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January 27, 2003

**PROPOSED POLICY AND PROCEDURES FOR ASSESSMENT OF COSTS
ASSOCIATED WITH THE INSTALLATION OF
TRAFFIC CALMING MEASURES**

Briefly, for validation of a petition for traffic calming measures it must be signed by at least 2/3 of the owners of benefited properties and those properties must include at least 2/3 of the total street frontage within the area of land served by the traffic calming measures, as determined by the Town Manager. The Engineering Department will prepare a cost estimate, and the Town Council will consider budgeting funds for the petitioned improvements and associated work. If the project is funded, the Town will install the traffic calming measures and pay 50% of the total construction costs. All owners of property within the area of land served will be assessed for the remaining 50% of project costs on an equal share per lot basis.

The basic steps for implementing a traffic calming project are outlined below. The steps designated with a "*" either require action(s) by citizens or signify an opportunity for citizen input.

1. A resident fills out a Request for Traffic Calming Measures Petition form available in the Engineering Department.
2. The Engineering Department determines an "area of land served" surrounding the requested traffic calming location(s) and will provide the requester with petition forms to be signed by owners of property within the designated area. The size and extent of the area of land served would be based upon the type of traffic calming project being proposed and the specific characteristics of the streets at and surrounding the proposed project site(s).
3. The resident obtains signatures on the petition. A valid petition for traffic calming devices on a Town-maintained street must be signed by 2/3 of the owners of benefited properties within the designated area of land served, and those properties must include at least 2/3 of the total street frontage within the designated area of land served.

(Property owned by the United States Government cannot be assessed and is not counted in the total number of lots under the area of land served. Property owned by the State of North Carolina or a railroad might be eligible for assessment and inclusion in the petition total, depending on specific circumstances. (See G.S. 160A-217, 220, 221, & 222). Property owned by the Town is counted in the total number of properties in the area of land served. The Town will decide whether to sign a traffic calming petition on a case by case basis.

4. The resident returns the petition with the original signatures to the Engineering Department in Town Hall, 306 N. Columbia Street, Chapel Hill, N.C. 27516.

5. The Engineering Department checks the petition to ensure that it meets all requirements and reviews its findings with the Town Attorney. If the Town Attorney determines that the petition is valid, the Engineering Department will notify the person(s) listed on the initial Request form.
6. Upon receipt of a valid petition as described in Step 5, the Engineering Department gathers preliminary data including traffic volumes, speeds, and accident information, and proceeds with the following steps:
 - Assessment of problems and needs
 - Identification of project goals and objectives
 - Identification of evaluation criteria
 - Development of alternative plans/solutions
 - Selection of a proposed plan

The development of a traffic calming plan will include staff work in conjunction with public meetings, neighborhood meetings, and the Transportation Board meetings. Each proposed plan is based on citizen input and sound engineering principles. The Engineering Department prepares a cost estimate for implementation of the proposed plan and any associated improvements determined by the Town Engineer to be necessary for the project.

Projects will then be ranked Town-wide, based on their respective point scores as described in the following table:

**POINT ASSIGNMENT FOR
TRAFFIC CALMING PROJECTS**

Item	Points
1. Traffic Volume	Average daily traffic volume on the proposed project street divided by 100. [20 points maximum]
2. Traffic Speed	Percentage of vehicles traveling at or more than 10 mph over the posted speed limit on the proposed project street divided by 2. [40 points maximum]
3. Traffic Accidents	Two points per accident that likely could have been resolved by the recommended traffic calming device, based on accident records for the past three consecutive years. [20 points maximum]
4. Schools	Five points for each private or public elementary, middle, or high school within the area benefited by the proposed traffic calming measure.
5. Other	a) Five points if a street proposed for a traffic management project has a sidewalk on only one side. b) Twenty points if a street proposed for a traffic management project does not have a sidewalk on either side. c) Ten points if a street proposed for a traffic management project has travel lane widths wider than

	<p>10 feet.</p> <p>d) Three points for each pedestrian generator or attractor (such as a park, swimming pool, green-way, etc.) within the area benefited by the proposed calming measure.</p> <p>e) One point for each bus stop within the area benefited by the proposed calming measure.</p> <p>f) Five points for each designated school crossing within the area benefited by the proposed calming measure.</p>
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Using this ranking, a prioritized list of traffic calming projects, including cost estimates, will be presented each year to the Transportation Board for consideration. The Transportation Board will review the priority list and provide its recommendations for inclusion in an annual report from the Town Manager to the Town Council regarding neighborhood traffic management requests.

- 7. The Town Manager’s annual report to the Town Council would consist of the following:
 - A prioritized list of neighborhood traffic management petition projects.
 - A copy of each petition.
 - A summary of the data collected pertaining to each petition.
 - The Town Transportation Board’s recommendations.
 - The Town Manager’s recommendations.

The Council will generally accept petitions as valid at this point, but this acceptance does not carry any commitment to fund the project. The Manager will then include all valid petition projects for consideration by the Council during its annual budget development process.