

Example Traffic Calming Approval Processes

Location	Process Highlights																
Anchorage, Alaska	<p>Traffic calming may be <i>reactive</i> (responding to citizen requests for action) or <i>proactive</i> (with staff identifying problems and initiating action prior to complaints, accidents, and other negative consequences of traffic through neighborhoods).</p> <p>Project Initiation - Anyone can suggest or recommend that traffic calming improvements be considered at a particular location or neighborhood. However, the MOA prefers traffic calming requests come through associations or community councils representing the broad interests of the community or neighborhood. Projects shall be initiated by submitting a formal letter of request or community council resolution to the MOA Traffic Engineer.</p> <p>Impact Area - This area shall encompass all streets proposed for traffic calming, all streets only accessible via such streets, and all streets likely to be significantly impacted by diverted traffic. A significant impact is defined as an increase of more than 100 vehicles per day (vpd) on any residential street and more than 600 vpd on any collector street1.</p> <p>The impact area will ordinarily be larger for volume control measures than for speed control measures and larger for severe speed control measures such as speed humps than for mild measures such as center island narrowings. In defining the impact area, the MOA will consult volume impact information contained in the ITE's <i>Traffic Calming State-of-the-Practice</i>. In the absence of better estimates, the MOA will use average percentage reductions in traffic volumes on traffic calmed streets as reported by ITE and will assign the corresponding diverted traffic to neighboring streets in order to determine if the significance threshold is met.</p> <p>Table 1: Volume Impacts of Common Traffic Calming Measures</p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Average Percent Reduction in Traffic Volume</th> </tr> </thead> <tbody> <tr> <td>Speed Humps</td> <td>20%</td> </tr> <tr> <td>Speed Tables</td> <td>12%</td> </tr> <tr> <td>Traffic Circles</td> <td>5%</td> </tr> <tr> <td>Narrowings</td> <td>10%</td> </tr> <tr> <td>Full Closures</td> <td>44%</td> </tr> <tr> <td>Half Closures</td> <td>42%</td> </tr> <tr> <td>Diagonal Diverters</td> <td>35%</td> </tr> </tbody> </table> <p>Source: R. Ewing, <i>Traffic Calming State-of-the-Practice</i>, Institute of Transportation Engineers</p> <p>Temporary Traffic Calming Trial installations may be warranted when implementing complex area-wide plans where traffic diversion potential is difficult to predict. Trial installations may also be warranted when deploying novel traffic calming measures as when vertical measures with unconventional profiles are first used. The fact that installation is on a trial basis does not mean that unsightly materials may be used. The national experience suggests the importance of aesthetics for public acceptance.</p>	Measure	Average Percent Reduction in Traffic Volume	Speed Humps	20%	Speed Tables	12%	Traffic Circles	5%	Narrowings	10%	Full Closures	44%	Half Closures	42%	Diagonal Diverters	35%
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Austin, TX	<p>Survey of all residents, businesses, and property owners.</p> <p>Working Group- brainstorm and prioritize traffic problem locations in project area</p> <p>Staff - area wide data collection.</p> <p>Engineering evaluation of collected data.</p> <p>Working Group discusses data collection results/Brainstorm possible solutions</p> <p>Proposed Neighborhood Traffic Calming Plan developed</p> <p>Open house and vote of all residents, businesses, and property owners</p> <p>Implementation of traffic calming plan, if approved by 60% of ballots returned</p>																
Bellevue WA	<p>PHASE I—When you or your neighbor turn in a Citizen Action Request form to us, your residential location begins Phase I of the Neighborhood Traffic Calming Program (NTCP).</p> <p>During the NTCP First Phase, transportation staff review the situation in your neighborhood, data collected from speed studies and accident histories. This information, along with insights and</p>																

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	<p>suggestions from area residents, help us to determine which of the following possible solutions to recommend to improve traffic safety in a Phase I location: Neighborhood Traffic Safety Newsletters, Neighborhood Speed Reduction Program, Neighborhood Speed Watch Program, Pavement markings, Radar trailer, Signing, Target police enforcement, Trimming brush</p> <p>Phase II begins approximately one year from the implementation of Phase I measures. Staff again collect data, and then compare it to the previous year's information. If residents still have concerns about traffic and the location meets our guidelines, then the location will be reviewed for possible installation of physical devices.</p>
Boulder, CO	<p>Petition/Education and Data Collection Phase You need to obtain signatures from 51 percent or more of the dwelling units on at least one block of the street section to be mitigated. Many times you will want to obtain signatures for a larger area, since your neighbors are typically experiencing the same speeding problem and may be interested in speed mitigation assistance. Once the petition is received for that neighborhood street section, staff may enlarge the neighborhood area so that a logical neighborhood area is defined. This will be done to address any displacement/diversion issues early in the process, as stated in the policies of these guidelines. For the next three months, all education tools will be made available to your neighborhood (yard signs, speed monitoring trailers, neighborhood speed watch, neighborhood speed pledge). City staff will also collect speed data. Once the Education and Data Collection phase is completed, staff will evaluate your street to see if there is a speeding problem. If the 85th percentile speed is greater than five mph over the speed limit, the education and enforcement tools are applied. Those neighborhoods which have not met the speeding problem criteria may continue to receive the education tools. After another three months have passed, speed data will be collected to monitor the situation. If a speeding problem is identified during the second monitoring, the education and enforcement tools will be applied. If a speeding problem is still not present, education tools will still be made available to the neighborhood, but no further data collection will take place.</p> <p>Engineering Treatment Design and Neighborhood Poll A neighborhood poll will be conducted to measure support for the proposed engineering treatment. In terms of the neighborhood poll, the neighborhood is defined as “Residents and Non-Resident Property Owners that lie on or adjacent (common endpoint or border) to the street proposed for an engineering treatment within 400 feet on either side of the proposed device and within one block on the side street in the case of a treatment proposed at an intersection (traffic circle). In the case of a cul-de-sac street, the neighborhood area will also include Resident and Non-Resident Property Owners beyond 400 feet of the proposed device to the end of the cul-de-sac which will have to navigate the proposed device during each trip.” The neighborhood poll will include one vote for each dwelling unit and one vote for the property owner. If the neighborhood poll demonstrates 60 percent or more support for the engineering proposal, the device will be installed. If the neighborhood poll does not indicate 60 percent or more support for the engineering proposal, the device will not be installed and the neighborhood will have to wait three years before reapplying for an engineering proposal. The street will continue to receive the education and enforcement tools.</p>
Calgary, Canada	<p>DETERMINE SUPPORT FOR FURTHER ACTION For isolated and area-wide issues, it is important to determine whether there is a minimum level of support within the community for action to address the issue. At this stage in addressing reported traffic calming issues, it is not necessary to demonstrate majority support within the community for a traffic calming solution. Rather, it is only necessary to demonstrate that a sufficient number of people within the community who are affected by the reported issue and who would be affected by the solution consider that there is a need to examine the issue further. Consequently, a sufficient level of community support would be indicated by a minimum of one third of affected households in cases of isolated</p>

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	<p>issues, and a minimum of 20% of affected households in cases of area-wide issues. Where a community has greater than 40% apartments, lower levels of support and alternative methods of demonstrating support will be considered for isolated and area-wide issues. For isolated issues, affected households are typically those within the block(s) of the street(s) where problems are reported, as well as all households within one block of the block(s) where problems are reported.</p> <p>Residents would be responsible for documenting community support, rather than City staff. The simplest means of indicating community support is a form which lists the addresses of all affected households, and includes space for signatures of residents of at least 20% of these households. Issues for which more than 25% support is obtained are given greater weight in determining priorities. This means that residents should seek to obtain signatures from as many affected households as possible.</p>
<p>Cambridge, MA</p>	<p>Contact the Project Manager to be placed on a list of potential traffic calming projects. City departments work together to establish priorities, based on such factors as:</p> <ul style="list-style-type: none"> • severity of the speeding problem • ability to coordinate with other projects • proximity to elementary schools and playgrounds. <p>When a street nears the top of the priority list, City staff work closely with neighborhood residents to determine the best way to slow traffic. The width of the street and the volume and speed of traffic will help determine what alternatives are possible.</p>
<p>Chandler, AZ</p>	<p>PROCESS FOR INITIATING AND EVALUATING NEIGHBORHOOD TRAFFIC CALMING MEASURES</p> <ul style="list-style-type: none"> • The resident completes a Traffic Calming Request form provided by the City, showing the names of at least four other residents from separate households in the neighborhood who are willing to assist City staff with identification and evaluation of traffic calming measures. • Once the request form is received traffic engineering staff will survey the conditions (street type, street design, land uses, and traffic volume and/or speeds). • Based on the survey of conditions, measures with minor impacts are suggested to the resident, as appropriate for conditions. • If minor impact measures have already been implemented in the neighborhood, but these measures are not acceptable to the resident(s) Traffic Engineering staff will suggest an appropriate traffic-calming project. • If a Traffic Calming project is required, then traffic engineering staff requests the neighborhood group to organize and distribute notice of a neighborhood meeting on traffic calming. <p>PETITION REQUIREMENTS Any traffic calming measure which has potentially major impacts (e.g., turn prohibitions, construction of barriers, speed humps, traffic circles) must receive area-wide support, as demonstrated by submittal of petitions showing that at least 75 percent of the residents and/or businesses affected favor implementation. In addition, 100 percent of the property owners located within 100 feet of speed humps, diverters, traffic circles, chicanes, chokers or similar devices to be constructed in a street must be in favor of the traffic calming measure. Only one signature per household or business will be counted to determine the 75 percent approval.</p>
<p>Cumberland, RI</p>	<p>To initiate a traffic study of the street a formal request is required in the form of a neighborhood petition by the residents of the street. At least 1/3 of the residents must sign the petition. A police department traffic officer will conduct an evaluation of the problem location, which will include all potential traffic problems. If the evaluation shows that the street meets the minimum criteria, then the location will be selected for traffic calming initiatives.</p>

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<p>Delray Beach, FL</p>	<p>Process</p> <p>Requests for a traffic calming study, which are usually volume and speed related, can be requested through one of the following: 1) Homeowners Association, 2) Public Safety, or 3) City staff.</p> <p>Homeowners Association - a study may be initiated upon receipt by the city manager of a petition signed by at least one member of sixty-six percent (66%) of the households facing the block(s) of the street on which the Traffic Calming Study is requested. A block shall consist of every developed property having frontage on the street to be studied between successive intersecting streets..</p> <p>Non-public safety project requests shall require an application fee of \$100.00.</p> <p>Public Safety or City Staff - a study may be initiated because of an identified public safety issue.</p>
<p>Los Gatos, CA</p>	<ol style="list-style-type: none"> 1. Traffic Issue Request: Neighborhoods request traffic calming by contacting the Parks and Public Works Department. It is recommended to discuss your concerns with 75% or more of your neighbors in advance, to make sure everyone agrees there seems to be a traffic problem in your neighborhood. Engineering staff evaluate the concerns and determine 1) if the concern can be mitigated through normal staff work or separate engineering programs or 2) if a neighborhood petition is required to begin a traffic calming process. Some traffic concerns may be addressed through safe routes to school plans and the sidewalk programs. Traffic concerns may be solved with such as signing and markings. Staff determine the effect the solution will have on adjacent streets. Staff will make every effort to mitigate the concerns without having to embark on actual traffic calming. 2. Petition: The petition signature gathering is the responsibility of the neighborhood and is required to identify neighborhood support (over 50% of the households). 3. Data Collection: Upon receipt of the petition, staff will collect appropriate data to determine if the minimum criteria have been met. If the data concludes the minimum criteria are not met and if police enforcement, education or other means are appropriate, staff will implement internal work actions. For any local or collector street to qualify for a traffic calming project review, the request must meet or pass at least one of the following criteria: <ul style="list-style-type: none"> – 85th percentile speeds exceeding the posted speed limit by 5 mph. – Volumes exceeding 1,500 vehicles per day (vpd) for local streets and 3,000 vpd for collector streets. – Volume of trucks, over 30 feet in length, exceeding one-half of one percent of the total traffic volume. – Curb parking occupancy exceeding 70% from 8AM to 7PM. 4. Informational Neighborhood Meeting: Staff will define the neighborhood and impacted streets to consider any other potential traffic unintended impacts that these solutions may create, identify possible traffic calming solutions and convene a neighborhood meeting. The first neighborhood meeting will be an information and feedback session: staff will present traffic data and proven strategies for specific traffic issues and their cost constraint, and the neighborhood will provide input to the solution process. The neighbors will learn the process and a reasonable expectation of the project. 5. Additional Solution Meetings & Development of Trial Project: If the consensus at the neighborhood meeting is to proceed with the development of a traffic calming plan, staff will collaborate with public safety agencies to prepare alternative traffic calming plans. Once the alternatives have been developed, staff will convene additional neighborhood meetings to present the pros and cons for each alternative, determine neighborhood preference and public support. The outcomes of the meetings will refine the development of a trial traffic calming project. This trial project will need the support of 67% of the affected neighborhood, to be confirmed by a post card vote, conducted by staff. If the neighborhood does not meet the 67% support necessary, staff will identify concerns, report results to the neighborhood and determine the next steps.

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	<p>6. Support and Implementation of Trial Traffic Calming Project: As indicated by 67% support, staff will recommend the trial project to Council for approval. The duties of the designee could include the review of a proposal with respect to the General Plan and any other relevant considerations. If the project is approved, staff will prepare final plans and specifications for implementation. The trial project must stay in place for a minimum of three months to determine its effectiveness, unless substantial unacceptable impacts are identified. At the end of the trial period, a follow-up neighborhood meeting will be convened to determine support for permanency.</p> <p>7. Permanent Traffic Calming Implementation: To permanently install/maintain the traffic calming project, a final postcard vote will be conducted by staff. Again, a 67% majority vote by post card will be needed to recommend the project to Town Council for final approval to install the permanent devices.</p>
<p>Madison, WI</p>	<p>Apply To Participate: Neighborhood associations or groups and neighborhood business associations are eligible for participation. Individuals are ineligible, however, they are encouraged to work with or form a neighborhood association. Traffic Engineering staff will collect background, preliminary information about current conditions. This will include location, description of the problem and may include preliminary collection of traffic crash data, bicycle volume, pedestrian activity, traffic speed, and traffic volume. If the preliminary review shows that a hazard to the public exists, the City may address the problem separately from the NTMP.</p> <p>Petition-to-Test/Install Traffic Management Device: The petition-to-test area at a minimum must include all households on the project street as well as all households on adjacent local service streets within an area approximately one block from the project street. Signatures representing a majority of the households and businesses within the petition-to-test area are required for the test to proceed. Each household or business is entitled to one signature.</p> <p>Neighborhood Approves Permanent Installation: To forward the project to City Council action, approval from households, businesses and non-resident property owners within a defined ballot area must be obtained via a confidential mail ballot administered by the City. The ballot area includes all properties located on the project street and on adjacent local service streets that either (1) are within an area approximately one block from the project, or (2) have experienced a traffic volume increase that is at least 75 percent of the maximum acceptable increase. For projects that do not include traffic diversion, an approval rate of 60 percent of those ballots that are returned for it to proceed for City Council action. For projects that do include traffic diversion – removing or rerouting an existing flow of traffic through construction of physical barriers a majority of the households and businesses in the ballot area must return their ballot. Of the required majority of ballots returned, sixty percent of the responses must be affirmative for the project to proceed.</p>
<p>Mobile, AL</p>	<p><i>Step One: Community Support</i> Petition - at least 60% of the residents on the street where calming is being requested</p> <p><i>Step Two: Traffic Safety Analysis</i> Traffic engineering study to indicate the traffic calming measures that are best suited for the street and to set priorities.</p> <p>If the residents and the Traffic Engineering Director agree that a traffic circle is the most suitable measure to use, the residents will be able to select landscaping from an approved plant list. This will require the residents to maintain the planting area of the traffic circle. If the residents do not want this responsibility, the inner circle will be paved.</p>
<p>Palo Alto, CA</p>	<p>PROCEDURE FOR REQUESTING TRAFFIC CALMING MEASURES When a request for traffic calming is received, the Transportation Division first determines whether the request could be handled through other simpler procedures described in the Introduction. For example, a problem of drivers speeding around a sharp curve might be solved simply by installing appropriate signs or striping at that specific location. <i>The City will make every effort to mitigate the identified problem(s) at this early stage without having to embark on an actual traffic calming</i></p>

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	<p><i>project.</i></p> <p>Many steps in this procedure will not be necessary for simple traffic calming projects, such as speed humps. Once a traffic calming project has begun, the Transportation Division will determine which steps in the procedure would apply to that project and will guide residents accordingly.</p> <p>1. Receive request and determine eligibility and ranking. A request for traffic calming on one or a few streets must include a petition signed by 25 percent of the households on each block where action is requested. A household is defined as any owned or rented living unit with its own street address, regardless of how many people live in the unit. Each household is represented by one signature, regardless of the number of people in the household.</p> <p>Conduct survey to determine if a trial should be implemented. For spot treatment local street projects that do not include street closures, diverters, or other measures that might substantially divert traffic to other streets, only those households located on the primary street(s) will participate in the survey. If measures are proposed for intersections (e.g., traffic circles), households on the intersecting street (up to one block in either direction) will also be surveyed. Nonresident property owners and households on other project area streets will not participate in the survey at this time. In order for a trial to be considered for approval, a simple majority (50+ percent) of all households on the primary street(s) (i.e., not just of survey responses) must indicate support for the trial.</p> <p>For collector street projects, complex projects, and projects including street closures or diverters, all project area households will be eligible to participate in the survey (i.e., residents of the primary street(s) plus any adjacent street(s) affected by traffic diversion). One response is allowed per household. Non-resident property owners will not participate in the survey at this time. A simple majority (50+ percent) of <i>survey responses</i> must indicate support for the trial.</p> <p>Conduct survey of residents regarding results of trial. Transportation staff will distribute a survey to determine if residents believe that the trial was successful and if the project should be considered for permanent installation. The survey area will include residents and property owners in the entire project area. In order for Transportation staff to consider recommending to the Planning and Transportation Commission that the project be approved for permanent installation, support must be indicated by a simple majority (50+ percent) of project area survey responses, including 50+ percent of all households on the primary street(s).</p>
<p>Park City, UT</p>	<p>Phase I - consists of implementing passive traffic controls.</p> <ol style="list-style-type: none"> 1. Initiation - Neighborhood complaint must include <i>petition signed by at least 5 residents or businesses</i> 2. Phase I First Meeting - Neighborhood meeting to determine goals, initiate community education, initiate staff investigation of non-intrusive traffic calming measures, discuss options, estimate of cost, timing, and process. 3. Phase I Implementation - The Traffic Committee reviews signing, striping, and general traffic control measures: <i>Residential Area</i> signs, speed limit signs, review of striping, review of stop sign placement, review of turn restrictions, and review of appropriate traffic control devices. Community watch program initiated and targeted police enforcement will begin to include real time speed control. 4. Phase I Evaluation - Evaluation of Phase I actions will occur over a 3 to 9 month period. Evaluation will include visual observations by residents and staff. 5. Phase I Neighborhood Evaluation Meeting - Discuss results of Phase I. It will be important that the City staff and the current residents also contact the relevant property owners to obtain their opinions and thoughts prior to taking any next steps. <p>Phase II</p> <ol style="list-style-type: none"> 1. Phase II Initiation-<i>Twenty-five percent (25%) of the residents</i> within the proposed neighborhood area can request the initiation of Phase II. 2. Define Neighborhood Boundary- A neighborhood will include all residents or businesses with

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	<p>direct access on streets to be evaluated by Phase II implementation. Residents or businesses with indirect access on streets affected by Phase II implementation will be included in neighborhood boundary only at the discretion of staff.</p> <p>3. Phase II Data Collection and Ranking- Data collection will result in a quantitative ranking.</p> <p>4. Phase II implementation Recommendation- The Traffic Calming Project Review Committee proposes Phase II traffic calming implementation actions and defines a project budget.</p> <p>5. Phase II Consensus Meeting- A neighborhood meeting is held to present a Phase II implementation proposal including project budget, possible time frame, discuss temporary installation, etc. The estimated time frame is one to three years depending on funding availability. .</p> <p>6. Phase II Petition- <i>Unreturned petitions count as no votes. Resident support for traffic calming is defined as 67 percent positive response.</i></p>
<p>Saanich , Canada</p>	<p>The application process has two parts.</p> <p>Part 1 Having exhausted the education and enforcement strategies, the applicants, who can be residents, neighbourhood groups or community associations, pick up an application form</p> <p>Part 2 The applicants provide the background information for the application which includes identification of issues (not solutions), a description of the area affected and information on the education and enforcement strategies previously employed in the area.</p>
<p>Seattle, WA</p>	<p>Petition Process - If the neighborhood decides to proceed with the traffic circle project, petition forms will be given to the applicant, and signatures must be gathered from at least 60% of the households (owners or renters) and businesses (property or business owner) within one block of the proposed traffic circle.</p>
<p>Stamford, CT</p>	<p>Process</p> <p>Initial resident requests to the <u>Citizen Service Center</u> will identify the location, specific issues and traffic concerns. The process will contain, at a minimum, the following elements:</p> <ul style="list-style-type: none"> • Review the initial resident request to determine if it meets the minimum criteria. • Meet with resident making the initial request, Neighborhood Association and District Representatives of the proposed traffic calming area, discuss issues and location of the traffic calming area. • Survey residents in the traffic calming area by questionnaire • Review questionnaire information, gather traffic data and prepare existing conditions report. • Meet with residents in the traffic calming area, review initial concerns, area to be included for traffic calming, questionnaire results, and existing conditions report. Solicit additional comments, and set up residential steering committee. • Prepare preliminary traffic calming plan alternatives and impacts. • Meet with the steering committee, present preliminary traffic calming plan, and discuss traffic measures for the neighborhood. • Prepare final traffic calming report for area, present recommendations to the Traffic Advisory Committee, and obtain approval of the City’s Legal Traffic Authority. • Present recommendation at a public meeting. • Petition residents in the traffic calming area, and obtain at least a two-thirds majority favorable response prior to installation of any measures. The petition will list the proposed traffic calming measures <p>Phasing</p> <p>The implementation is split into two phases:</p>

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	<p>Phase 1 addresses neighborhood traffic concerns by taking minor measures such as the installation of signs, striping, and/or pavement markings.</p> <p>Phase 2 addresses traffic concerns with more restrictive physical measures. To initiate Phase 2, the neighborhood must have already implemented Phase 1. Also, there must be still a demonstrated need for additional measures to address the neighborhoods traffic problems.</p>
<p>Tallahassee, FL</p>	<p>Step 1: Petition to study</p> <p>The petition must be received signed by seventy-five percent (75%) or more of adjacent residents.</p> <p>Step 6: Polling cards</p> <p>Before scheduling construction, 75% or more of the residents along the roadway must sign and return a polling card stating that they accept the proposed plan and would like the City to proceed with construction.</p>
<p>Vancouver, Canada</p>	<p>Survey areas: For installing a non-diversionary traffic calming measure -- one block from the intersection in which the proposed device is to be located. For installing diversionary traffic calming measures -- the area which will be significantly impacted from the proposed installation of this calming measure. Non-resident property owners are informed of the procedures that will be followed in approving a permanent project. Non-resident property owners should be mailed surveys for their input, especially for more restrictive, diversionary traffic calming plans.</p> <p>Survey Approval Rates: There was a mixed response on whether the approval rate of those responding to the survey should be 50%+, 60% or even greater than 60%. The majority of responses favoured a greater than 60% approval rate. There was discussion about the response rate to these surveys. There was a concern that a small percentage of the neighbourhood could decide the outcome of a traffic calming plan. A counter argument is that the survey is a democratic process and if you don't vote, you accede the decision to those who do vote. A suggestion was made that for a plan to be approved, 32% of the neighbourhood must respond. The 32% matches the turn-out at the last civic election. The response rate for recent traffic calming plans was 10% for N.E. Kitsilano, 27% for South Kerrisdale and 25% for Clinton Park. However, there was no consensus on this issue. It is difficult to define an appropriate response rate due to the different impacts of the proposed measures (diversionary versus non-diversionary) and the distance from the measures. It is therefore recommended that at this time a required response rate not be set; however, in each case the response rate would be presented for Council's information.</p>