CITY OF ROSWELL TRAFFIC CALMING PROGRAM

Policy and Procedure

Roswell Department of Transportation (770) 594-6420

Voted on by Mayor & City Council on April 08, 2024

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City of Roswell Traffic Calming Program

1. Application and Intent

Residents are often concerned about excessive traffic volumes and speed on local roads and through their neighborhoods. To help the residents address these potential safety issues and continue to protect the quality of neighborhood life, the Roswell Department of Transportation (RDOT) maintains a Traffic Calming Program. **The Traffic Calming Program specifically applies only to roads with speeds of 35 miles per hour or lower.**

The intent of Rowell's 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 drive close to the posted speed limit. Therefore, it is understood that the program will benefit about 85% of roadway 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 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 Traffic Calming Program is a systematic one. While each situation may be 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. Traffic Calming Process

3.1 Request and Traffic Study

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

In order for any traffic calming measures to be considered, the requested 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. Modifications to these requirements may be made by the Transportation Director (or designee) based on sound engineering judgments.

All requests must be in writing to RDOT, and must include:

- A description of the issues.
- A description of the device(s) to be considered.
- A map showing proposed location of the device(s).
- The name of the Contractor the resident or HOA plans to hire to install and maintain the device(s).

RDOT will conduct a field review of the area, conduct a speed study, and investigate any reported crashes. 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.

(Note that the requirements in Section 3.1 do not pertain to the traffic calming measures described in section 5.1 of this document)

3.2 Traffic Problem Definition

A traffic problem on a residential local street is considered to exist if any of the following are found during the traffic study:

- The 85th percentile speed of traffic is greater than 10 mph over the posted speed limit.
- The number of crashes is 3 or more within the last 12-month period.

(Note that the requirements in Section 3.2 do not pertain to the traffic calming measures described in section 5.1 of this document)

3.3 Education and Enforcement

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.

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.

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.

3.4 Petition

After incorporating the input from the Public Safety departments and the school system RDOT will submit the proposed traffic calming measures to Community Development, the Fire Marshal's Office, and the 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 the 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 advertise these meetings by installing temporary signs and/or posting information on the city website.

The applicant must agree to share the cost of any traffic calming measures as explained in Section 6.

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.

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 clubhouse or any other appropriate place within the subdivision.

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.

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 the 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.

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.

Along with the petition, the applicant will also submit a summary list of all names, addresses, votes (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.

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.

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.

(Note that the requirements in Section 3.4 do not pertain to the traffic calming measures described in section 5.1 of this document)

3.5 Installation and Maintenance

RDOT will issue a ROW Encroachment Permit to the appropriate entity to maintain traffic control devices outlined in Section 5.1 within the public ROW subject to the following conditions.

- The applicant will pay 100% of the purchase price and installation cost (signage, items in Section 5.1).
    - Note: the applicant will pay 50% of the construction cost for the engineering items (horizontal/vertical deflection) in Section 5.2., see Section 6 for additional information
- The applicant agrees to ownership and maintenance of the device(s), support structures and all necessary hardware required to keep the device operational.
- The applicant will repair the device immediately if it becomes inoperable or have it removed until it is repaired.
- The applicant agrees to have at least a temporary speed limit sign on the post while the device is being repaired (can be provided by RDOT upon request).
- The applicant agrees to share any data collected during this program with RDOT.
- The applicant to submit a plan of proposed operations and maintenance before installation.

The device(s) must be maintained in an operable condition. If it is not, the permit may be revoked at RDOT Director's discretion.

Only contractors approved by RDOT will be allowed to work in the ROW. Installation plans must be approved by RDOT staff prior to work in the ROW. The contractor must obtain a ROW encroachment permit and all traffic control necessary to perform work in the ROW must meet current MUTCD (Manual on Uniform Traffic Control Devices) standards.

3.6 Review and Analysis

Once a device(s) is installed, RDOT will conduct an after traffic study within 60 to 90 days to determine the effectiveness of the device. Staff will prepare a report citing before and after data. This report will be sent to the residents/HOA.

At that time if residents/HOA are pleased with the effectiveness they can continue the maintenance of the device as described in this policy.

3.7 Device Removal

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 and ROW 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.

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. National Association of City Transportation Officials (NACTO)
5. Any other reputable organization or agency involved in the design of traffic calming projects and specifications.

5. Allowable Traffic Calming Measures

The appropriate application of traffic calming measures requires an engineering assessment of the physical conditions and operating characteristics of the street(s) relative to the treatments being considered. Traffic calming measures should be selected based on the type of conditions they can best mitigate, and should be harmonious with the surroundings. Traffic calming measures are most effective when they are applied in a programmatic fashion along the entire length of the street and are supported by complementary elements.

All traffic-calming treatments must be designed and constructed based on the City of Roswell and/or Georgia Department of Transportation standards, and all signing and pavement marking must comply with the most recent version of the Manual of Uniform Traffic Control Devices (MUTCD).

The following types of traffic calming measures are generally allowable, subject to review and approval by RDOT and the Roswell Fire Department:

5.1 Minor Adjustments and Street Surface Measures

These devices are typically more passive in nature and do not involve roadway construction.

In-Street Pedestrian Warning Assembly – A warning sign on a heavy portable rubber base placed in the center of the road. This sign is double-sided for both approaches to read the message. RDOT will design the first message to be used on the sign purchased by the HOA or resident. (Only for roads with a posted speed limit of 25 mph or less)

Driver Feedback Radar Sign – Installed in the shoulder or median facing traffic to inform the driver of their speed in order to encourage improved speed limit compliance.

Rapid Rectangular Flashing Beacon (RRFB) – Pedestrian-actuated rapid flashing warning assemblies to alert approaching drivers that pedestrians are waiting to use the crosswalk or have already began crossing the street. The flashing yellow lights have a flickering flash pattern that is specially designed to attract drivers' attention. The flashing beacons can only be used to enhance the pedestrian (or school pedestrian) warning signs and cannot be installed as stand-alone flashing beacons. RRFB's must be used at designated marked crosswalks, and are usually installed at midblock crosswalk locations.

Flashing Sign Beacon – A flashing beacon assembly used to highlight a regulatory sign or warning sign. Red flashing beacons can be used to enhance the visibility or conspicuousness of a stop sign in order to achieve better motorist compliance of the stop condition. Yellow flashing beacons can be used to emphasize potentially unexpected or hazardous conditions conveyed by various types of warning signs.

Playground Signs – An MUTCD-compliant warning sign that may be used to give advance warning of a playground or other designated play area that is located adjacent to the roadway for which unexpected crossings of children could occur. This sign should not be used indiscriminately and should only be placed near playgrounds or other play areas where actual gatherings of children is occurring. This is the only currently approved playground or “children playing” warning sign authorized for use in public rights-of-way. This sign may be installed with either yellow or fluorescent yellow-green background.

Raised Pavement Markers (Retroreflective and Internally Illuminated) – A relatively small safety device usually made of plastic or ceramic that comes in a variety of shapes and colors, that adheres to the roadway surface to provide positive guidance of lane lines and roadway curvature, as well as to guide traffic away from obstructions or hazards during nighttime conditions. Raised reflective pavement markers (RPM's) include a lens or retroreflective sheeting that enhances their visibility by retro-reflecting vehicle headlights. Some markers use solar-powered internally illuminated LED's to provide the enhanced visibility, which does not require illumination of approaching headlights. Traditional and internally illuminated markers would be installed by RDOT or RDOT's contractor only.

Flexible Post Delineators / Barrier Separated (hardscape) – Flexible vertical upright tubes, or a concrete (or hardscape) material, normally used to enhance nighttime visibility of roadway curvature, delineate line lines, restrict a movement, prevent crossing over into adjacent lanes, or steer a traffic away from an obstruction or hazard. RDOT would mark the locations for the contractor prior to installation.

Speed Reduction Pavement Markings – Transverse white pavement markings that are placed on the roadway (within both edges of the lane) in a pattern of progressively reduced spacing to give drivers the impression that their speed is increasing, with the intended result of compelling drivers to reduce their speed. Such markings are intended to be used on curved sections, and are not typically effective on long tangent sections or in areas frequented mainly by local or familiar drivers. RDOT would mark the configuration of the contractor prior to installation.

5.2 Engineering Measures

5.2.1 Permitted Horizontal Deflection Traffic Calming Measures

Horizontal deflections introduce an obstacle to the roadway which drivers must safety and comfortably navigate around. They can potentially provide an improved street appearance through landscaping and other aesthetic options. They might cause motorists and vulnerable street users inadvertently into a shared space without providing a designated exclusive space for vulnerable street users, or change the pedestrian–vehicle conflicts due to changes in visibility.

Splitter Islands – Center median islands of various lengths and widths installed on undivided streets that create physical separation of opposing traffic.

Neighborhood Entry Features – Splitter islands and/or corner intersection features that typically incorporate neighborhood or subdivision monument signs with landscaping or street art.

Chicanes – Physical modifications to the roadway that use a combination of horizontal curvature and lane narrowing to reduce speed, often creating a slalom effect. Chicanes can either maintain two-way traffic with narrowed lanes or reduce pavement width to allow for only one-way traffic time.

Neck-Downs – Physical modifications to the roadway that reduce or eliminate excessive pavement areas in order to encourage slower speeds. Neck-downs can be constructed from either the center of the roadway or from the outside (shoulder side) of the roadway or both. Neck-downs are often used in combination with chicanes or neighborhood entry features.

Bulb-Outs (Curb Extensions) – A special type of neck-down treatment that is primarily used to extend the sidewalks adjacent to a crosswalk further towards the center of the roadway, reducing the crossing distance and allowing pedestrians and vehicle drivers to see each other better when there is on-street parking or other sight obstructions.

Textured/Colored Pavement Treatments - Modification of the physical roadway surface to introduce more texture and/or color to the street. This may include paver bricks, inlaid stone, stamped asphalt or concrete, or synthetic street coatings. These elements may be applied to crosswalks, intersections, individual lanes, or entire roadway sections. The additional friction created by the texture, as well as the contrasting color, can result in a speed-reducing effect as well as increasing driver awareness.

Roundabouts – A circular intersection junction in which the intersecting traffic is permitted to flow in one direction around a central island, with priority typically given to the traffic already circulating around the central island. Roundabouts represent a special type of intersection and provide certain operational and safety benefits as compared with other types of intersections. Although typically considered an operational improvement rather than a traffic calming measure, roundabouts can provide traffic-calming benefits because the reduction in speed and delay through the junction point can promote less propensity for speeding on adjacent roadway segments.

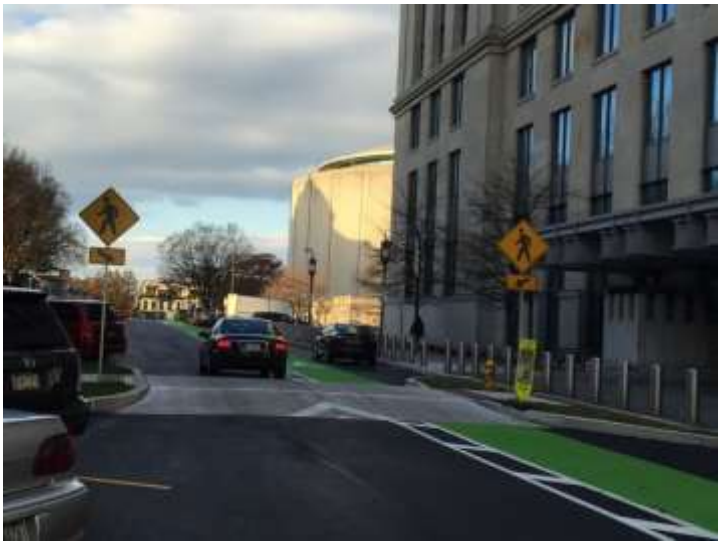
Mini-Roundabouts – A smaller diameter version of the traditional roundabout typically constructed at the intersection of local neighborhood streets. Mini-roundabouts are characterized by single-lane entry approaches and a single-lane circulating around a smaller central island. Unlike typical roundabouts, a mini-roundabout's central island is designed to be substantially or entirely traversable by large vehicles, such as fire trucks, school buses, and tractor-trailers. Mini-roundabouts can provide traffic-calming benefits because the horizontal deflection necessitates slower speeds and they can be used as a neighborhood entry feature as well.

5.2.2 Permitted Vertical Deflection Traffic Calming Measures

Vertical deflections raise a section of a road to encourage reduced speeds. They can potentially affect emergency response vehicles, persons with disabilities, and cause discomfort to transit users and drivers.

Traffic calming measures that involve vertical deflection of vehicles are permitted on streets with posted speed limits of 25 to 35mph; and in accordance with the requirements listed in appendix A at the end of this document. Applicants considering such designs shall consult with RDOT before proceeding.

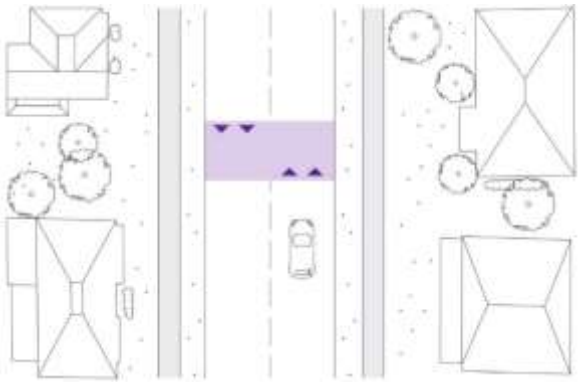
Raised crossings are marked pedestrian crossings at either intersections or mid-blocks, raised to be higher than the roadway. It is important to consider if there is a need to improve the visibility of vulnerable street users. They should not be placed within the braking zones of traffic signals.



Raised intersections are intersections built higher than the approach roads. They work best at urban cross-sections, and school zones. These can be costly to build if not constructed as part of a larger roadway reconstruction project.

Speed cushions are raised areas, similar to speed humps, but do not cover the entire width of the roadway. They are designed to allow larger vehicles to “straddle” the cushions while smaller vehicles are vertically deflected. While some large vehicles and busses can pass with limited deflection, they can still affect emergency response times. They are more difficult to construct compared to speed humps.

Speed humps are raised areas of a roadway that cause vertical upward deflection of travelling vehicles.



Speed tables are elongated speed humps with flat-topped sections. The preferred installation is in a series, close to street lighting, and downgrade from water catch basins to minimize the potential of ponding on the roadway.

6. Program Funding

RDOT will be responsible for estimating a citywide neighborhood Traffic Calming Budget for the fiscal year to be included in the Mayor and 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 the design of the traffic calming measure(s). This design could be done by staff or by hiring an outside consulting firm.

For the construction costs, the treatments mentioned in section 5.1 *"Minor Adjustments and Street Surface Measures"*; the costs will be paid one hundred percent (100%) by the HOA or residential applicants. For all other traffic calming measures, including vertical/horizontal deflection, the 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 be responsible for fifty percent (50%) of the total construction cost of the approved traffic calming measure.