure – No. 003

Date Adopted: December 13, 2011
Date(s) Revised: January 8, 2013
January 28, 2014

Mayor and Village Board Standard Operating Procedure No. 003, having been first adopted by the Mayor and Village Board on December 13, 2011 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Administrator; and
3. Be a procedure that clarifies the Village of Homer Glen's Policy for Resident Initiated Requests for Traffic and/or Parking Changes.

Signed: _____

Date: January 29, 2015

PROCEDURE FOR RESIDENT INITIATED REQUESTS FOR TRAFFIC AND/OR PARKING CHANGES

It is understood that the following shall be the procedure for dealing with **resident initiated** requests for traffic and/or parking changes.

1. A resident of the Village of Homer Glen, who wishes to propose a change in traffic or parking regulations, shall submit the request in writing to the Village Manager.
2. The Village Manager shall review the request and forward it to the Chief Building Official who serves as the staff liaison to the Village Board's Public Services and Safety Committee. The Chief Building Official will communicate the request to the members of the **Village Staff Traffic and Parking Restriction Review Group** (, Will County Sheriffs Police Liaison, Development Services Director, Chief Building Official and Homer Township Highway Commissioner).
3. The Chief Building Official shall be responsible for working with the Staff Traffic and Parking Restriction Review Group to examine the request and investigate whether the proposed change is consistent with the standards outlined in the Illinois Department of Transportation Manual for Uniform Traffic Control Devices (MUTCD). The Chief Building Official, in consultation with the Staff Traffic and Parking Restriction Review Group, shall also be responsible for determining if the requested traffic and/or parking change is a reasonable solution to a valid traffic and/or parking issue in the Village of Homer Glen.

PROCEDURE FOR RESIDENT INITIATED REQUESTS FOR TRAFFIC AND/OR PARKING CHANGES - CONTINUED

4. If the Village Staff Traffic and Parking Restriction Review Group determines that the proposed traffic/parking change may be a reasonable solution to a valid traffic and/or parking issue in the Village of Homer Glen, the Chief Building Official, shall be responsible for ensuring a survey of the community members who will most likely be impacted by the proposed traffic and/or parking change. This survey will typically be conducted through the use of a postage pre-paid survey card or letter. The survey card/letter will be used to identify the level of support for the proposed traffic and/or parking change, from those community members most likely impacted by the said change. If residents in the area affected by the change have submitted a signed petition, the petition can also count towards the "survey" as described. If it is impossible to identify affected residents due to the location of the proposed change, this may be skipped.
5. If it is determined by the Chief Building Official, in consultation with the Staff Traffic and Parking Restriction Review Group, that the proposed traffic and/or parking change is in the best interest of the community, they shall identify all the necessary costs (signage, pavement markings, etc.) associated with the proposed traffic and/or parking change.
6. The Chief Building Official shall have the responsibility of forwarding the proposed traffic and/or parking change, along with all related supporting documentation, to the Village's Public Services and Safety Committee for its review. The petitioner/resident will be informed of the staff recommendation, within a reasonable period of time of making the initial request, prior to the Public Services and Safety Committee review.
7. If the Village's Public Services and Safety Committee approves a recommendation regarding the traffic and/or parking issue, said recommendation shall be forwarded to the Village Board for their consideration.
8. If the resident initiated request is not approved during any step of the process, the petitioner/resident always has the option to bring the request directly to the Public Services and Safety Committee or to the Village Board.