



EST. 1955

**SPRING VALLEY**  
V I L L A G E

# **Residential Neighborhood Traffic Calming/Control Policy**

Resolution 19-12 approved by the City of Spring Valley Village City Council on May 21, 2019

It is important to the City of Spring Valley Village to maintain the safety and integrity of neighborhoods and meet the needs of drivers on the roadway. In response to this set of objectives, the City has developed a Neighborhood Traffic Calming/Control Policy to address certain neighborhood traffic issues.

This policy allows citizens to request the installation or removal of traffic calming/control measures and establishes a procedure for making such requests. The policy and the accompanying procedures specify the types of streets that are eligible for consideration, how to submit a request, and procedures used to evaluate a request. Considering that traffic calming/control measure(s) may also affect nearby streets, the policy provides a means for property owners in the primary and adjacent affected areas to participate in the process and understand the impact on affected streets prior to providing their feedback on the proposal.

The City is responsible for the implementation of this policy and installation or removal of any approved traffic calming/control measures. If you have any questions concerning this policy and the procedures adopted herein, please contact the Public Works Department by email to [publicworks@springvalleytx.com](mailto:publicworks@springvalleytx.com) or by phone at 713-465-8308.

## Definitions

An **Applicant** is the individual who submits an Application requesting the installation or removal of a traffic calming/control measure and may be designated as the contact person for a group (Individual, HOA, subdivision, or a sub-set of an HOA or subdivision) requesting the traffic calming/control measure, as applicable.

An **Adjacent Affected Area** consists of the properties abutting:

1. The Primary Affected Area;
2. Any street that feeds into the Target Street; and
3. Those streets in the area adjacent to the Target Street that are likely to experience an increase in traffic after a traffic calming/control measure is implemented due to diverted traffic and/or depend on the Target Street for convenient access as determined by the City.

The **Primary Affected Area** consists of the properties abutting the Target Street. The City will determine the Primary Affected Area for the Target Street following the submittal of a complete Application.

**Street closure** refers to the partial or complete closure of a publicly-owned and maintained street to through traffic, typically implemented by the installation of a physical measure or barrier designed to prevent vehicular traffic from passing in either direction, and may include warning signage, pedestrian access through the barrier, emergency vehicle access, and a vehicle turn-around, if required.

**Street length** is the quantified distance along the centerline of the street from the projection of the curb line at the last intersecting street or an existing acceptable turn-around point to the center of the proposed turn-around, dead-end, or cul-de-sac.

A **Target Street** is the street for which a complete Application for the installation or removal of a traffic calming/control measure has been submitted to the City.

A **Traffic calming/control measure(s)** is traffic control regulatory signage, a physical barrier or a geometric design feature installed to reduce the speed and/or volume of vehicles traveling a roadway.

## Eligibility Requirements for Requesting Installation or Removal of a Traffic Calming/Control Measure

A Project Request and/or Application for Residential Neighborhood Traffic Calming/Control Measure(s) is eligible for consideration by the City if it meets all of the following eligibility requirements:

- (1) Traffic calming and control measures that are eligible for consideration by the City Council are:
  1. Speed Cushions
  2. Stop Signs
  3. New Traffic Signals

4. Changes to traffic signal sequencing/signalization
5. Road closures (extreme situations)

Notwithstanding the criteria and procedures described in this policy, the City Council, at its discretion, may close, divert or reopen any public street within the City when deemed necessary to preserve or protect the public health, safety, and welfare.

(2) Operational Characteristics of Target Street:

- (a) Traffic calming/control measure(s) may be requested only for Local Streets or Collector Streets as identified in Appendix A hereto.
- (b) Properties fronting or having access to the Target Street must be predominantly residential in character.
- (c) A traffic calming/control measure must not eliminate the only means of vehicular, pedestrian, emergency, or service vehicle access to any property or restrict access to utilities.
- (d) A road closure or any other traffic calming/control measure must not create terminated roadway segments, dead-end blocks, or cul-de-sacs that are greater than 500' in length.

(3) Geometric Characteristics of Target Street:

- (a) The Target Street must have adequate sight distances for safely accommodating the traffic calming/control measure, as determined by the City.
- (b) The Target Street must not have curves or grades that prevent safe placement of the traffic calming/control measure. The measure may not be located on streets that have a vertical grade of more than 5% on their immediate approaches.
- (c) The Target Street must be paved and be at least 1,000 feet in contiguous length. If there is no curb and gutter, a special design is required to prevent vehicles from maneuvering around the traffic calming/control measure(s).
- (d) The design and implementation of the traffic calming/control measure must not interfere with the existing Target Street drainage, property access, or driveways.
- (e) Street rehabilitation/reconstruction of any sort on the Target Street scheduled to occur within one year of the requested traffic calming/control measure will delay the request until such time that, if approved, it can be completed during the planned construction process.

An Application for the installation or removal of a traffic calming/control measure must meet the above Eligibility Requirements.

# Procedures for Requesting the Installation or Removal of Traffic Calming/Control Measure(s)

## 1.1.1. Project Request

Prior to submitting an Application, a Project Request for Residential Neighborhood Traffic Calming/Control Measure(s) must be submitted to the Department of Public Works for the City of Spring Valley Village in the form provided by the City and must originate from at least one of the property owners residing on the Target Street. A Project Request may be submitted by email to [publicworks@springvalleytx.com](mailto:publicworks@springvalleytx.com) or by hard copy to City of Spring Valley Village, Attn: Department of Public Works, 1025 Campbell Road, Houston, Texas 77055. The submission of a Project Request for Residential Neighborhood Traffic Calming/Control Measure(s) will prompt the generation of a Traffic Calming/Control Measure(s) Petition that will be issued and dated by the City. An example of a Project Request form is provided in Appendix B.

## 1.1.2. Traffic Calming/Control Measure (s) Petition Requirements

After submitting a Project Request and prior to submitting an Application, the Applicant must obtain a Traffic Calming/Control Measure(s) Petition that is issued and dated by the City. The Applicant must obtain all required signatures.

- (a) The Petition must be signed by a minimum of 75% of the residential property owners in the Primary Affected Area which will be identified by the City.
- (b) Signatures from renters or tenants do not qualify.
- (c) All signatures on the Petition must be dated within 90 days of the issuance of the Petition by the City.

In order to obtain a Petition from the City to submit with an Application, please submit a completed Project Request for Residential Neighborhood Traffic Calming/Control Measure(s) to the Public Works Department either by email to [publicworks@springvalleytx.com](mailto:publicworks@springvalleytx.com) or by hard copy delivered to City of Spring Valley Village, Attn: Department of Public Works, 1025 Campbell Road, Houston, Texas 77055. The Primary Affected Area will be determined by the City, and a Petition will be issued and provided to the Applicant either by email or hard copy for use with the Application.

## 1.1.3. Application Requirements

An Application consists of:

- (a) A completed Application for Residential Neighborhood Traffic Calming/Control Measure(s) provided by the City and the form of which may be found in Appendix B to this policy;
- (b) A completed Traffic Calming/Control Measure(s) Petition using a Petition that has been issued by the City; **and**
- (c) The application review fee of \$100 which is due at the time of submittal.

#### **1.1.4. Application Submittal and Review**

Each Application will be reviewed by the City for compliance with this policy, and only complete Applications will be accepted and processed for consideration by the City Council. In the event that an Application is deemed to be incomplete, the Applicant will be notified by the City in writing of the deficiency that exists.

#### **1.1.5. Public Notice**

Once City staff has reviewed and confirmed that an Application is complete, the City will notify all property owners within both the Primary Affected Area and the Adjacent Affected Area of the proposed traffic calming/control measure(s) by mailing a public notice and map, an example of which is provided in Appendix B, that:

- (a) describes the proposed traffic calming/control measure type(s) and location;
- (b) provides the date of the City Council meeting during which the proposed traffic calming/control measure(s) will be considered; and
- (c) provides information on ways that property owners may provide feedback concerning the proposed traffic calming/control measure(s) and a deadline for doing so.

#### **1.1.6. City Council Decision**

The City Council shall have the final decision making authority regarding all complete Applications for Residential Neighborhood Traffic Calming/Control Measure(s). The City Council will hold a public hearing on the proposed traffic calming/control measure(s) during the meeting at which the proposed measure(s) will be considered in order to provide the public with an additional opportunity to provide feedback prior to the City Council making its decision.

#### **1.1.7. Prohibition on Submission of Application for One Year**

In the event that the City Council denies an Application regarding the proposed Traffic Calming/Control Measures, no Application may be submitted for the street(s) that were the subject of the denied Application for one year from the date of the City Council's denial of the Application.

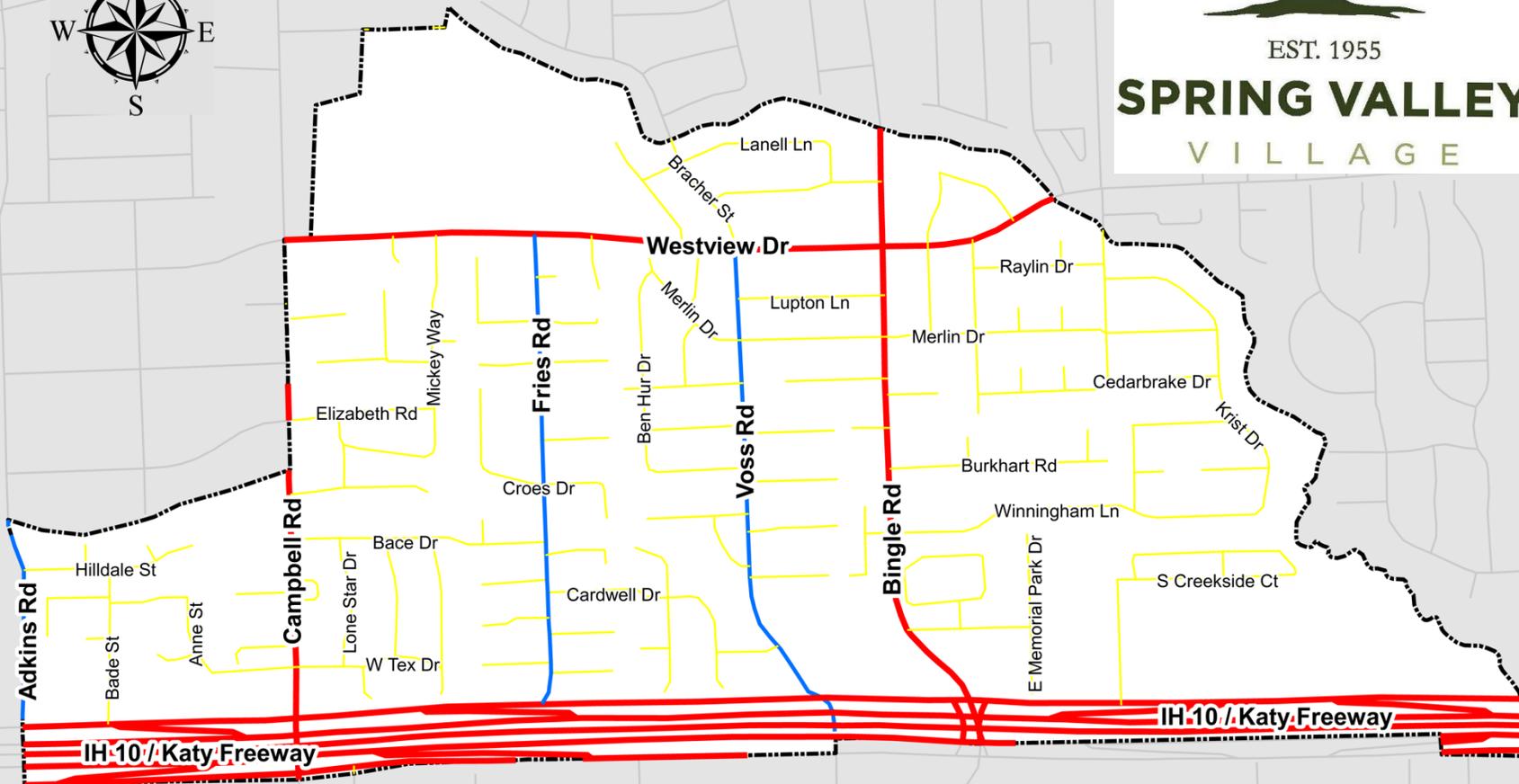
# Appendix A

# City of Spring Valley Village, Texas 2018 Thoroughfare Map



EST. 1955

**SPRING VALLEY**  
VILLAGE



## Legend

- Major Thoroughfare
- Collector Street
- Local Street
- Spring Valley Village City Limits
- Villages / Houston / Harris County



Source: Houston-Galveston Area Council (H-GAC) Datasets, 2015  
and Texas Department of Transportation (TxDOT), 2015

## City of Spring Valley Village Thoroughfares

STREET NAME	ROAD CLASSIFICATION
ADKINS RD	Collector Street
ANNE ST	Local Street
BACE DR	Local Street
BADE ST	Local Street
BEN HUR DR	Local Street
BEUTEL DR	Local Street
<b>BINGLE RD</b>	<b>Major Thoroughfare</b>
BRACHER ST	Local Street
BURKHART CIR	Local Street
BURKHART CT	Local Street
BURKHART DR	Local Street
BURKHART FOREST CT	Local Street
BURKHART RD	Local Street
CAM CT	Local Street
CAMPBELL CT	Local Street
<b>CAMPBELL RD</b>	<b>Major Thoroughfare</b>
CARDWELL CT	Local Street
CARDWELL DR	Local Street
CAUDLE DR	Local Street
CAVELL LN	Local Street
CEDARBRAKE DR	Local Street
CEDARBROOK DR	Local Street
CEDARDALE DR	Local Street
CEDARSPUR DR	Local Street
CREEKSIDE LN	Local Street
CROES DR	Local Street
E MEMORIAL PARK DR	Local Street
ECHO VALLEY DR	Local Street
ELIZABETH RD	Local Street
FRIES CT	Local Street
<b>FRIES RD</b>	<b>Collector Street</b>
GENS CT	Local Street
GREEN VALLEY DR	Local Street
HEATHER CIR	Local Street
HILLDALE ST	Local Street
<b>IH 10 / KATY FREEWAY</b>	<b>Major Thoroughfare</b>
INVERNESS DR	Local Street
INVERNESS PKWY	Local Street
JOSHUA LN	Local Street
KRIST DR	Local Street
LANELL LN	Local Street
LARIAT DR	Local Street
LARSTON ST	Local Street
LEAFY LN	Local Street

LOESER DR	Local Street
LOFLAND DR	Local Street
LONE STAR DR	Local Street
LUPTON CT	Local Street
LUPTON LN	Local Street
MARTIN CT	Local Street
MARTIN LN	Local Street
MERLIN CT	Local Street
MERLIN DR	Local Street
MICKEY WAY	Local Street
MODISTE ST	Local Street
N CREEKSIDE LN	Local Street
NEELEY DR	Local Street
PARKLAND CT	Local Street
PECAN TRAIL LN	Local Street
PECH RD	Local Street
PENN MANOR CT	Local Street
POM CT	Local Street
RANDY DR	Local Street
RAYLIN DR	Local Street
S CREEKSIDE LN	Local Street
SPRING OAKS CIR	Local Street
TAL CT	Local Street
TAM CT	Local Street
TAMY LN	Local Street
TERESA DR	Local Street
TRAWEEK ST	Local Street
VILLAGE OAKS LN	Local Street
VOSS RD	Collector Street
W MEMORIAL PARK DR	Local Street
W TEX DR	Local Street
WESTVIEW DR	Major Thoroughfare
WINNINGHAM LN	Local Street
WOODSBOROUGH CIR	Local Street
WOODSBOROUGH DR	Local Street

# Appendix B

# Project Request for Residential Neighborhood Traffic Calming/Control Measures

Project Request Submission Date \_\_\_\_\_

Project Request # \_\_\_\_\_  
(To be completed by City)

Requestor's Name \_\_\_\_\_

Requestor's Property Address \_\_\_\_\_

Does the Requestor represent his/her self as an Individual?  Yes  No

Does the Requestor represent an HOA or Neighborhood?  Yes  No

If yes, please provide information below.

HOA/Neighborhood: \_\_\_\_\_

(Subdivision Name and/or Home Owners Association Name if applicable)

Brief Description of Traffic Calming/Control Measure(s) Requested: \_\_\_\_\_

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

(Include Street Name and address limits of requested traffic calming/control measure(s) and attach a map with limits of the desired traffic calming/control area clearly identified.)

Requestor's Signature: \_\_\_\_\_

Written Name of Requestor: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

# Application for Residential Neighborhood Traffic Calming/Control Measure(s)

Application Date \_\_\_\_\_ Application Fee: \$ 100.00 Application # \_\_\_\_\_  
(To be completed by City)

Applicant's Name \_\_\_\_\_

Applicant's Property \_\_\_\_\_

Address \_\_\_\_\_

Does the Applicant represent his/her self as an Individual?  Yes  No

Does the Applicant represent an HOA or Neighborhood?  Yes  No

If yes, please provide information below.

HOA/  
Neighborhood \_\_\_\_\_  
(Subdivision Name and/or Home Owners Association Name, if Applicable)

Brief Description  
of Traffic  
Calming/Control  
Measure  
Requested \_\_\_\_\_  
(Include Street Name and address limits of requested traffic calming/control measure,  
attach a map with limits of the desired traffic calming/control area clearly identified)

Reason for  
Request \_\_\_\_\_

HOA  
Acknowledgement  
and Applicant's  
Signature \_\_\_\_\_  
I hereby certify that I am the Homeowners Association (HOA) President (or duly  
authorized agent of the HOA, subdivision or neighborhood); and I acknowledge this  
request submitted by the Applicant listed herein. Approval of the HOA is not  
required for this application. This acknowledgement only indicates that the HOA has  
been made aware of the request.  
(Please print legibly or type on the lines below)

HOA / Neighborhood Representative

Applicant / Contact Person

Signature (must be original signature)

Signature (must be original signature)

HOA Representative Title

Title (if applicable)

Address

Property Address

City, State, Zip

City, State, Zip

Best Telephone Number

Best Telephone Number

E-mail address

E-mail address

**Please attach completed Traffic Calming/Control Measure(s) Petition issued by the City. Failure to attach such Petition to this Application will result in rejection of the Application.**

## Traffic Calming/Control Measure(s) Petition Form

The City of Spring Valley Village requires this Petition to consider an Application requesting the installation or removal of traffic calming/control measure(s) on an eligible street. The Petition will be issued and dated by the City, and it must be signed by a minimum of 75% of the property owners in the Primary Affected Area. Signatures from renters or tenants do not qualify. All signatures on the Petition must be dated within 90 days of the issuance of the Petition by the City.

Obtaining a completed Petition is one step in the process and does not guarantee approval of a requested traffic calming/control measure(s) for a particular street.

By signing this Petition, I affirm that I am the property owner of the Property Address listed and that I concur with the traffic calming/control measure(s) being requested. Seventy-five percent (75%) of the Primary Affected Area's property owners must concur for the City to consider an Application for Residential Neighborhood Traffic Calming/Control Measure(s).

**DATE ISSUED BY CITY:** \_\_\_\_\_  
**NAME OF CITY STAFF ISSUING PETITION:** \_\_\_\_\_  
**ISSUED TO: (PRINTED NAME)** \_\_\_\_\_

Property Address	Mailing Address	Property Owner	Signature	Date of Signature
123 Main Street Spring Valley Village, TX 77055	123 Main Street Spring Valley Village, TX 77055	John & Jane Doe		
124 Main Street Spring Valley Village, TX 77055	321 Broadway Dallas, TX 75214	Jane Doe		
125 Main Street Spring Valley Village, TX 77055	125 Main Street Spring Valley Village, TX 77055	John & Jane Doe		
126 Main Street Spring Valley Village, TX 77055	126 Main Street Spring Valley Village, TX 77055	John Doe		
127 Main Street Spring Valley Village, TX 77055	127 Main Street Spring Valley Village, TX 77055	John & Jane Doe		
128 Main Street Spring Valley Village, TX 77055	128 Main Street Spring Valley Village, TX 77055	Jane Doe		
129 Main Street Spring Valley Village, TX 77055	123 Country Lane Spring Valley Village, TX75082	John & Jane Doe		
130 Main Street Spring Valley Village, TX 77055	130 Main Street Spring Valley Village, TX 77055	John Doe		
131 Main Street Spring Valley Village, TX 77055	131 Main Street Spring Valley Village, TX 77055	John & Jane Doe		

**PUBLIC NOTICE**  
**January 1, 2019**

**For: Main Street – 0000-19**

**By: City of Spring Valley Village Department of Public Works**

Dear Resident,

The City of Spring Valley Village has received an Application from \_\_\_\_\_ (Name of Applicant), the property owner at **123 Main Street, Spring Valley Village, TX 77055** for the installation (or removal) of a Traffic Calming/Control Measure on Main Street in Spring Valley Village. A copy of the Application may be found on the City’s website at \_\_\_\_\_.

The City Council is scheduled to consider the Application and proposed traffic calming/control measure(s) at the \_\_\_\_\_, 2019 meeting. Written comments will be accepted until January 16, 2019 and may be submitted to our office online at: **website name here** or using the Comment Card below. City staff will review all written comments regarding the project on Main Street and provide the feedback to the City Council. There will also be a public hearing during the \_\_\_\_\_, 2019 City Council meeting to provide an additional opportunity for you to provide feedback to the City Council prior to making a decision on the Application.

For additional information, please call City of Spring Valley Village at 713-465-8308. Thank you for your participation and interest in traffic safety on Spring Valley Village streets.

**Comment Card**

Please submit any comments you may have regarding the proposed Traffic Calming/Control Measure in writing. *All comments must be received by the City no later than January 16, 2019.*

Mail to: City of Spring Valley Village  
Department of Public Works  
1025 Campbell Road  
Houston, TX 77055

Online: **website name here.** \_\_\_\_\_

Project Name: **Main Street 0000-19**

Printed Name: \_\_\_\_\_

Address of the Property You Own in Spring Valley Village: \_\_\_\_\_

I DO support.     I DO NOT support.     I support the measure but **with modifications.**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

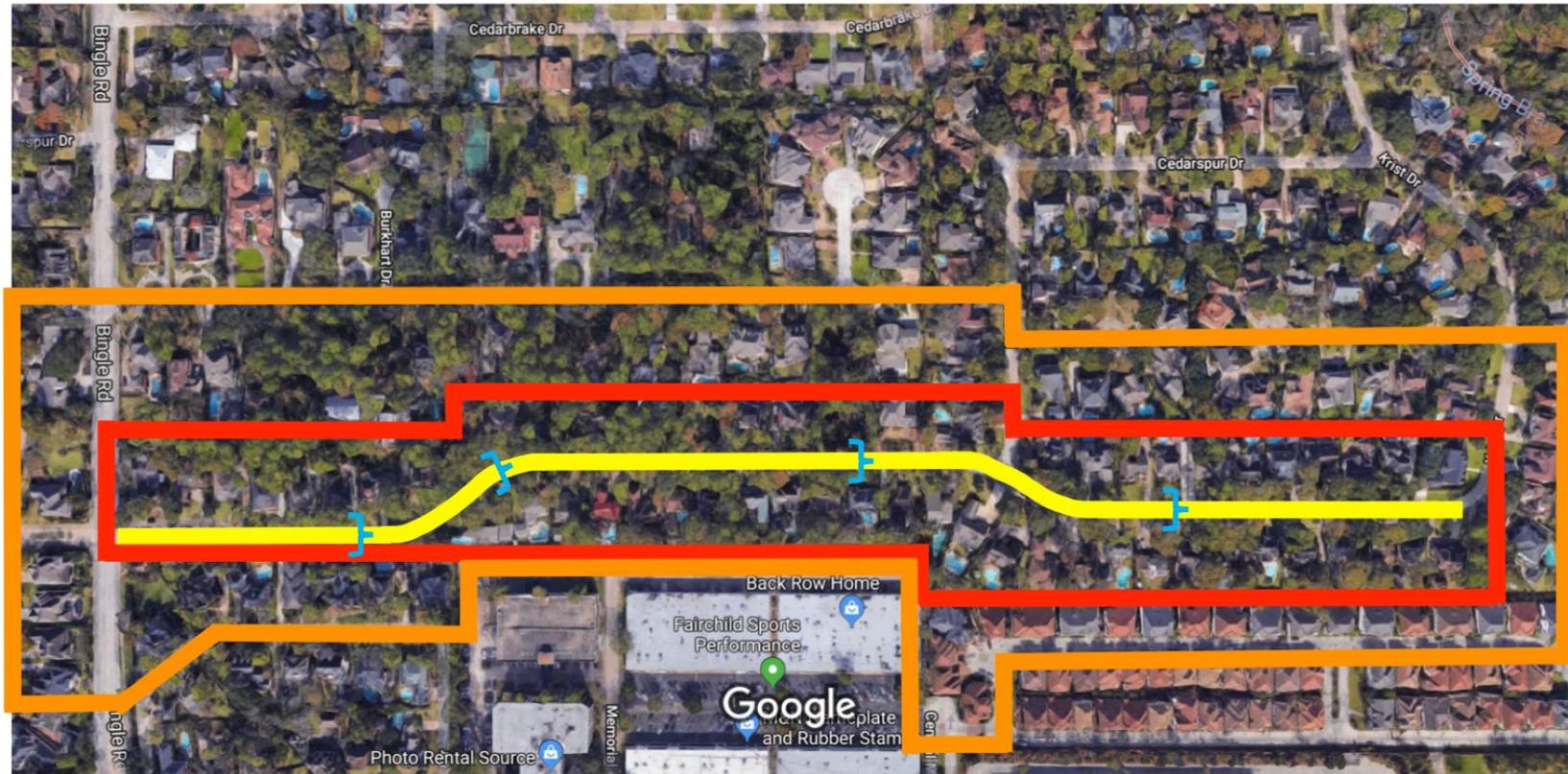
Email Address: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_

# Proposed Traffic Calming/Control Measure

## EXAMPLE 1. Main Street (Speed Cushion Installation)

Google Maps Spring Valley Village



### Legend

- Yellow line: Target Street
- Red line: Primary Affected Area
- Blue bracket: Speed Hump/Cushion
- Orange line: Adjacent Affected Area

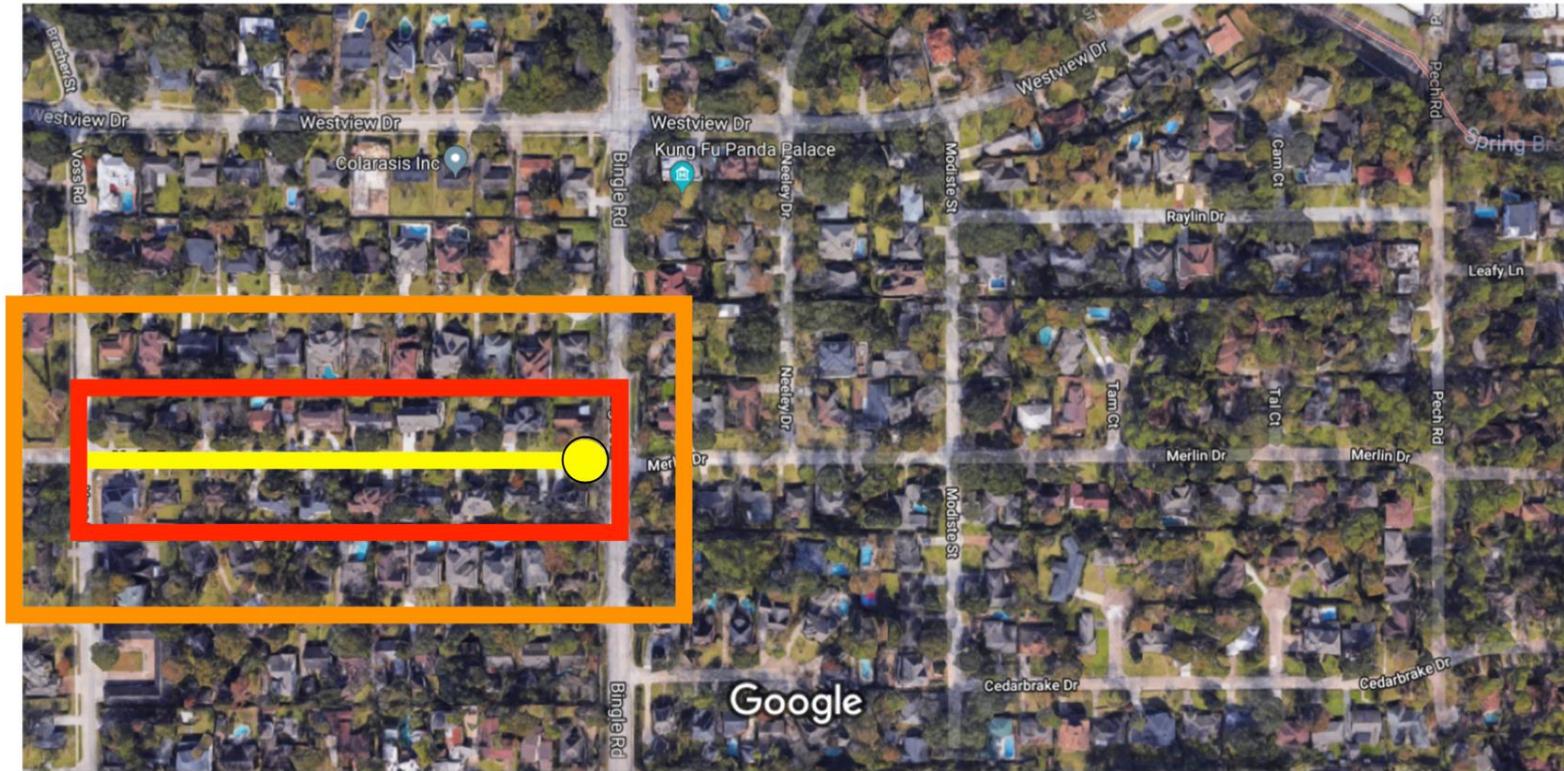
Imagery ©2019 Google, Map data ©2019 Google 200 ft



# Proposed Traffic Calming/Control Measure

## EXAMPLE 2. West Street (Road Closure)

Google Maps Spring Valley Village



### Legend

- Yellow line: Target Street
- Red rectangle: Primary Affected Area
- Yellow circle: Road Closure
- Orange rectangle: Adjacent Affected Area

Imagery ©2019 Google, Map data ©2019 Google 200 ft

