

Traffic Calming Steps for Existing Neighborhoods

The following is a procedural process to address citizen concerns for high volume or speed through neighborhoods:

1. A citizen must complete and return an **Application for Neighborhood Traffic Calming Consideration** in their neighborhood with signatures of owners of three (3) additional properties. Neighborhoods are handled in the order in which each step of the process is completed – the order may be altered if a neighborhood has a documented accident problem.
2. Traffic volume and speed data will be scheduled and collected for several days at selected locations in the neighborhood. The proposed locations for traffic counts will be shared with the applicant for review and comment. The speed and volume data is analyzed to determine if any of the neighborhood streets qualify for traffic calming against the **Traffic Calming Parameters for Existing Neighborhoods**.

If a **neighborhood** does not meet the criteria, a second application (by anyone in the neighborhood) may be submitted 12 months from the notification of ineligibility and may reference signatures on the previous application. Any further applications for the neighborhood will not be accepted within 24 months of the last notice of ineligibility and must have new signatures. The following exceptions will reset the time period to zero (not requiring a waiting period):

- A subdivision expansion or an impending subdivision expansion, or
- A recorded traffic accident within 24 months, or
- A 25% or greater increase in the number of dwelling units, or
- A demonstration by the police department that a speeding problem exists in the neighborhood.

3. The applicant of a qualifying neighborhood will be contacted to set up a meeting with representatives of the neighborhood. At the neighborhood meeting, a brief presentation will be given to those present to explain the purpose and methods of traffic calming with basic plan development guidelines and will define the service area (areas to be considered for traffic calming and for voting) and the streets eligible for traffic calming as defined in the **Traffic Calming Parameters for Existing Neighborhoods**.

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4. The Town staff, with input from the neighborhood representatives, develop a plan for the neighborhood in accordance with the **Traffic Calming Parameters for Existing Neighborhoods**. Once the plan has been reviewed and approved by Town staff, a map and ballot sheet will be forwarded to the applicant.
5. The neighborhood will circulate the ballot sheets provided with the map provided, and return the ballot sheets with signatures, votes or explanations of missing data after making at least 3 attempts to contact the owner of each home.

Homeowners are the eligible voters; where there are apartments being rented, each individual apartment rental building counts as a separate property (if there are three or more buildings), for which a vote is required.
6. The votes will be tabulated to determine the devices that meet the voting criteria in the **Traffic Calming Parameters for Existing Neighborhoods**. A successful plan will be submitted to the Board of Mayor and Aldermen for their approval that includes information of the voting, devices and a recommendation by Town staff. Plans not meeting any of the voting criteria may be redesigned and continue at step 4. Plans that are partially successful will be submitted to the BMA for approval of the portion that was successful. A plan submitted to the BMA but not approved by the BMA may, unless specified otherwise by the BMA, redevelop a plan and continue at step 4 or as directed by the BMA.
7. The approved devices will be installed as possible based on available funding, weather conditions, and availability of personnel to install the devices.

Traffic Claming Steps for Existing Neighborhoods Flow Chart

