

**-OPTION #2-
POLICY AND PROCEDURES
FOR TRAFFIC CALMING MEASURES
(WITH SURVEY PROCESS)**

PURPOSE

To adopt official policy and procedures for the appropriate and consistent application of traffic calming measures on Town-maintained streets in Chapel Hill.

COVERAGE

This policy and the associated procedures shall be applicable until such time that they are officially amended, modified, or rescinded by the Town Council.

POLICY

Traffic calming measures are applicable in residential neighborhoods where speeding vehicles and/or cut-through traffic are the primary concerns, and traditional police enforcement is found to be unfeasible and/or ineffective. Streets must typically be residential in nature for consideration under this policy. Traffic calming devices will not typically be placed on Arterial classification streets. The following policy and procedures are intended to promote traffic calming measures that are appropriately implemented and are supported by the community. In addition to citizen requests, traffic calming projects can also be identified by Town staff, Town advisory boards, and/or the Town Council.

The following procedure will be used to identify, evaluate, and implement traffic calming projects in Chapel Hill.

1. A citizen requesting traffic calming improvements will fill out a Request for Traffic Calming Measures form available in the Town Engineering Department and on the Town web site.
2. Upon receipt of a properly completed Request form, the Engineering Department will determine an applicable "service area" surrounding the requested traffic calming site(s). The size and extent of the service area will take into consideration the type of traffic calming project being proposed, the layout and type of properties in the vicinity, and the characteristics of the street network surrounding the proposed project site(s). Depending on the circumstances, the service area may include:
 - All properties abutting the proposed street segment to be modified.
 - All properties on adjacent street(s) with ingress/egress only possible via the modified street segment.
 - All properties on adjacent street(s) that have alternative points of ingress/egress but will be otherwise affected by the modified street segment.

The Transportation Board will hear appeals regarding service area boundaries established by Town staff, and will provide recommendations regarding alterations of the boundaries for consideration by the Manager.

3. The Engineering Department will prepare and mail a Survey form to all residents and property owners in the service area soliciting their interest in the requested traffic calming request.

The Survey form will include the following items:

- A map showing the service area
- A listing of property owners/residents in the service area
- A preliminary traffic calming plan showing probable devices and their locations

A minimum of 2/3's of the Survey forms must be returned and a minimum of 60% of the returned forms must express support for the traffic calming request in order to proceed. If Survey criteria are met, the Request will be considered valid and the Engineering Department will notify the requestor(s) of its status.

4. Upon verification of a valid Request (as described in Step #3 above), the Engineering Department will gather project site data including traffic volumes, speeds, and accident history. A proposed project plan will be developed using the following procedure:

- Assess problems and needs
- Identify goals and objectives
- Identify evaluation criteria
- Evaluate alternatives
- Select a proposed plan

The development of a traffic calming plan will include citizen input, consideration of current Town Policy for Placement of Stop Signs and Assignment of Speed Limits (APPENDIX A), and evaluation of the types and design criteria of traffic calming measures applicable to site (APPENDIX B).

The Engineering Department will prepare a cost estimate for the proposed traffic calming plan and associated improvements.

5. The Engineering Department will prepare a second neighborhood Survey form including the traffic calming plan and will mail it to all residents/property owners within the service area. The Traffic Calming Plan will be considered acceptable at such time that a minimum of 2/3's of the Survey forms are returned with a minimum of 60% of the returned forms expressing support for the plan.
6. Traffic calming projects will be prioritized in accordance with the ranking system outlined in APPENDIX C, and will be presented to the Town Transportation Board for consideration. The Transportation Board will review the proposed projects, including the associated traffic data compiled for each project. Based on its review, the Transportation Board will provide recommendations to be included with the Town Manager's annual report to the Town Council regarding proposed

traffic calming projects.

7. In the fall of each year, the Town Manager will prepare and present to the Council a report regarding proposed traffic calming projects. This report will include:
 - A prioritized list of proposed traffic calming projects
 - A copy of the valid request associated with each project
 - A summary of the traffic data pertaining to each project
 - Transportation Board review comments and recommendations
 - The Town Manager's recommendations

The Council will receive the Manager's report and recommendations, and may approve projects or refer them for further consideration during annual budget deliberations.

8. If necessary, during the budget development process, the Council will consider the proposed traffic calming projects presented in the Manager's annual report, and will allocate funds for construction as it deems appropriate.
9. After the Council approves the project and budget, the Engineering Department will contact the person(s) listed on each Request form received for traffic calming projects, and will notify them that the requested traffic calming project has or has not been funded for construction.
10. Once project funding is approved by the Council, the Engineering Department will prepare construction plans and specifications and an updated cost estimate.
11. When the final project drawings are complete, the Engineering Department will schedule a neighborhood meeting to discuss the plans, estimated costs, and construction procedures/schedule. Each property owner/resident in the service area of the project will be notified when and where the meeting is scheduled.
12. The project will be constructed by Town forces or by private contractor.
13. Town staff will monitor the performance of completed traffic management projects, and will report to the Council and Transportation Board regarding the operation and effectiveness of the traffic calming measures within 12-18 months following installation. This follow-up report could result in Council action to revise or remove a previously approved traffic management measure.
14. Citizen requests for removal of traffic calming devices will be required to go through the same petition process described previously for installation requests.

NOTE: APPENDICES A, B, C ARE IDENTICAL FOR OPTION #1 AND OPTION #2. SEE OPTION #1 TO REVIEW THESE APPENDICES.