

# **NEIGHBORHOOD TRAFFIC CALMING PROGRAM**

## **Policy and Procedure**



**Roswell Department of Transportation  
(770) 594-6420**

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# Neighborhood Traffic Calming Program

## 1. Application and Intent

Residents are often concerned about excessive traffic volumes and speed through their neighborhoods. To help the residents to address these potential safety issues and continue to protect the quality of neighborhood life, the Roswell Department of Transportation (RDOT) maintains a Neighborhood Traffic Calming Program. **The Neighborhood Traffic Calming Program specifically applies only to local access roads in residential neighborhoods.** A local access road is the lowest level road in the hierarchy of roadways as defined by American Association of State Highway and Transportation Officials (AASHTO). The primary function of a local access road is to provide access to individual properties for motorized vehicles, bicycles, and pedestrians. It is intended to carry traffic that has either an origin or a destination on that road or from within the local neighborhood. The Neighborhood Traffic Calming Program does not apply to collector roads, minor arterials or principal arterials.

The intent of Roswell's Neighborhood Traffic Calming Program is to encourage all motorists to drive in a responsible manner. However it is impossible in practice to ensure all of the drivers to drive close to the posted speed limit. Therefore, it is understood that the program will benefit about 85% of the roadways users in general.

## 2. Program Goals

The City of Roswell supports any traffic calming measures that are proven in the transportation industry to enhance public safety without delaying emergency response vehicles and personnel. Ideally traffic calming measures should be seen as an amenity to the community. Measures that are perceived by local residents as having a degrading effect on property values are generally not considered. The goals of Roswell's Neighborhood Traffic Calming Program are:

- a. Reduction in speed for 85% of vehicles to a safe and legal speed limit.
- b. Encouraging through traffic to avoid using local roads and to stay on collectors and arterials.
- c. Deterring truck traffic and other inappropriate vehicles from using local roads.
- d. Maintaining and/or enhancing emergency vehicle access and response time.
- e. Encouraging and enhancing of pedestrian and bicycle access and usage.
- f. Continuous improvement in the use of effective, efficient, economical and environmentally sustainable traffic calming measures.
- g. Focus on clear communication with and involvement of neighborhood associations and residents.
- h. Collection of Input from public safety officials, emergency responders, school officials, planners and engineers.

It is extremely important to realize that the approach taken by the Neighborhood Traffic Calming Program is a systematic one. While each situation may be somewhat unique, the same definitions and criteria, as outlined in this program, will be applied. The transportation system of the City must be considered as a whole. Solving one local problem should not create a problem at another location.

### **3. Neighborhood Traffic Calming Process**

- a. The applicant [Home Owners Association (HOA) or resident(s) if there is no HOA] should contact the City of Roswell, report speeding and related safety problems and request that the City investigate their concerns. All requests must be in writing to RDOT, explaining the concerns of the community. In order for any traffic calming measures to be considered, the requested local street must be a minimum of 1,320 feet in length, and at least 1,000 feet of each street must have grades less than 7% and horizontal curves less severe than a radius of 300 feet.
- b. RDOT will make a field review of the area and conduct a speed study and investigate any reported crashes. For the purposes of the Neighborhood Traffic Calming Program, a traffic speeding problem on a local street is considered to exist if the 85th percentile speed is greater than 10 miles over the posted speed limit. If the results of the study indicate that traffic speeds do not meet this criteria RDOT will inform the applicant in writing and will continue to monitor the area. If the results indicate that the traffic speeds do meet the criteria, RDOT will contact the applicant and initiate discussions to explore possible options.
- c. Based on the facts and the extent of the problem, RDOT may decide to help the applicant by starting the process with an education program. The education program may consist of neighborhood meetings, letters, pamphlets, etc., identifying likely causes of speeding issues and possible steps individual residents can take themselves to reduce the average speeds to improve safety in the area. RDOT with the cooperation of the City Police Department may conduct this educational program for any HOA or other residential group requesting it. The objective of the neighborhood educational program will be to encourage all drivers on neighborhood streets to obey existing traffic control devices and laws and to improve safety for all roadway users.
- d. RDOT may suggest starting the process with increased speed enforcement for the problem area with the help of the Police Department. The Police Department will not utilize any speed detection devices on roadways with grades of more than 7% because it is not always possible to maintain the speed limit going down steeper grades.

- e. If educational awareness and law enforcement efforts do not improve the traffic concern, RDOT will research current industry standards and practices from the sources mentioned in Section 4 and explore retrofitting the streets with hard measures. RDOT shall obtain feedback from the Police and Fire Departments and Fulton County Schools concerning any hard measures being considered.
- f. After incorporating the input from the Public Safety departments and the school system RDOT will submit the proposed traffic calming measures to Community Development and Transportation Committee for their approval. If the Committee approves the proposed solutions, the applicant will coordinate and schedule a neighborhood meeting to discuss the results of the studies, the proposed solutions and cost estimate. RDOT will participate in such meetings to explain the process, describe the types of traffic calming measures being considered and answer any questions or clarify the process. RDOT may also help advertising these meetings by installing temporary signs and/or posting information on city website.
- g. The applicant must agree to share the cost of any traffic calming measures as explained in Section 5.
- h. If the applicant is willing to move forward with the Transportation Committee approved measures, RDOT will require the applicant to submit a petition to the City with signatures from all impacted property owners by the proposed traffic calming measures. The RDOT Director will make the determination of the impacted properties. At least 65% of the responding property owners must support the proposed traffic calming measure(s) for the process to continue. Only one vote is allowed per property.
- i. The applicant will submit a draft petition to RDOT for approval before beginning the process. The petition shall include a clear statement of what measures are being suggested. The petition must also make reference to the details available to the property owners for review including the policy and procedure, description of recommended measure(s), location(s), possible property and Right-of-Way impacts, area maps, sample pictures, and estimated cost share of the measure(s). RDOT will make hard copies available for review at the city hall and will also upload them to the city website. The applicant may also have the same information available for review at the club house or any other appropriate place within the subdivision.
- j. RDOT will obtain approval from the City Attorney on the contents of the petition. If approved, a notice to proceed (NTP) will be issued to the applicant to begin the petition process. The City will not participate in the cost of the petition or distribution efforts.

- k. The completed and signed petition is required to be submitted to RDOT within 120 days after the NTP. If the applicant needs additional time to complete the petition, they have an option to request a 60 day extension in writing to the Director of RDOT for approval. If additional time is needed a second 60 day extension may be requested. Extensions must be requested prior to expiration of the previously described due date. If a completed petition is not submitted to RDOT within the approved time (120, 180 or a maximum of 240 days), the petition will be considered void. A new petition will have to be initiated if the applicant is interested in continuing with the process. This will also move the applicant to the bottom of the waiting list of other requesting neighborhoods.
- l. Unless the applicant submits the proper documentation, any property owner who does not respond to the petition will be counted as a “NO” vote. To avoid such arbitrary votes, the applicant must provide the proper documentation required which is a signed affidavit, stating that the petition package was indeed mailed out to all the property owners, but some did not respond. Along with this signed Affidavit, there must be a complete list of all the non-responders, detailing their names and addresses. This documentation must be submitted along with the petition. Under these circumstances; non-responders will not be counted either for or against the traffic calming measures.
- m. Along with the petition, the applicant will also submit a summary list of all names, addresses, vote (yes or no), date of vote and final count of yes votes, no votes and the not-counted votes. The summary list should be sorted alphabetically by last name of each property owner.
- n. Once the petition is received and 65% of the property owners voting yes are verified, the petition, concept and estimated cost of design and construction will be presented to the Mayor and the Council before beginning the design phase.
- o. If landscaping easement(s) or ROW dedication is needed, these will be funded by the neighborhood in addition to their share of the construction cost. Likewise landscape maintenance or replacement will be funded by the applicant. This will require a Memorandum of Agreement between the City and the applicant.
- p. RDOT will conduct “after speed studies” 60 to 90 days after the installation of the traffic calming measures to judge if the measures were effective.
- q. If the community decides that they no longer want the traffic calming measures, then they must follow the same procedure to obtain 65% in favor of removal as they did in the original petition. If such device(s) can be removed, the road must also be restored to City standards. RDOT approval is required for any removal work. Removal shall be done by a qualified contractor at no cost to the City of Roswell.

- r. If there is a homeowners association (HOA), the initial petition and petition for removal must be coordinated by the HOA.

#### **4. Research, Industry Standards and Best Practices**

All traffic calming measures will follow the latest research, current industry standards and best practices. Some of the identified resources for research include:

1. Institute of Transportation Engineers (ITE)
2. American Association of State Highway and Transportation Officials (AASHTO)
3. Federal Highway Administration (FHWA)
4. Any other reputable organization or agency involved in the design of traffic calming projects and specifications.

#### **5. Program Funding**

RDOT will be responsible for estimating a citywide neighborhood Traffic Calming Budget for the fiscal year to be included in the Mayor's & Council's annual budget. The City is responsible for researching options and developing alternative solutions. All approved traffic calming measures are subject to the availability of funds.

Once approved and funds are indeed available, the City is responsible for design of the traffic calming measure(s). This design could be done by staff or by hiring an outside consulting firm. For the construction cost, one-hundred percent (100%) funding will be met by doing a fifty percent (50%) share between the City and the HOA or residential applicants. Therefore, the applicant is responsible for fifty percent (50%) of the total construction cost and the City of Roswell will also be responsible for fifty percent (50%) of the total construction cost of the approved traffic calming measure.