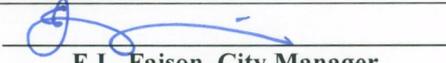


	<b>Policy:</b> Traffic Calming in Residential Neighborhoods	<b>Effective Date:</b> November 3, 1998
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	<b>Policy Number:</b> ED-01	<b>Page</b> 1 of 4
	 <b>E.L. Faison, City Manager</b>	<u>Engineering</u> <b>Responsible Party</b>

## TRAFFIC CALMING IN RESIDENTIAL NEIGHBORHOODS

A traffic calming device is a physical device used along city-maintained streets to calm traffic within residential neighborhoods. A speed hump/cushion is a raised area of pavement that extends transversely across a roadway surface. Speed humps normally have a height of 5 inches and a travel length of 22 feet. Speed cushions are typically 13 feet long and 3.75 inches high, installed as three separate panels across the width of the roadway, leaving a separation between panels to accommodate the wheel path of emergency response vehicles which are wider than typical passenger vehicles. The speed cushion reduces speeds for normal vehicles, but allows vehicles with a broader wheelbase, such as fire trucks, to straddle the speed cushion without slowing and is the primary design installed. Traffic calming is typically installed in sets of three and serves as a deterrent and physical reminder that the speed limit is 25-mph. The following policy is to govern the installation and placement of traffic calming within residential neighborhoods.

### Policy Creation

Creation of a Policy for Traffic Calming in Residential Neighborhoods is the responsibility of the City of Monroe Engineering Department. The Public Safety Committee shall oversee preparation and implementation of the traffic calming policy. Once the policy has been drafted, it is the responsibility of the City Council to review and approve/disapprove said policy. In the event of disapproval, the City Council will recommend policy changes and direct the Public Safety Committee to revise and resubmit. This process shall continue until a policy is approved.

### Execution of Policy

Once the Traffic Calming Policy has been approved by the City Council, it is the responsibility of the Engineering Department to execute and enforce the policy. Only in cases where the Engineering Director has determined special circumstances to exist shall the Public Safety Committee be asked to evaluate individual traffic calming requests.

### Traffic Calming Process

The process is initiated when the Engineering Department receives a request for installations. A preliminary investigation into the Pre-Study Qualifying Criteria, including horizontal and vertical alignment and roadway classification, will be completed. Roadway classifications will be determined in accordance with Section 02.01.01, Street Classifications, of the City of Monroe Standard Specifications and Detail Manual. For qualified streets that are not posted at 25-mph, the Engineering Director shall submit the street for inclusion in the City of Monroe Traffic Schedules as a designated 25-mph street and post upon approval of the Ordinance amending the Traffic Schedules by the City Council. Traffic Studies shall only be completed after the residential street has been posted at 25-mph for a period exceeding six (6) months. If these

criteria are met, the Engineering Department will conduct a field investigation. The Engineering Department will use traffic monitoring devices to determine average daily traffic, vehicle speeds, and vehicle types. If the street's Post-Study results meet the Post-Study Qualifying Criteria, a map will then be prepared detailing the best possible locations for installations. A standard petition package containing a petition form, maps, and brochures on traffic calming devices will be mailed to the requesting party. The requesting party is responsible for obtaining signatures on the petition form and returning it to the Engineering Department. If the petition requirements have been satisfied, the Engineering Department will generate and execute a work order to install the traffic calming devices. If the Pre/Post Study Qualifying Criteria have not been satisfied, the Engineering Department shall issue a letter to the applicant identifying disqualifying criteria.

The Engineering Department will approve or disapprove installations based on the "findings of fact" report generated by the traffic study.

#### Pre-Study Qualifying Criteria

In order for a street to be considered eligible for traffic calming devices, the following criteria must be met:

1. The street must be classified as a two-lane residential street.
2. The street must be a municipally-maintained roadway that receives Powell Bill funding. State roadways are excluded under this policy.
3. Streets in subdivisions must be at 90% lot build-out.
4. A minor residential street such as a cul-de-sac that has one end open to traffic and the other end permanently closed does not qualify due to low traffic volumes.
5. The grade of the street should not be greater than 8 percent.
6. The horizontal radius of the street must be equal to or greater than 300 feet.
7. The speed limit must be posted 25-mph. All traffic calming devices will be posted at a traverse speed of 15-mph.
8. The street should not be used as a primary emergency vehicle access route. A positive recommendation for installation must be received from Police, Fire and EMS.

If the street does not meet the above criteria, a letter will be issued defining why the street is not eligible for the traffic calming program.

#### Post-Study Qualifying Criteria

Once a street has met all of the Pre-Study Qualifying Criteria, the Engineering Department will conduct a traffic study. The street's study results must indicate that the 85<sup>th</sup> percentile speed is greater than or equal to eight (8) miles per hour over the posted speed limit. If the street does not meet this requirement, a letter will be issued defining why the street is not eligible for the traffic calming program. If the street has been determined qualified, the petition process will be initiated.

### Petition Process

Once a request has been determined valid by meeting both the Pre/Post Study Qualifying Criteria, a standard petition packet will be mailed to the individual initiating the traffic calming request. The following requirements shall be used to administer the petition process:

1. Petitions must be completed and returned to the Engineering Department no later than 90 days (3 months) from the date the petition packet was mailed. Petitions received after this period will be considered invalid and will require reinitiating the petition process.
2. Signatures must be obtained on the standard Petition for Traffic Calming Devices provided by the City.
3. Only one signature per household can be obtained.
4. Signatures must be of the current residents within the Engineering Department defined study area.
5. Residents must provide their address in the space allotted.
6. The requesting party must distribute the provided maps and brochures while obtaining signatures.
7. Residents must acknowledge receipt of a map and brochure.
8. Signatures will be checked by Engineering using utility billing records.
9. The number of valid signatures either for or against installation must meet or exceed 75% of the total number of households within the study area. The number of valid signatures for installation must exceed 75%. The study area limits will be determined by the Engineering Department.
10. Signatures/Petitions that do not satisfy requirements 1-9 will be considered invalid.

If all of the petition requirements have been met, the street will be scheduled for traffic calming installation and the petitioner will be notified by mail of the installation date. If the requirements have not been met, the petitioner will be issued a letter clearly defining any petition deficiencies and given the opportunity to resubmit.

### Placement Goals

- ◆ Traffic calming devices should be placed at least 200 feet apart.
- ◆ The stopping sight distance should be greater than or equal to 200 feet.
- ◆ Traffic calming devices should be located at least 200 feet from an intersection.
- ◆ Traffic calming devices should be located on or adjacent to property lines and at least 5 to 10 feet from driveways.
- ◆ When possible, traffic calming devices should be placed under street lighting for greater visibility.

Every attempt will be made to adhere to the placement goals. However, some streets will have special circumstances that will not allow the goals to be met.

### Funding/Reports

Traffic calming devices shall be installed at no costs to the citizens making the request. Installations will be paid for using Powell Bill funds. The Engineering Department will monitor expenditure of funds and prepare a written report on a bi-annual basis for review by the Public Safety Committee.

The Engineering Department will provide the Public Safety Committee with a status report of current requests, studies, and installations on a quarterly basis.

### Special Provisions

The Public Safety Committee can waive the petition requirement and can order installations based on a public need to protect the general welfare and safety of Monroe Citizens. This action is limited to requests concerning facilities opened to the general public, including but not limited to churches, schools, and recreational facilities.

### Post Installation

Once installed, the traffic calming devices will not be eligible for removal for five years from the date of installation. Exceptions to this will include removal for public safety reasons or consensus of the affected residents as evidenced through a petition process in which the residents pay for the total cost of removal. Once five years have passed, the affected residents will be able to request removal of the devices through the petitioning process in which at least 51% will have to agree on the removal and 75% will have to acknowledge that they are aware of the request. Once removed, the Engineering Department will not process any new requests for that particular street for five years from the date of removal.

### Summary

As with any measure implemented to reduce or calm traffic, success is directly related to the level of acceptance by the residences being affected. All traffic calming locations will be monitored by Public Safety to determine their effectiveness and to identify any safety concerns or accidents arising from their installation. The Engineering Department will be responsible for reviewing the reports, implementing corrective measures, and maintaining records for use on future installations.