CITY OF PEORIA – TRANSPORTATION COMMISSION

REGULAR BUSINESS MEETING

AGENDA

TUESDAY, FEBRUARY 19, 2019

3:00 P.M.

COMMISSION MEETING – TO BE HELD AT CITY OF PEORIA DRIES LANE FACILITY CONFERENCE ROOM #113, 3505 N. DRIES LANE, PEORIA, ILLINOIS 61604. (309) 494-8800.

CITY OF PEORIA – TRANSPORTATION COMMISSION

AGENDAS AND MINUTES

ISSUED BY:

JOE HUDSON, CHAIRMAN

VIA TRAFFIC ENGINEER NICK STOFFER

PUBLIC WORKS DEPARTMENT

3505 N. DRIES LANE, PEORIA IL 61604

(309) 494-8800

INTERNET ADDRESS: www.peoriagov.org

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* CITIZENS WISHING TO ADDRESS AN ITEM NOT ON THE AGENDA SHOULD CONTACT A COMMISSION MEMBER PRIOR TO THE MEETING. ALL OTHER PUBLIC INPUT WILL BE HEARD UNDER PUBLIC COMMENT NEAR THE END OF THE COMMITTEE MEETING.

NOTE: THE ORDER IN WHICH AGENDA ITEMS ARE CONSIDERED MAY BE MOVED FORWARD OR DELAYED BY AT LEAST 2/3 VOTE OF THE COMMISSION MEMBERS PRESENT.

THE CITY OF PEORIA – TRANSPORTATION COMMISSION MEETS IN REGULAR BUSINESS SESSIONS THE THIRD TUESDAY OF THE MONTH AT 3:00 PM AT 3505 N DRIES LANE CONFERENCE ROOM #113, PEORIA, ILLINOIS. (309) 494-8800.
NOTICES OF ANY SPECIAL MEETING ARE POSTED AT LEAST 48 HOURS PRIOR.

CITY OF PEORIA – TRANSPORTATION COMMISSION
DRIES LANE, CONFERENCE ROOM
3:00 PM

ROLL CALL

ANNOUNCEMENTS, ETC.

MINUTES – Regular Meeting of January 15, 2019

AGENDA ITEMS

ITEM No. 1  DISCUSSION regarding a RIGHT-OF-WAY CAFÉ (PARKLET) POLICY

ITEM No. 2  DISCUSSION of All-Way Stop Justification

UNFINISHED BUSINESS

NEW BUSINESS

A. ENGINEERING PROJECTS UPDATE

PUBLIC COMMENT

NEXT MEETING

TUESDAY, MARCH 19, 2019

ADJOURNMENT
A Regular Meeting of the City of Peoria’s Transportation Commission convened at 3:00 p.m. on Tuesday, January 15, 2019, at the Lester D. Bergsten Operations & Maintenance Facility located at 3505 N. Dries Lane, Peoria, Illinois.

**CALL TO ORDER**

Call to Order showed the following Transportation Commission Members in attendance:

**Commissioners Present:** Chairman Joe Hudson, Commissioner Patrick McNamara, Commissioner Bernie Goitein, Commissioner George Gharibeb, Commissioner Clint Gilbert, Commissioner Michelle Neilson, Commissioner Michael Breitbach, and Commissioner Shawn Allen – 9.

**Commissioners Absent:** Commissioner Brandon Lott and Commissioner Joe Messmore – 2.

Others in attendance included Traffic Engineer Nicholas Stoffer, Public Works Administrative Specialist Stephanie Stapleton, Public Works Administrative Specialist Patti Pitcher, Civil Engineer Emily Ambroso, and Chief Innovation Officer Anthony Corso.

**ANNOUNCEMENTS, ETC.**

Mr. Stoffer announced that the Transportation Commission had recently acquired a new Commissioner. Introductions were made, and Commissioner Shawn Allen was welcomed to the Transportation Commission.

**MINUTES**

Commissioner McNamara moved to approve the Minutes of the Regular Meeting of the Transportation Commission held on October 16, 2018, as printed; seconded by Commissioner Gharibeb.

Approved by unanimous viva voce vote.

**ITEM No. 1: DISCUSSION regarding a RIGHT-OF-WAY CAFÉ (PARKLET) POLICY**

Mr. Stoffer introduced Chief Innovation Officer Anthony Corso and Civil Engineer Emily Ambroso to the Transportation Commission.

Mr. Corso gave a presentation on right-of-way café’s and tactical urbanism. A copy of the presentation is attached.

Mr. Stoffer advised there was a draft policy in existence that would be distributed to the Commission in the near future to review before taking to City Council.
ITEM No. 2: DISCUSSION of All-Way Stop Justification

Mr. Stoffer directed the Commission’s attention to the packet that was handed out to Commissioners at the meeting. (Packet attached to minutes) He gave an overview of the packet, stating that this would be an ongoing discussion and that he hoped the Commission would review and come back with questions/comments at the next meeting.

ITEM No. 3: DISCUSSION of BICYCLE MASTER PLAN PROJECT RECOMMENDATIONS

Mr. Stoffer stated that this had been discussed at a number of past meetings. He said the next phase would be to place projects into feasibility groups but that it wasn’t always easy to do so.

Commissioner McNamara remarked that he would like to hear feedback from Bike Peoria or other advocacy groups on the Bicycle Master Plan.

A brief discussion was held amongst the Commission about interpreting the “bike/ped crash data”.

Commissioner McNamara left the meeting at 4:30 p.m.

UNFINISHED BUSINESS

There being no unfinished business to discuss, the Commission moved on to New Business.

NEW BUSINESS

A. ENGINEERING PROJECTS UPDATE

Mr. Stoffer advised that some utility relocation work was taking place on the University Street Project.

He then gave a brief recap on snow plowing operations and recent snow events.

PUBLIC COMMENT

No one came forward to address the Commission.

Next Meeting

The next regularly scheduled Transportation Commission meeting will be held on Tuesday, February 19, 2019 at 3:00 p.m.

Adjournment

There being no further discussion, Commissioner Goitein moved to adjourn the Regular Meeting of the Transportation Commission meeting; seconded by Commissioner Herz.

Approved by viva voce vote. The meeting adjourned at 4:45 p.m.
Today.

• Context
• Incremental Interventions (Tactical Urbanism)
• Planning a Parklet
• Defining Next Steps
Priority 2 general insights.

1. The community needs a **shared vision** with goals that are broken down into accessible and **incremental steps**

2. The City doesn’t always have the resources or purview to do what is needed but does have the **power to convene** stakeholders and institutions that can collectively take on the challenge.

3. **Perception** of the urban core of the City / region continues to be a significant challenge.
Challenges as Opportunities.

In the pursuit of equitable progress, citizens are typically invited to engage in a process that is fundamentally broken: rather than being asked to contribute to incremental change at the neighborhood or block level, residents are asked to react to proposals they often don’t understand, and at a scale for which they have little control. For better or worse, this often results in NIMBYism of the worst kind. Surmounting the challenges inherent to these “public” processes continues to prove difficult. Fortunately, cities were not always made this way. We do have alternatives.
Tactical Urbanism.

These small-scale interventions are characterized by their community-focus and realistic goals.

- Nate Berg
Tactical Urbanism (historically).

INCREMENTSAL INTERVENTIONS

Tacticians

City Agencies - Mayor's Office - BIDs -
Non-profits - Entrepreneurs - Developers -
Local Activists - Community Groups - Artists -

Intersection Repair - Bike Parking - Guerilla Gardening - Chairbombing - Ad Busting -
Build a Better Block - Site Pre-Vitalization - Temporary Retail - Pop-Up Civic Forum -

Pop-Up Shops - Pop-Up Cafes - Play Streets - Street Fairs - Pavement to Plazas -
Park(ing) Day - Food Carts/Trucks - Pop-Up Shops - Pop-Up Cafes -

Unsanctioned - Hybrid - Sanctioned

- Street Plans Collaborative
Tactical Urbanism.

- Intersection Repair
- Pop-Up Retail
- Parklets
Parklets.

The term “parklet” was first used in San Francisco to represent the conversion of an automobile parking space into a mini-park for passive recreation. This toolkit expands this basic definition to include other spaces formerly occupied by cars as well as spaces that can also facilitate active recreation.

Parklets, in the low-cost conversion of small and under-utilized residual spaces originally devoted to cars into spaces for the passive or active recreation of people.

Parklets are typically created by building a platform on the pavement to extend the sidewalk space, and retrofitting it with benches, planters, tables and chairs, umbrellas, and bike racks. In the case of active recreation parklets, exercise machines can be bolted to the platform.

Parklets vary based on the following characteristics:

- **Location**: Parklets can occupy former parking spaces, street medians, traffic triangles, repurposed travel lanes and parking lots or excess asphalt space at angled or irregular intersections.

- **Surrounding land uses**: Commercial or residential,

- **Size**: From a couple of parking spaces to spaces extending along the length a block, to larger spaces occupying entire parts of a block.

- **Shape**: Linear, square, rectangular, triangular, or irregular,

- **Duration**: From a few hours (e.g. Ciclovias and Sunday Streets), to one day (Park(ing) Day), to part of the year (during spring and summer), to year-around installations,

- **Type of activity**: Passive or active recreation.
Parklets – A focus on public seating.
Parklets – Seating + green space.
Parklets – Selecting a site.

A number of communities are seeking ways to improve the physical environment by re-purposing road space into parklets. A first step in the parklet development process is to select a site. Site selection should be driven by two main criteria: appropriate physical site characteristics and a responsible site steward/community partner. Both are critical for parklet success. For example, an ideal physical site could exist; however, either through design failure or an irresponsible steward, a site could fall into disrepair and not reach the goal of improving the physical environment. The community partner is typically the adjacent business who applies for the permit, pays for the construction, and maintains the parklet after its installation. Criteria for a physical site and community partner are driven by the following considerations:

Physical Site Considerations: Required

- **Low traffic speeds.** Cities with parklet programs stipulate that parklets should only be installed in streets with low speed limits, typically 25 mph or lower. To minimize air pollution exposure to pedestrians, it is also recommended that parklets are not installed in areas with high traffic volumes.

- **Existing pedestrian activity.** Although parklets have the potential to increase pedestrian activity, there should already be demand for walking in the area.

- **Surrounding land uses that can support pedestrian activity.** These commonly include commercial, high-density residential and mixed-use areas.
Parklets – Selecting a site.

**Physical Site Considerations: Recommended**

- **High visibility from inside adjacent business.** This will provide “eyes on the street” to support safety for parklet users.

- **Adjacent businesses open during normal business hours or longer.** This is particularly important if there are movable tables and chairs in the site that must be taken in and out at night.

- **Existing shade trees.** Most parklets feature landscaping; however, this is typically for greening rather than for providing shade, particularly because of site visibility issues. Therefore, it is recommended to select sites with off-site shade, such as nearby trees.

- **Existing street lights on site.** For safety considerations, the ideal parklet site is well lit at night.

**Community Partner Considerations: Required**

- **Dedicated partner for site upkeep.** Partners may include: adjacent business owners, business improvement associations/districts, community groups with close ties to a particular area, or resident associations. The ideal group should demonstrate dedication to a specific area rather than a broad focus.

- **Ability to take on $1 million of insurance.** Most parklet applicants already hold this amount of business insurance.

**Community Partner Considerations: Recommended**

- **Existing cleaning crew.** A business improvement district (BID) can be an ideal partner as they typically already handle cleaning responsibilities in the area.

- **Previous involvement in sustainability and/or beautification projects.** Parklets programs typically involve a variety of city departments. Therefore, prior experience working with city agencies/departments is helpful.
Parking Day = Parklet Prototypes.
W Main Parking Day?

- **Bring material for the “floor” of the parklet.** This is commonly a large piece of Astroturf or something which conveys the transformation from a parking space to a temporary park.

- **Pick a location with significant foot traffic.** This will help ensure that the Park(ing) Day installation is well attended. As described in Chapter I of this toolkit, the organization Pacoima Beautiful selected a location in front of a public library.

- **Plan some activities.** Not everyone is familiar with parklets and as such, may not feel comfortable spending leisure time in a parking space. By having activities such as art projects or information tables, people will be more likely to enter the parklet and engage in activities.

- **Bring signage.** This is especially important when people are not familiar with parklets or Park(ing) Day. Signage will help to avoid confusion about the purpose of the installation. The signage does not have to say “parklet,” as this term may not yet be understood in a particular community, but should somehow denote that the space is public.
Parklets – Policy Considerations.

In order for cities to make the most out of their parklet programs, we present the following list of policy recommendations based on lessons learned from our case studies:

- **Identify residual spaces in priority areas.** Not all sites or all neighborhoods are appropriate for parklets. Parklets work well where there is a certain level of foot traffic, where automobile traffic is low-speed, and where there are surrounding establishments that can provide a level of natural surveillance. Cities can develop an inventory of residual spaces in priority areas with low amounts of open space.

- **Provide urban design guidelines.** As already demonstrated by some cities, design guidelines should not stifle parklet design and experimentation, but must ensure that appropriate safety standards are met.

- **Encourage creative parklet design.** Parklets can be functional and aesthetic assets for cities, especially if they demonstrate unique and innovative architectural and landscape designs. Cities should encourage innovation and experimentation in parklet design. At times, design competitions or charrettes may produce a rich inventory of ideas about parklet design.

- **Encourage community appropriate design.** Depending on the community needs and the character of the surrounding area, parklets should facilitate passive or active recreation, include age-specific activities (i.e. for young children or senior citizens, etc.), and incorporate neighborhood-specific cultural and landscape elements in their design.

- **Streamline permitting process.** Part of the appeal of parklets is that they are relatively easy to plan and install. Cities should ensure that the permitting process is simple, low-cost, and does not deter potential parklet sponsors. At the same time, permits should be renewed annually, giving cities the opportunity to monitor the operation and maintenance of parklets.

- **Designate lead staff person and public agency.** While various public departments have jurisdiction over city streets, it is essential that a particular city agency (and ideally a particular staff person) takes the lead in coordinating the parklet planning and installation process.

- **Streamline maintenance requirements.** Cities should make the expected levels of maintenance very clear to parklet sponsors and keep a watchful eye to guarantee that all maintenance requirements are met. This can be done with an inspection prior to the renewal of permits.
# Planning a Parklet

## Parklets – Technical Guidelines

<table>
<thead>
<tr>
<th>City</th>
<th>San Francisco</th>
<th>Oakland</th>
<th>New York City</th>
<th>Philadelphia</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size of Parklet</strong></td>
<td>6' width, flush with curb (1/2&quot; gap max)</td>
<td></td>
<td>6' width. Should be as flush to the curb as possible—at a minimum 12' must be flush with the sidewalk</td>
<td>6' width</td>
</tr>
<tr>
<td><strong>Load</strong></td>
<td>Not specified</td>
<td></td>
<td>Load bearing: 750 lbs/ sq. ft.</td>
<td>Must support 100 lbs/ sq. ft. load</td>
</tr>
<tr>
<td><strong>Drainage</strong></td>
<td>Must maintain curb line drainage</td>
<td></td>
<td>Curbside drainage must not be impeded and must allow for easy access to the space underneath</td>
<td>Platform should allow for easy access underneath and curbside drainage may not be impeded</td>
</tr>
<tr>
<td><strong>Wind/Visibility</strong></td>
<td>Visually permeable outside edge; railing may be required</td>
<td>Same design guidelines as San Francisco</td>
<td>Should have vertical elements so that it is visible from vehicles</td>
<td>Should be stable under wind-loads of 80 mph with open guard rails</td>
</tr>
<tr>
<td><strong>Barriers</strong></td>
<td>4' distance from parklet to wheel stop (behind) 3' wheel stop installed 1' from curb (ahead)</td>
<td></td>
<td>DOT assesses site to determine safety improvements: traffic markings, flexible bollards, and wheel stops</td>
<td>Must have reflective soft hit posts and may have wheel stops installed 1 ft. from curb</td>
</tr>
<tr>
<td><strong>Licensed Engineer Stamp Required?</strong></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

- **Reclaiming the Right-of-Way, 2012**
Parklets – Construction.

Figure 81. Precast concrete pavers during installation, San Francisco, CA. Credit: Streetsblog SF

Figure 85. Prefabricated modules, San Francisco, CA. Credit: Bill McCarthy

Figure 83. Divisadero parklet platform, San Francisco, CA. Credit: SF Bicycle Coalition / stbike.org
For health and safety reasons, consideration should be made to locate parklets on low-speed streets in relatively low-traffic areas. This can help minimize user exposure to particulates and other air pollutants.

In addition, city departments of transportation should install safety features that separate parklet users from traffic while allowing for visibility and thus protection from crime. These features could include parking/wheel stops, flexible bollards, and traffic markings such as striping the outline parking lane or painting the adjacent curb space. Parklets also typically have a railing edge to protect users from traffic. These railings should be visible to motorists. Railings that allow the parklet to be observed from both sides of the street can help to ensure user safety from crime.

Moreover, parklet designers should consider safety considerations when selecting a site, paying particular attention to the hours and type of operation of surrounding businesses. Open-front establishments allow natural surveillance of the parklet by the patrons and owners of surrounding businesses. For nighttime use and to instill a feeling of safety, a selection of parklet sites near street lighting or other sources of lighting is advisable. Lastly, cameras and closed-circuit television systems can be employed for security purposes, but may be costly and not necessarily warranted.

<table>
<thead>
<tr>
<th>City</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Francisco</td>
<td>Generally, the parklet must be located away from a corner and along a street with a speed limit of 25 mph or less. The parklet must not extend beyond six feet from the curb line in places where there is parallel parking.</td>
</tr>
<tr>
<td>New York City</td>
<td>Curbside seating platforms are not appropriate for every street. Typically they are only permitted on one-way streets with a single moving lane of traffic and low vehicle speeds.</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>Parklets should be located on streets with posted maximum speed limits of 33 mph. Approval of any location must be given by the traffic engineers of the Streets Department.</td>
</tr>
<tr>
<td>Oakland</td>
<td>Proposed location should have a posted speed limit of 25 mph or less. The proposed street should have parking lanes and only minimal slope.</td>
</tr>
</tbody>
</table>

*Table 4: Parklet Traffic Safety Guidelines in Different Cities*
Parklets – Estimating costs.

Businesses seeking to install a parklet can expect to spend approximately $25,000 on a rectangular parklet occupying two parking spaces. A cost estimate for the planned Spring Street parklet in Los Angeles with the total budget of $26,100 is provided in the table below. This is a proposed project; therefore the amounts shown are estimates.

According to our interviewees, businesses tend to recoup their investment in a parklet in approximately five years. While the $25,000 price tag may be intimidating for a small business, previous examples show that costs can be lowered through a variety of design decisions and in-kind donations. Indeed, many parklets receive a variety of donations that lower the costs for their sponsors. These may include a designer providing pro-bono hours or using volunteers to help during the installation phase. Some businesses have utilized an online fundraising site that allows the public to support creative projects, like parklets. For instance, the FarmTable Kickstarter campaign for a parklet in San Francisco raised $15,000. Prospective parklets in Chicago and Oakland have raised $5,600 and $10,000 respectively. Government support is also important. An economic development and public realm improvement grant from the Mayor’s Office of Economic and Workforce Development funded two parklets in the Noe Valley neighborhood of San Francisco. Private foundations such as the Wells Fargo Foundation in San Francisco, William Penn Foundation in Philadelphia, and The Rosalinde and Arthur Gilbert Foundation in Los Angeles have also contributed critical resources in support of parklets.

Table 5. Costs for Various Parklets

<table>
<thead>
<tr>
<th>Site</th>
<th>Cost</th>
<th>In Kind Donations</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City – Bombay Café</td>
<td>$24,000 total</td>
<td>Design provided pro bono</td>
</tr>
<tr>
<td>and FIKÅ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lola’s Long Beach</td>
<td>$25,000</td>
<td>None, all costs (including designer fees) paid for by Lola’s</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>$11,000 ($10,000 materials + 10% design fee)</td>
<td>All costs paid for by William Penn Foundation</td>
</tr>
<tr>
<td>San Francisco “Deeplet”</td>
<td>$20,000</td>
<td>None</td>
</tr>
</tbody>
</table>
Parklets – Estimating costs.

- Reclaiming the Right-of-Way, 2012
Parklets – Maintenance.

Maintenance is extremely important for ensuring the longevity and user-friendly nature of parklets. A parklet can only be well used if it is well maintained. Every city requires that a maintenance agreement is in place before issuing a parklet permit.

According to the San Francisco parklet request for proposals:

“If your project is selected, you will be required to provide daily maintenance of the Parklet. This maintenance includes watering any landscaping, hosing down the surface, and removing any graffiti. You will also be required to hose down the area underneath the Parklet at least once a week. The Department of Public Health may require pest abatement.”

Some parklets are maintained by the business owner, while some employ support from the local business improvement district. Employing business improvement district staff can be advantageous as they are typically responsible for cleaning in the area. In some places, such as the Sunset Triangle Plaza in Los Angeles, both local businesses and business improvement districts undertake parklet maintenance. In Philadelphia, the University City District shares maintenance responsibilities with the owner of an adjacent café. The café is in charge of arranging furniture every morning and taking it out by the end of business hours, and is also responsible for cleaning chairs and tables. The University City District is responsible for parklet installation and dismantling during the appropriate seasons of the year.
Parklets – Maintenance.

In all maintenance agreements, the responsible party or parties and their assigned tasks should be clearly delineated. The maintenance agreement for the Sunset Triangle Plaza outlines the following four categories for maintenance services:

- **Site cleaning**: A minimum of twice monthly cleanings and on an ‘as needed’ basis, removal of dirt, litter, obstructions, trash to maintain the site in a clean, neat, and good condition.

- **Landscaping and planter maintenance**: Watering, weeding, trimming, and re-planting in the event that a planter is damaged or destroyed.

- **Tables, chairs, umbrellas and trash cans**: Daily cleaning of debris, installing and removing chairs, emptying trash receptacle, and contacting appropriate parties if any amenities must be replaced or repaired.

- **Graffiti**: Notifying the council district if graffiti occurs and must be removed.
PLANNING A PARKLET

Parklets + Bicycle Parking.

[Images of parklets and bicycles]
Next Steps.
### Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 4 of 4)

<table>
<thead>
<tr>
<th>Sign or Plaque</th>
<th>Sign Designation</th>
<th>Section</th>
<th>Conventional Road</th>
<th>Expressway</th>
<th>Freeway</th>
<th>Minimum</th>
<th>Oversized</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Single Lane</td>
<td>Multi-Lane</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY (and times) (2 lines) (plaque)</td>
<td>R10-20aP</td>
<td>2B.53</td>
<td>24 x 18</td>
<td>24 x 18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crosswalk, Stop on Red</td>
<td>R10-23</td>
<td>2B.53</td>
<td>24 x 30</td>
<td>24 x 30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Push Button To Turn On Warning Lights</td>
<td>R10-26</td>
<td>2B.52</td>
<td>9 x 12</td>
<td>9 x 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Left Turn Yield on Flashing Red Arrow After Stop</td>
<td>R10-27</td>
<td>2B.53</td>
<td>30 x 36</td>
<td>30 x 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XX Vehicles Per Green Each Lane</td>
<td>R10-28</td>
<td>2B.56</td>
<td>24 x 30</td>
<td>24 x 30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XX Vehicles Per Green Each Lane</td>
<td>R10-29</td>
<td>2B.56</td>
<td>36 x 24</td>
<td>36 x 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right Turn on Red Must Yield to U-Turn</td>
<td>R10-30</td>
<td>2B.54</td>
<td>30 x 36</td>
<td>30 x 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At Signal (plaque)</td>
<td>R10-31P</td>
<td>2B.53</td>
<td>24 x 9</td>
<td>24 x 9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Push Button for 2 Seconds for Extra Crossing Time</td>
<td>R10-32P</td>
<td>2B.52</td>
<td>9 x 12</td>
<td>9 x 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep Off Median</td>
<td>R11-1</td>
<td>2B.57</td>
<td>24 x 30</td>
<td>24 x 30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Closed</td>
<td>R11-2</td>
<td>2B.58</td>
<td>48 x 30</td>
<td>48 x 30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Closed - Local Traffic Only</td>
<td>R11-3a, 3b, 4</td>
<td>2B.58</td>
<td>60 x 30</td>
<td>60 x 30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight Limit</td>
<td>R12-1, 2</td>
<td>2B.59</td>
<td>24 x 30</td>
<td>24 x 30</td>
<td>36 x 48</td>
<td></td>
<td>36 x 48</td>
</tr>
<tr>
<td>Weight Limit</td>
<td>R12-3</td>
<td>2B.59</td>
<td>24 x 36</td>
<td>24 x 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight Limit</td>
<td>R12-4</td>
<td>2B.59</td>
<td>36 x 24</td>
<td>36 x 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight Limit</td>
<td>R12-5</td>
<td>2B.59</td>
<td>24 x 36</td>
<td>24 x 36</td>
<td>36 x 48</td>
<td>48 x 60</td>
<td></td>
</tr>
<tr>
<td>Weigh Station</td>
<td>R13-1</td>
<td>2B.60</td>
<td>72 x 54</td>
<td>72 x 54</td>
<td>96 x 72</td>
<td>120 x 90</td>
<td></td>
</tr>
<tr>
<td>Truck Route</td>
<td>R14-1</td>
<td>2B.61</td>
<td>24 x 18</td>
<td>24 x 18</td>
<td></td>
<td></td>
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<tr>
<td>Hazardous Material</td>
<td>R14-2, 3</td>
<td>2B.62</td>
<td>24 x 24</td>
<td>24 x 24</td>
<td>30 x 30</td>
<td>36 x 36</td>
<td>42 x 42</td>
</tr>
<tr>
<td>National Network</td>
<td>R14-4, 5</td>
<td>2B.63</td>
<td>30 x 30</td>
<td>30 x 30</td>
<td>36 x 36</td>
<td>36 x 36</td>
<td>42 x 42</td>
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<tr>
<td>Fender Bender Move Vehicles</td>
<td>R16-4</td>
<td>2B.65</td>
<td>36 x 24</td>
<td>36 x 24</td>
<td>48 x 36</td>
<td>60 x 48</td>
<td>48 x 36</td>
</tr>
<tr>
<td>Lights On When Using Wipers or Raining</td>
<td>R16-5, 6</td>
<td>2B.64</td>
<td>24 x 30</td>
<td>24 x 30</td>
<td>36 x 48</td>
<td>48 x 60</td>
<td>36 x 48</td>
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<td>Turn On Headlights Next XX Miles</td>
<td>R16-7</td>
<td>2B.64</td>
<td>48 x 15</td>
<td>48 x 15</td>
<td>72 x 24</td>
<td>96 x 30</td>
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<td>Turn On, Check Headlights</td>
<td>R16-8, 9</td>
<td>2B.64</td>
<td>30 x 15</td>
<td>30 x 15</td>
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<td>60 x 30</td>
<td>48 x 24</td>
</tr>
<tr>
<td>Begin, End Daytime Headlight Section</td>
<td>R16-10, 11</td>
<td>2B.64</td>
<td>48 x 15</td>
<td>48 x 15</td>
<td>72 x 24</td>
<td>96 x 30</td>
<td>72 x 24</td>
</tr>
</tbody>
</table>

* See Table 9B-1 for minimum size required for signs on bicycle facilities

Notes: 1. Larger signs may be used when appropriate
2. Dimensions in inches are shown as width x height

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07 Where side roads intersect a multi-lane street or highway that has a speed limit of 45 mph or higher, the minimum size of the STOP signs facing the side road approaches, even if the side road only has one approach lane, shall be 36 x 36 inches.

08 Where side roads intersect a multi-lane street or highway that has a speed limit of 40 MPH or lower, the minimum size of the STOP signs facing the side road approaches shall be as shown in the Single Lane or Multi-lane columns of Table 2B-1 based on the number of approach lanes on the side street approach.

Guidance:

09 The minimum sizes for regulatory signs facing traffic on exit and entrance ramps should be as shown in the column of Table 2B-1 that corresponds to the mainline roadway classification (Expressway or Freeway). If a minimum size is not provided in the Freeway column, the minimum size in the Expressway column should be used. If a minimum size is not provided in the Freeway or Expressway Column, the size in the Oversized column should be used.

Section 2B.04 Right-of-Way at Intersections

Support:

01 State or local laws written in accordance with the “Uniform Vehicle Code” (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection.
When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Guidance:

Engineering judgment should be used to establish intersection control. The following factors should be considered:

A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;
B. Number and angle of approaches;
C. Approach speeds;
D. Sight distance available on each approach; and
E. Reported crash experience.

YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:

A. An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
B. A street entering a designated through highway or street; and/or
C. An unsignalized intersection in a signalized area.

In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:

A. The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;
B. The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or
C. Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.

YIELD or STOP signs should not be used for speed control.

Support:

Section 2B.07 contains provisions regarding the application of multi-way STOP control at an intersection.

Guidance:

Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.

A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.

Support:

The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a YIELD or STOP sign where two roadways with relatively equal volumes and/or characteristics intersect:

A. Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
B. Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and
C. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.

Standard:

Because the potential for conflicting commands could create driver confusion, YIELD or STOP signs shall not be used in conjunction with any traffic control signal operation, except in the following cases:

A. If the signal indication for an approach is a flashing red at all times;
B. If a minor street or driveway is located within or adjacent to the area controlled by the traffic control signal, but does not require separate traffic signal control because an extremely low potential for conflict exists; or
C. If a channelized turn lane is separated from the adjacent travel lanes by an island and the channelized turn lane is not controlled by a traffic control signal.
Except as provided in Section 2B.09, STOP signs and YIELD signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.

Portable or part-time STOP or YIELD signs shall not be used except for emergency and temporary traffic control zone purposes.

A portable or part-time (folding) STOP sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable STOP sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.

Option:

A portable or part-time (folding) STOP sign that is electrically or mechanically operated such that it only displays the STOP message during a power outage and ceases to display the STOP message upon restoration of power may be used during a power outage to control a signalized approach.

Support:

Section 9B.03 contains provisions regarding the assignment of priority at a shared-use path/roadway intersection.

Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)

Standard:

When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used.

The STOP sign shall be an octagon with a white legend and border on a red background.

Secondary legends shall not be used on STOP sign faces.

At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background.

The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs.

Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.

Support:

The use of the CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (and other plaques with variations of this word message) is described in Section 2C.59.

Guidance:

Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.

Option:

An EXCEPT RIGHT TURN (R1-10P) plaque (see Figure 2B-1) may be mounted below the STOP sign if an engineering study determines that a special combination of geometry and traffic volumes is present that makes it possible for right-turning traffic on the approach to be permitted to enter the intersection without stopping.

Support:

The design and application of Stop Beacons are described in Section 4L.05.

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Figure 2B-1. STOP and YIELD Signs and Plaques

[Diagram of STOP and YIELD signs and plaques]
Section 2B.06 STOP Sign Applications

Guidance:

01 At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).

02 The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:
   A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
   B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
   C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.

Support:

03 The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.

Section 2B.07 Multi-Way Stop Applications

Support:

01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

Guidance:

03 The decision to install multi-way stop control should be based on an engineering study.

04 The following criteria should be considered in the engineering study for a multi-way STOP sign installation:
   A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
   B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.
   C. Minimum volumes:
      1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
      2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
      3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.
   D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Option:

05 Other criteria that may be considered in an engineering study include:
   A. The need to control left-turn conflicts;
   B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
   C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
   D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.
City of San José, California

COUNCIL POLICY

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CRITERIA FOR THE INSTALLATION OF STOP SIGNS</th>
<th>PAGE</th>
<th>POLICY NUMBER</th>
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<tr>
<td></td>
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<td>1 of 4</td>
<td>8-1</td>
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</table>

EFFECTIVE DATE April 3, 1972
REVISED DATE April 3, 2001
APPROVED BY COUNCIL ACTION 4/3/72; 7/5/79—Item 9a; Ordinance Nos. 204 & 20500 adopted 2/10/81; 5/7/85—Item 12a; 3/22/94—Item 9l; 4/3/01, Item 6.3, Resolution No. 70257.

BACKGROUND
Stop signs are installed to establish right-of-way at intersections between motorists, cyclists, and pedestrians, reduce delay, and enhance safety for all roadway users.

PURPOSE
To state Council Policy relative to the designation of stop intersections.

POLICY
It is the policy of the City Council that the City install stop signs in locations where the City Traffic Engineer, in the exercise of his/her engineering judgment, determines that such installation is appropriate. The City Traffic engineer should consider installation of a stop sign at an intersection that meets or exceeds the minimum guidelines set forth in this Policy. Potential conflicting City policies such as the Intersection Level of Service shall be considered, and may form the basis for the denial of stop signs despite other justifying factors. It is also the policy of the City Council that stop signs be installed at intersections as authorized by the City Traffic Engineer under the direction of the City Council or the Traffic Appeals Commission. In addition, stop signs are placed at entrances to through highways designated by the City Traffic Engineer or at intersections designated by the City Traffic Engineer as stop intersections in accordance with Title 11, Chapter 11.36, Section 11.36.030, 11.36.035 of the Municipal Code.

CRITERIA FOR INSTALLATION OF STOP SIGNS

A. Two-Way (or One-Way) Stop Sign Analysis.
   The City Traffic Engineer should consider installation of two-way (or one-way) stop signs if an intersection obtains a minimum of 18 points as determined below:
   1. Volume conflicts (maximum 9 points)
      a. Higher Volume Street: One point for every 100 vehicles per day entering the intersection in excess of 600 vehicles per day. (Maximum 5 points).
      b. Lower Volume Street: One point for every 100 vehicles per day entering the intersection in excess of 300 vehicles per day. (Maximum 4 points).
   2. Visibility Conditions - One point for each one MPH that the safe approach speed to the intersection is less than 20 MPH.
   3. Crash experience - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.
   4. School Warrant (maximum 6 points) - The City Traffic Engineer shall assign points for the intersection being adjacent to or within two blocks from the school (kindergarten to twelfth grade).
If an intersection is adjacent to or within two blocks of several schools, then additional points will be assigned using the same point distribution:

<table>
<thead>
<tr>
<th>INTERSECTION</th>
<th>SCHOOL 1</th>
<th>SCHOOL 2</th>
<th>SCHOOL 3</th>
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<td>Adjacent</td>
<td>3 points</td>
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<td>One Block</td>
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<tr>
<td>Two Block</td>
<td>1 point</td>
<td>1 point</td>
<td>1 point</td>
</tr>
</tbody>
</table>

5. **Unusual conditions (maximum 9 points)**

Points may be assigned considering the severity of:

a. High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;

b. Average speeds in excess of the speed limit;

c. Visual signs of emergency maneuvers such as skid marks and crash debris;

d. Unique geometric conditions exist.

B. **All Way Stop Sign Analysis For Non-General Plan Streets.**

The criteria for the all-way stop analysis recognizes that delays are superseded by the desire to reduce potential crashes. An intersection qualifies for this analysis if it has residential frontage, a street not on the City's adopted General Plan, and does not exceed an average daily traffic volume of 6,000. If both streets at an intersection are residential, then the installation of all-way stop signs should be considered if the intersection obtains a minimum of 20 points as determined below.

1. **Volume conflicts (maximum 12 points)** - One point for every 100 conflicting movements per day in excess of the first 400 conflicting movements for a four-way intersection. One point for every 100 conflicting movements per day in excess of the first 300 conflicting movements for a three-way intersection.

2. **Crash experience** - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.

3. **School Warrant (maximum 6 points)** - Points shall be assigned for the intersection being adjacent to or within two blocks from the school. Multiple schools will generate additional points using the same point distribution:

<table>
<thead>
<tr>
<th>INTERSECTION</th>
<th>SCHOOL 1</th>
<th>SCHOOL 2</th>
<th>SCHOOL 3</th>
</tr>
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<tbody>
<tr>
<td>Adjacent</td>
<td>3 points</td>
<td>3 points</td>
<td>3 points</td>
</tr>
<tr>
<td>One Block</td>
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</tr>
<tr>
<td>Two Block</td>
<td>1 point</td>
<td>1 point</td>
<td>1 point</td>
</tr>
</tbody>
</table>

5. **Unusual conditions (maximum 12 points)**

Points may be assigned considering the severity of:

a. High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;

b. Intersections within a pedestrian corridor or zone as identified in the General Plan;

c. Average speeds in excess of the speed limit;

d. Visual signs of emergency maneuvers such as skid marks and crash debris;

e. Unique geometric conditions exist;

f. Visibility concerns exist.
C. All-Way Stop Sign Analysis for General Plan Streets.

The criteria for non-residential General Plan streets recognizes the desire to enhance safety reduce potential crashes and the desire to minimize unnecessary delays. The City Traffic Engineer should consider installing all-way stop signs if the intersection obtains a minimum of 28 points as determined below:

1. Volume conflicts and overall delays (maximum 15 points)

<table>
<thead>
<tr>
<th>Higher Volume Approach Four-Hour Volume</th>
<th>Points</th>
<th>Lower Volume Approach Four-Hour Volume</th>
<th>Points</th>
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<tr>
<td>0—1400</td>
<td>0</td>
<td>600—800</td>
<td>1</td>
</tr>
<tr>
<td>1401—1700</td>
<td>1</td>
<td>801—1000</td>
<td>2</td>
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<tr>
<td>1701—2000</td>
<td>2</td>
<td>1001—1200</td>
<td>3</td>
</tr>
<tr>
<td>2001—2300</td>
<td>3</td>
<td>1201—1400</td>
<td>4</td>
</tr>
<tr>
<td>2301—2600</td>
<td>4</td>
<td>1401—1600</td>
<td>5</td>
</tr>
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<td>2601—2900</td>
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<td>2</td>
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<td>9</td>
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<td>3801—4100</td>
<td>1</td>
<td>2401—Over</td>
<td>10</td>
</tr>
<tr>
<td>4101—Over</td>
<td>0</td>
<td></td>
<td></td>
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</tbody>
</table>

2. Delay on higher volume street (maximum 5 points)

Points assigned in accordance with the following table:

<table>
<thead>
<tr>
<th>Higher Volume Street to Lower Volume Street 24-Hour Volume Ratio</th>
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</thead>
<tbody>
<tr>
<td>Volume Ratio</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>1.0:1 to 1.4:1</td>
</tr>
<tr>
<td>1.5:1 to 1.9:1</td>
</tr>
<tr>
<td>2.0:1 to 2.9:1</td>
</tr>
<tr>
<td>3.0:1 to 3.9:1</td>
</tr>
<tr>
<td>4.0:1 to 4.9:1</td>
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<td>Greater than 5.0:1</td>
</tr>
</tbody>
</table>

3. Crash Experience - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.

4. School Warrant (maximum 6 points) - Points shall be assigned for the intersection being adjacent to or within two blocks from the school. Multiple schools will generate additional points using the same point distribution:

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<td>1 point</td>
<td>1 point</td>
<td>1 point</td>
</tr>
</tbody>
</table>

5. Unusual conditions (maximum 12 points)

Points may be assigned considering the severity of:

a. High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;

b. Intersections within a pedestrian corridor or zone as identified in the General Plan;

c. Average speeds in excess of the speed limit;
d. Visual signs of emergency maneuvers such as skid marks and crash debris;

e. Low volume street;

f. Unique geometric conditions exist;

g. Visibility concerns exist.

6. The City Traffic Engineer shall do an analysis of the following items prior to installing an all-way stop on a General Plan street:

a. Determine the crash rate for the intersection for the previous one year and three year period and compare with the City-wide average of that particular type of intersection (e.g., major collector/local controlled by two-way stop);

b. Determine the proximity of the subject intersection with existing traffic signals and planned traffic signals;

c. Determine if the subject intersection is warranted for a traffic signal;

d. Determine the possible diversion of through traffic due to delays caused by an additional stop, including an assessment of the impact on other streets;

e. Level of service shall be calculated for the intersection to assess peak hour congestion.

APPEAL OF DENIAL OF REQUEST FOR STOP SIGNS

If, after a citizen request to install stop signs at a particular intersection, the City Traffic Engineer decides for any reason not to install such stop signs, then the Traffic Appeals Commission is authorized, pursuant to the San José Municipal code, to hear an appeal. If, after hearing all the facts presented to it on appeal, the Traffic Appeals commission determines that installation of a stop sign is appropriate and safe, then it shall order the City Traffic Engineer to install such stop sign. The Traffic Appeals Commission shall order the installation of a stop sign that does not meet the warrants set forth in this Council Policy only upon making a specific written determination that installation of such stop sign is consistent with the public safety. The City Traffic Engineer shall be authorized to install stop signs as directed by the Traffic Appeals Commission.
Stop Signs & 4-Way Stop Justification

Multi-way stop control can be useful as a safety measure at intersections if certain conditions exist. An engineering study of traffic conditions, pedestrians, bicyclists, and physical characteristics of the intersection is first gathered. This data is then compared to the national guidelines for "multi-way stop sign installations" for determining whether a 4-way stop is justified. It is important to note that the intended use of a 4-way stop is to enhance overall intersection safety and/or efficiency.

Justification Requirements

- **Interim Measure:**
  - Where a traffic signal is warranted, multi-way stop control is an interim measure that can be implemented quickly to control traffic until the signal is designed and installed.
- **Crash Experience:**
  - A crash problem is characterized as 5 or more reported accidents in a 12-month period that are susceptible to correction by multi-way stop control. Such crashes include right and left turn collisions as well as right-angle collisions.
- **Vehicular Volume:**
  - Total vehicular volume entering the intersection from all approaches must average 300 vehicles per hour for any 8 hours of an average day and the combined vehicular, pedestrian, and bicycle volume from the minor street approaches must average at least 200 units per hour for the same 8 hours, with an average delay to minor street vehicular traffic of at least 30 seconds per vehicle during the maximum hour. However, the minimum threshold is 70% of the values noted above when the 85th percentile speed of traffic approaching on the major street exceeds 40 mph.
- **Other Criteria Considered:**
  - The need to control left-turn conflicts
  - The need to control vehicle/pedestrian conflicts
  - Sight distance restrictions
  - Where equal approach volumes exist and would improve operation

**Important to note:** Multi-way stop control can be useful as a safety measure when used appropriately. Stop signs should not be viewed as a cure-all.

Stop Sign Misconceptions
Many people believe that stop signs reduce speeding on residential streets, when in fact the opposite has been observed. Traffic and safety engineers note that drivers may actually increase their speeds between signs to compensate for the time they lost by stopping. Unnecessary or unwarranted stop sign placement is likely to result in noncompliance; thus, resulting in more crashes.

Another popular misconception is that stop signs act as a deterrent for cut-through residential traffic. Studies have not only revealed that speeds are affected for only 100 to 150 feet before and after stop sign placement, but traffic volume remains unchanged as well. In addition, too many stop signs can cause drivers to ignore the right-of-way rule or some drivers may simply choose to ignore the stop sign.

In summary, stop signs should not be used for speed or volume control.
Date:      February 6, 2019
To:        Transportation Commission
From:      Public Works Staff (Nick Stoffer & Emily Ambroso)
Re:        Proposed Right-of-Way Café Ordinance Changes

As discussed with the Commission previously, City staff is working to expand the sidewalk café program to include parking space cafés, commonly referred to as parklets. Following is the text of the existing sidewalk café code with deletions included with a strikethrough and additions underlined.

Staff intends to present this information to Council at the March 11 meeting for adoption at the March 25 meeting in order for this expanded alternative to be made available to businesses this spring.

Please review the policy in its entirety and be prepared to discuss at the February 19 Commission meeting, specifically considering the following:

1. Newsstands are being removed from the policy as there are no current or foreseen future applications of this type of business.

2. The language used refers collectively to right-of-way cafés, including sidewalk right-of-way cafés and parking space right-of-way cafés. Is this effective terminology? Would sidewalk cafés and commercial parklets be better branding?

3. Fees (Sec 26-289) cover the cost of parking space use consistent with other right-of-way uses & recoup the cost of lost parking revenue. They also include rental of parking stops & delineators for cafés in parking spaces.

4. If an applicant does not meet the requirements and appeals the denial of the Public Works Director the Transportation Commission is designated to perform a public hearing of appeals and affirm, modify or reverse the action of the staff.

5. Section 26-293 specifies location requirements.

6. Section 26-298 outlines the operational conditions.
Sec. 26-286. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Application shall mean that form generally described in subsection 26-288 which must be completed prior to the issuance of a permit hereunder.

Director shall mean the director of public works.

Newsstand means any structure erected on the public right-of-way for the sale of newspapers, magazines or other periodicals. The term shall not include self-service or coin-operated dispensers occupying an area of less than eight square feet of the right-of-way.

Owner shall include any owner of fee simple title, part owner, joint owner, tenant in common, tenant in partnership, joint tenant, or tenant by the entirety of the whole of the land contiguous to the right-of-way on which a sidewalk vestibule or right-of-way café is to be operated under the authority of this section.

Permit shall mean the written authorization granted by from the City granted pursuant to the provisions of this section.

Person shall mean an individual, a group of individuals, an association, a club, a society, a firm, a partnership or a corporation.

Right-of-Way Café Sidewalk restaurant means any restaurant facility where foods, frozen desserts, or beverages are sold for immediate consumption both within a building and upon any adjacent public sidewalk, right-of-way and/or plaza immediately abutting such building by the same establishment, but excluding any use licensed pursuant to articles XII and XVII of chapter 18 of this Code.

Vestibule means any structure erected on the public right-of-way to serve as a passage, hall, or room to the entrance of a building.

Sec. 26-287. - Permit—Required.

It shall be unlawful for any person to erect, place, maintain or operate on any public right-of-way any newsstand, vestibule, sidewalk restaurant right-of-way café, or other use without having first obtained an annual permit from the city specifying the exact location of such use.

Sec. 26-288. - Same—Application.
An application for a permit required by this division shall be made in writing to the public works department, which shall set forth the following:

(1) The name of the individual, partnership, corporation or association applying for the license.

(2) The residence and phone number of the applicant or partners or, if a corporation or association, the residence and phone numbers of the principal officers.

(3) The location for which the license is requested.

(4) Scale drawings, on 8.5” x 11” sheet, of the proposed use with sufficient details and clarity to show dimensions, elevations, materials and mode of construction. For a proposed sidewalk right-of-way café, a site plan must be submitted, complying with applicable regulations, and demonstrating that the sidewalk right-of-way café shall not unreasonably interfere with: (1) adequate pedestrian flow, (2) access to building entrances; (3) pedestrian and traffic safety; and (4) the aesthetic quality of the surrounding area.

(5) Proof that the applicant holds a valid retail food establishment license issued to the adjacent establishment that will provide food for the sidewalk right-of-way café, or that the applicant is the owner or manager of an indoor retail market. The owner or manager of the indoor retail market is not required to obtain a retail food establishment license.

(6) A proof of insurance as required by this article.

Sec. 26-289. - Same—Fees.

If approved by the public works director city manager, the permit holder shall pay no fee for the calendar year of its issuance, as per Section 26-298(a), unless the commercial use occupies a parking space, in which case the annual fee shall be $350 if the space is unmetered, or $1,450 per metered space utilized.

Sec. 26-290. - Same—Bonding and insurance.

(a) The applicant shall file with the city, along with the application, a bond issued by an insurance company authorized to do business in this state in the penal sum of $10,000.00 with the city named as obligee, conditioned for the faithful performance of the provisions of this division.

(b) The applicant shall file with the city, along with the application, proof of general liability insurance in the amount of $300,000.00 per person, $500,000.00
per occurrence and $15,000.00 in property damage, naming the city as coinsured.

Sec. 26-291. - Same—Review and Processing.

(a) Upon receipt of an application for a permit, the director of public works shall cause a copy of the application to be sent to various departments of the city, which shall report back to the director within 15 business days whether the application meets the requirements for issuance of a permit as required by this division, and as to what conditions should be imposed upon the applicants if the permit is granted.

(b) If after receiving the reports required in section 26-291 (a), and the director finds that the applicant is in good standing with the City and meets the requirements of this article and the regulations promulgated hereunder, the director shall recommend to the city manager whether or not to grant the permit, and on what conditions the permit should be granted. Such approval shall not be unreasonably withheld. Upon approval of the application, the director shall issue the sidewalk café commercial right-of-way use permit to the applicant with any necessary conditions. Such approval shall not be unreasonably withheld.

(c) If the director finds that the applicant fails to meet the requirements of this article or the regulations promulgated hereunder, the director shall deny the application. The director shall notify the unsuccessful applicant in writing of the denial and the reasons therefore within ten business days after the denial.

Sec. 26-292. - Same—Hearings on issuance.

Any person aggrieved by any action of the department, in the denial or revocation of a Sidewalk right-of-way café permit, shall have the right to appeal to the Traffic Transportation Commission. The appeal shall be taken by filing with the department within 30 days of the notice of the action, a written statement setting forth the grounds for appeal. The Department shall place the appeal on the agenda of the next regularly scheduled meeting of the Peoria Traffic Transportation Commission, which shall conduct a hearing and affirm, modify or reverse the action of the appeal. All such hearings shall be open to the public.

Sec. 26-293. - Same—Issuance.

(a) The city manager director of public works may approve a permit under this division if he finds that:

(1) The use is to be located on a paved, city-owned sidewalk right-of-way in the City of Peoria.
(2) The location requested for a newsstand is not on the same block face as an existing similar use. For roadway right-of-way cafes the proposed use is:
   a. Associated with a non-residentially zoned property in the Heart of Peoria area;
   b. In a striped/delineated parking space on a street with a speed limit of 30 mph or less;
   c. At least 15 feet from fire hydrants, 50 feet from intersections, 10 feet from alleys, and at least 5 feet from driveways/curb cuts.

(3) The location requested is not adjacent to or within a designated bus stop.

(4) Sight distance at intersections is maintained.

(5) The use shall be constructed and installed in conformity with chapter 5 of this Code.

(6) The use, where located, shall not reduce the paved pedestrianway to less than four feet.

(7) The use as proposed meets the planning goals of the city and is aesthetically compatible with existing goals and uses.

(7) Neither the applicant, its shareholders, officers or directors have had a permit revoked for cause by the city.

(b) Prior to granting a permit, the city manager director of public works may modify any existing requirements or may impose any additional conditions or limitations on the granting of the permit as may in its judgment be necessary for the protection of the public interest and to secure compliance with the requirements of this division. The city manager director of public works may require such evidence and guarantees as it deems necessary, as proof that the conditions stipulated in connection therewith are being and will be fulfilled.

(c) The public works director shall mail notices, per department procedures, of the subject property and all property which adjoins or would adjoin the subject property except for the presence of a street or alley adjacent to the subject property for which a preliminary approval of an application has been granted. The notice shall state that the preliminary approval granted shall become final if no interested party files a written objection to the proposed commercial right-of-way use within ten (10) days of the date of the notice. All written objections must state the basis for the objection.

In the event the owner or occupant of any property located within 250’ of the subject property files a written objection to the proposed commercial right-of-way use with the public works director within the allowed time, the deviation request shall not receive final approval. Applicants for commercial right-of-way
uses that have not received final approval or that have been denied shall be heard by the Transportation Commission as a variance.

No permit for a newsstand shall be issued or renewed unless the applicant shall first present to the director of planning and growth management proof that the applicant has arranged for at least one off-street parking space for every two employees or persons working at the stand within 500 feet of the proposed location, and has paid the fee as required by section 26-289(b).

Sec. 26-294. - Same—Suspension and revocation.

(a) Any permit issued under this division may be suspended for a period not to exceed 30 days or revoked by the city manager public works director if the city manager public works director shall find after an administrative hearing that:

(1) The permit holder has violated any of the provisions of this article, the laws of the state, or the ordinances of the city while engaged in the business of operating the newsstand right-of-way café; or

(2) The permit holder has knowingly furnished false or misleading information or withheld relevant information on any application for a permit required by section 26-288 or 26-296 or any investigation into any such application.

(b) The permit holder shall be responsible for the acts of his agents, servants and employees in the operation of any stand right-of-way café. Prior to holding a hearing concerning the question of whether a permit issued pursuant to this division shall be revoked or suspended, the city manager public works director shall give at least ten days' written notice to the permit holder setting forth the alleged violations specifically. The permit holder may present evidence at such hearing and cross-examine witnesses.

Sec. 26-295. - Same—Transfer.

No permit issued pursuant to this division shall be transferred, sold, or assigned to any other person without the prior written permission of the city manager public works director. No transference, sale, or assignment shall be approved unless the proposed owner meets the requirements of sections 26-290 and 26-293(a)(7). A nonrefundable fee of $100.00 must accompany the request for transfer.
Sec. 26-296. - Renewal.

Once granted, a permit issued under this division may be renewed by the city manager, public works director or his designate upon written application of the permit holder setting forth the information required in section 26-288 and filing of bond and proof of insurance as required by subsections 26-290, if the city manager, public works director or his designate shall find that the permit holders have complied with all provisions of this division, plus any modifications or conditions imposed upon the permit holder pursuant to subsection 26-293(b) for the original application. Any person as set forth in subsection 26-293(c) who could have filed a written protest to an original application may likewise file a written protest against the renewal of a permit, thereby requiring such renewal to be reviewed and approved by a favorable vote of two-thirds of all councilmembers the Transportation Commission for permit renewal.

Sec. 26-297. - Regulations.

(a) No advertising signs shall be permitted on the exterior of any newsstand or vestibule or right-of-way café except one sign identifying the establishment from each direction. Signs shall be limited in size to eight (8) square feet.

(b) All publications of a newsstand shall be displayed in compliance with state law relating to material harmful to minors.

(b) No permit holder or any officer, associate, member, representative, agent or employee of such permit holder shall engage in any activity or conduct, or permit any other person to engage in any activity or conduct in or about the licensed premises which is prohibited by any ordinance of the city or law of the state or the United States.

(c) No newsstand shall sell any items other than newspapers, magazines and other periodicals.

(d) No permit holder shall be granted an adult use license pursuant to articles III and IV of chapter 18 for the location granted by the city council.

(c) No permit holder shall solicit or conduct business with persons in motor vehicles.

(d) Should any permit holder not operate a permitted use other than seasonal uses for a period of 30 consecutive days, the use shall be considered abandoned and the permit automatically revoked. The permit holder shall have 15 days thereafter to dismantle any structure on the sidewalk right-of-way and return the right-of-way to its condition prior to the construction of the structure. Should the permit holder fail to comply with this regulation, the city shall cause
the structure to be removed and disposed of and the right-of-way repaired with the cost thereof to be taken from the bond of the permit holder.

(e) Permit holders shall be responsible for the cleanliness of the right-of-way within 50 feet of the approved location.

(i) A sidewalk right-of-way café permit shall only authorize food and alcoholic beverage service at the sidewalk right-of-way café. Regardless of what other activity may take place inside the establishment pursuant to license or permit, such activity shall not be allowed at the sidewalk right-of-way café by virtue of the sidewalk right-of-way café permit.

(j) If alcoholic beverages are served at the sidewalk right-of-way café, the operator must be validly licensed under this code for such sales. Alcoholic beverages supplied by the customer or by any person other than the permittee will not be allowed at sidewalk right-of-way cafés.

(k) All holders of a sidewalk right-of-way café permit, shall be subject to and comply with all applicable requirements and standards for retail food establishments contained in the code, as amended, and the rules and regulations promulgated there under, and all laws, rules and regulations pertaining to the sale of alcoholic beverages.

Section 26-298. Operational conditions.

(a) The annual permit for a sidewalk right-of-way café located on the sidewalk shall be valid from March 1st to and including December 1st of the year of its issuance. The annual permit for a right-of-way café located in a parking lane is April 1st to November 15th of the year of its issuance. Permits are revocable by the public works director due to unforeseen weather or other right-of-way conditions.

(b) Sidewalk Right-of-way cafés permitted under this article may operate during normal business hours but shall not operate earlier than 6:00 a.m. nor later than 12:00 midnight.

(c) The operator of a sidewalk right-of-way café that serves alcohol shall install and maintain a physical boundary separating the permitted outdoor seating from the remainder of the public way. The entrance is the only part of the perimeter that may be open to the public way.

(d) The operator of a right-of-way café on the public sidewalk shall leave a minimum of four feet of public way unobstructed for pedestrian passage; the director may alter this requirement by regulation in a situation where adherence to the requirement would make operation of a sidewalk right-of-way café impossible and reduction of the unobstructed portion of the public way would not compromise pedestrian safety. The construction, configuration and
other characteristics of the boundary right-of-way café, including landscaping, shall be set forth by regulation consistent with the surrounding neighborhood aesthetic. The inclusion of landscaping materials is encouraged.

(e) A right-of-way café in the roadway shall be solid-sided on the three street-edges, made of structurally-sound materials, flush with the sidewalk and at least 1 foot in from the traffic-facing edge of a lined space. The maximum structure width is 6 feet, maximum height is 42 inches, and space shall be left for wheel stops 4 feet behind and 3 feet in front the structure, which may occupy one or two contiguous parking spaces. The majority of the structure must be located in spaces in front of the business with which it is associated.

(f) The permittee shall maintain adequate lighting in and around the public clearance way to ensure that all obstructions may be easily seen. Such lighting shall be of such type and location and shall have such shading as will prevent the source of the light from being seen from any contiguous, adjacent residential property. It shall not cause illumination beyond the boundaries of the property on which it is located so as to be obtrusive to adjacent property owners and shall not cause illumination beyond the boundaries of the property in excess of five tenths footcandle. The illumination of the street from the sidewalk shall be no brighter than the illumination provided by ornamental street lights nor shall it have an adverse impact on the flow of vehicular traffic. In addition, its design and color shall not be such that it could be mistaken for a traffic signal.

(g) The sidewalk, gutter and roadway shall be kept free of standing water, maintained in good repair and kept free from material defects that may present a hazard to life or property. Right-of-way cafés may not block or impair drainage to storm sewer inlets.

(f) The boundary shall have no less than 50% of its top covered with planter boxes. The planter boxes shall be no less than 6 inches deep and no less than 8 inches wide and be securely fastened to the boundary. In addition, for every 100 square feet beyond a standard 300 square feet sidewalk right-of-way café, the applicant shall provide one 24” shrub.

Section 26-299. Promulgation of regulations; force and effect.

(a) The director is authorized to promulgate regulations to carry out the purposes of this article, including without limitation regulations governing:

(a) The location, arrangement and design of sidewalk right-of-way cafés to ensure the flow of pedestrian traffic, the safety of pedestrians and auto traffic, the access to buildings and transportation facilities, the prevention of an excessive number of cafés, and the best service to the public;

(b) The size, design and other specifications for tables and serving equipment to be used by operators, and the design of enclosures or partial enclosures;
(c) The types of food and beverages that may be served at sidewalk right-of-way cafés;

(d) The time periods during which application can be made for a sidewalk right-of-way café permit;

(e) Landscaping and other aesthetic components of the sidewalk right-of-way café; and

(f) Any other matter pertaining to this article.

Section 26-300. Compliance with plan and other components of application.

Each sidewalk right-of-way café shall comply in all respects with the specifications set out in the plan submitted to the director, and with the other components of the application.

(a) In the event that the application, including the plan, becomes inaccurate or incomplete in any respect as a result of circumstances or events outside the control of the permittee, the permittee shall notify the director within three business days of such circumstances or events.

(b) Before taking any action that would result in the application, including the plan, becoming inaccurate or incomplete in any respect, the permittee shall seek the prior approval of the director.

(c) Upon being notified of an actual or contemplated change pursuant to either subsection (b) or (c) of this section, the director shall review the change to determine if such change is insubstantial or substantial, using the same criteria as relevant to the director's consideration of an initial application. If such change is insubstantial and if the application, as so changed, meets the criteria for an initial application, the director shall approve the change. If such change is insubstantial and if the application, as so changed, does not meet the criteria for an initial application, the director shall disapprove the change. If such change is substantial, a new permit application shall be required.

Sec. 26-301. - Violation and penalty.

(a) Any person who shall violate any of the provisions of this division shall upon conviction thereof be fined not less than $100.00 nor more than as provided in Section 1-5 of this Code.
(b) Any sidewalk right-of-way café in operation without a valid sidewalk café permit is subject to removal from the public way by the director or his designee. The provisions of Section 26-299 of the code shall apply to the removal of any portion of a sidewalk right-of-way café, from the public way, whether for unpermitted operation or for obstruction of public way; provided, however, that the amount of the fine for a violation shall be as set forth in this section.

Section 26-302. Enforcement.

(a) The director or his designee is authorized to take such action as necessary to enforce the provisions of this article, including conducting on-site inspections of sidewalk right-of-way cafés and associated retail food establishments to determine compliance with the permitting and other requirements of this article and regulations promulgated hereunder.

(b) Upon request by the director or his designee, the operator of a sidewalk right-of-way café shall provide for the documents required by this article to operate a sidewalk right-of-way café, including the sidewalk café, applicable permit, the plan for the sidewalk café, and proof of insurance for inspection.

(c) Any sidewalk right-of-way café for which a permit is required by this article, and which has failed to obtain such permit, may be closed by the director or his designee until such permit is procured. Upon being notified of closure, all sidewalk right-of-way café activity must cease, and all obstructions in the public way, including boundaries, tables and chairs, must be removed.

Section 26-303. Severability.

The invalidity of any section or part of any section of this article, or any regulation promulgated hereunder, shall not affect the validity of any other section or part thereof or regulation.
Multi-Way Stop Applications Warrants  
(Per MUTCD - Section 2B.07)

Multi-way stop control can be useful as a safety measure at intersections if certain conditions exist. Safety conflicts associated with multi-way stops include pedestrians, bicyclist, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersection roads is approximately equal.

The decision to install a multi-way stop control should be based on an engineering study. The following criteria should be considered in the justification of a multi-way stop:

A. **Interim Measure:** At an intersection that a traffic signal is warranted, per MUTCD guidelines a multi-way stop control can be used as an interim measure that can be implemented quickly to control traffic until the signal is designed and installed.

B. **Crash History:** 5 or more reported crashes in a 12-month period. The crashes must be of a type that could be corrected by multi-way stop control, such as right and left turn collisions, as well as right-angle collisions.

C. **Vehicular Delay:**
   1. The vehicular volume entering the intersection from both approaches of the major street averages at least 300 vehicles per hour for any 8 hours of an average day; and
   2. The combined vehicular, pedestrian and bicycle volume entering from both approaches of a minor street averages at least 200 per hour for the same 8 hours, with an average delay to the minor street traffic of at least 30 seconds per vehicle during the highest hour, but
   3. If the 85th percentile speed of the major street exceeds 40 MPH the minimum volume warrants are 70% of 1 and 2.

D. **Where no single criterion is satisfied, but where B, C1 and C2 are satisfied to 80%**.

E. **Other Criteria Considered:**
   a. The need to control left-turn conflicts
   b. The need to control vehicle /pedestrian conflicts
   c. Sight distance restrictions
   d. Where equal approach volumes exist and would improve operation

The MUTCD Cautions against using stop signs for speed control

Many people believe that stop signs reduce speeding on residential streets, when in fact the opposite has been observed. Traffic and safety engineers note that drivers may actually increase their speeds between signs to compensate for the time they lost by stopping. Unnecessary or unwarranted stop sign placement is likely to result in noncompliance; thus, resulting in more crashes.
Another popular misconception is that stop signs act as a deterrent for cut-through residential traffic. Studies have not only revealed that speeds are affected for only 100 to 150 feet before and after stop sign placement, but traffic volume remains unchanged as well. In addition, too many stop signs can cause drivers to ignore the right-of-way rule or some drivers may simply choose to ignore the stop sign.

In summary: stop signs should not be used for speed or volume control.