

POLICY 5.11
STOP CONTROL

1.00 PURPOSE

1.01 The City of Lakeville, Minnesota finds that it is in the best interest of the City to evaluate and manage the installation of stop signs on public streets and roads within the City. Stop signs, or stop controls, are important to the safety of motorists and pedestrians. They also add to the quality of life within the City. Overuse of stop controls can reduce their effectiveness, increase noise in neighborhoods, and create potential hazards for residents and businesses. In meeting the requirements of this policy, the City may use City staff and/or private contractors to perform specific tasks and evaluate data. Final installation of stop controls will be done at City direction.

2.00 General

2.01 Due to the growth of the City and the increasing number of requests for stop controls and to address concerns for vehicle speed and safety throughout Lakeville, the City established a traffic safety policy committee to review stop control policies and procedures and make recommendations pertinent to the City's needs.

2.02 The work of this committee formed the basis for policies and procedures for requesting installation of stop controls, the collection of data applicable to the specific request, the evaluation of the data, and to address the safety and quality of life issues related to stop control installation. It is the intent of this policy to detail a review, screening and justification procedure for the installation of stop controls within the City of Lakeville.

3.00 Responsibilities

3.01 The Public Works Director shall:

- a. Manage the overall stop control program to include data collection, evaluation, and sign installation.
- b. Explain the policy for stop control installations and provide information necessary to residents and businesses to initiate the request process.
- c. Monitor request through all phases of the process to ensure adequate and accurate data collection , correct interpretation of data, and to provide results feedback to the requestor.
- d. Prepare the appropriate documentation and a resolution for City Council to approve any stop control installation.
- e. Provide a formal response to the requestor explaining the results of data collection and evaluation, as well as the final recommendation.

3.02 The Streets Superintendent shall:

- a. Assist the Public Works Director in managing the stop control program and responding to requests for stop controls.
- b. Coordinate with City Engineering staff and/or a traffic consultant to collect data

- related to the request.
- c. Evaluate the data collected and make a recommendation to the Public Works Director for or against stop control installation based on the results.
 - d. Following approval of a resolution for installation of a stop control, direct staff to make the installation and add the new signs to the sign database.

4.00 Procedure

- 4.01 The City of Lakeville stop control policy recognizes that there are conditions that may justify stop controls at local street intersections. The predominant causes or conditions are related to vehicle speed, traffic volume, sight distance, pedestrian activity and traffic accident history. The City also recognizes the need to evaluate requests to prevent the inappropriate use of stop controls where they are not justified.
- 4.02 To aid in the collection and evaluation of data for stop control requests, the City uses warrants established in the Minnesota Manual on Uniform Traffic Control Devices as a guideline. Though not intended to address the specific conditions present on all neighborhood and local streets, it does provide a framework with which to objectively evaluate requests.
- 4.03 Initiating a request:
 - a. All requests for the installation of stop controls are initiated by residents and businesses in a specific neighborhood or around a specific intersection.
 - b. Individuals requesting the installation of a stop control are provided an informational brochure describing the policy and procedures, as well as specific information regarding stop controls and their effectiveness.
 - c. Should they wish to continue with the request, they must submit a petition provided by the City to the Public Works Department that has been signed by 50% or more of the residents or businesses residing on the subject streets and located within 300 feet of the intersection where the stop control will be installed. The City will provide a listing of addresses likely to be affected by the stop control.
- 4.04 Data collection and evaluation:
 - a. Once this signed petition has been received by the City, a site survey and traffic data collection will be scheduled for the subject intersection. Site surveys and data collection can only be done from May through October due to weather related conditions.
 - b. This site survey will include traffic volume counts on all applicable intersection legs and an approach speed survey as necessary.
 - c. Additional information to evaluate sight distances, pedestrian use, and traffic accident history for the past 12 months will be compiled.

- d. When the site survey/traffic data collection has been completed, the subject intersection will be evaluated using a worksheet system where points are assessed for the various speed, volume, sight distance, traffic accident history and pedestrian use criteria.
- e. When a minimum point threshold is reached or exceeded the stop control may be justified. The final recommendation to install stop control will be made based on this evaluation and the professional judgment of the appropriate City staff.

4.05 Recommendations:

- a. Once the final recommendation to install a stop control has been made for the subject intersection, a resolution for City Council action will be prepared and included in the agenda for the next available City Council meeting. The neighborhood will also be notified of this action.
- b. If the final recommendation for the subject site is not to install a stop control, the neighborhood will be notified of that decision and provided additional materials relative to their case and what other actions or measures could be considered.