

**ATHENS-CLARKE COUNTY
TRANSPORTATION & PUBLIC WORKS DEPARTMENT
POLICY/PROCEDURE STATEMENT
4-6-2021**

Subject: Neighborhood Traffic Management Program
Functional Area: Traffic Engineering Division
Policy Number: TE-004

1. POLICY STATEMENT:

This policy statement is to define the purpose, procedure, and funding for the Neighborhood Traffic Management Program.

2. PROGRAM PURPOSE:

The purpose of the Neighborhood Traffic Management Program is to reduce crashes, traffic volumes and/or speeds, thereby improving pedestrian safety and creating more pleasant neighborhoods for the citizens of Athens-Clarke County.

3. BACKGROUND:

- a. Neighborhood traffic concerns generally relate to excessive speed, pedestrian and bicycle safety, crashes, and general quality of life issues. This program recognizes the uniqueness of neighborhoods and that the critical issues and concerns vary from case to case. Based on this diversity, this program considers a wide range of potential solutions to address specific concerns of a neighborhood. The recommended solutions resulting from this program should fall into one of the following broad categories:
 - i. Speed controls to allow for shared use of the roadway by pedestrians and vehicles
 - ii. Clear right-of-way assignment to improve intersection safety
 - iii. Roadway modifications and geometric changes to provide for pedestrian facilities
 - iv. Consideration of parking restrictions
- b. The Neighborhood Traffic Management Program shall be principally limited to roads that are classified as **neighborhood residential streets/roadways** in Athens-Clarke Clarke County.
- c. There are five types of roadways/streets:
 - i. Neighborhood residential
 1. Posted at 25 MPH
 2. No State Radar Speed Permit
 3. Residential traffic
 - ii. Local roadways
 1. Possible mix – Commercial/Residential
 2. Possible posted speed greater than 25 MPH
 3. Possible State Radar Speed Permit
 4. Possible 100% commercial
 - iii. Minor Collectors
 1. Intent to connect residential/commercial to transportation system

2. Typically State Radar Speed Permit
 3. Posted speed typically exceed 30 MPH
 4. May have residents – rural sections
- iv. Major Collectors
 1. Intent to connect transportation systems
 2. State Radar Speed Permit
 3. Posted speed typically 40+ MPH
 - v. Arterials
 1. Design to move commuters safely and efficiently to destinations
 2. State Radar Speed Permit
 3. Posted speed 40+ MPH
- d. Traffic calming devices are not the safe or logical approach for all roadways to address speeding.
- i. This policy only addresses neighborhood residential streets/roadway and the traffic calming devices currently used are safe for residential traffic.
 - ii. Traffic calming or speed control requests/needs for local, minor/major collector, or arterial streets would typically not follow this process as they would not typically involve homeowners. As well, the type of devices or methodology used to address safety (speeding) for these roadways may vary to address the roadway use and the safety concerns as recommended by the Roadway Safety Audit Team.
 1. This policy does not address local roadways. Traffic engineering safety principles may dictate the type of safe traffic calming devices that could be installed. Local roadways can be commercial or a mix, which creates a wider variety of vehicle types (large trucks, busses, etc.) Traffic calming devices would need to safely address the wide variety vehicle types.
 2. *This policy does not address Minor & Major Collectors and Arterials. They are designed to move traffic and pedestrians safely, and typical traffic calming devices would create unsafe conditions. There are other means to address speeding on these roadways. These roadways are higher traffic volume and higher crash transportation systems, and a “safety corridor” methodology would provide a more efficient traffic calming and crash reduction tool.*
- e. The Neighborhood Traffic Management Program does not include commercial property.
- f. The recommended neighborhood solutions will be based on the existing volumes, speeds, and geometrics for the roadway. The Neighborhood Traffic Management Program strives to utilize all types of traffic calming devices to address neighborhood concerns. Athens-Clarke County recognizes that a “one device fits all” approach is not desirable, and the program specifically encourages each neighborhood to engage in developing a traffic calming solution that addresses their specific needs.
- g. The effectiveness of this program is dependent upon:
- i. Neighborhood involvement

- ii. Focus on problems first and then solutions
- iii. Neighborhood support for recommended solutions
- iv. Evaluation and feedback that ensure desired outcomes are achieved

4. **DEFINITIONS:**

- a. Owner-occupied homeowners
 - i. Homeowners who live at the residence on the subject street
- b. Absentee Homeowners
 - i. Homeowners who own the **property**, but do not live in the home on the subject street
- c. Renters
 - i. Those who do not own the property and rent from the homeowner.
 - 1. Renters may obtain written authority from the homeowner to participate in the neighborhood meeting and to provide a response pursuant to the letter sent by the Traffic Engineer

5. **PROGRAM PROCEDURE and OVERVIEW:**

- a. For neighborhoods desiring to participate in this program, the general procedure is described below. This process may be streamlined and modified by staff if deemed appropriate.
- b. **Program Initiation:**
 - i. To initiate the Neighborhood Traffic Management Program procedure, a neighborhood owner-occupied homeowner must contact the Transportation and Public Works Department, Traffic Engineering Division. A District Commissioner may also submit a work request to the Traffic Engineer. A resident of the neighborhood affected must be identified as a point of contact for further communication.
 - 1. Traffic Engineer Contact Information
 - a. Office phone number
 - i. (706) 613-3460
 - ii. Email
 - 1. tim.griffeth@accgov.com
 - 2. Through online form (when available).
 - ii. The Traffic Engineer will make a determination of the project limits based upon the discussions with the person making contact to ensure traffic data collected addresses the area(s) of concern.
 - 1. The project limits may vary and, depending upon the particular location, may include all owner-occupied homes up to 1000 feet from defined area. This also may include all who live in the defined area and must travel on the roadway to access homes. A map of the project limits will be developed by Traffic Engineer.
 - iii. Once the study area is defined, discussed with the point of contact, and agreed upon, the traffic data will be collected.

1. Traffic data is only collected between August and April. Traffic volumes are typically higher during the school year but become lower the last month.

c. Program Minimum Requirements:

- i. The minimum requirements to proceed with the program are as follows:
 1. **300** vehicles per day and an 85th percentile speed of **30** MPH or greater on the street/roadway as determined by the Traffic Engineering data collected and the analysis.
 2. **SPECIAL NOTE: Considerations may be given to neighborhood streets/roadways that do not meet the speed and/or volume criteria, but where the Traffic Engineer has identified that a safety concern exists. Based on applicable Traffic Engineering Principles, a traffic calming recommendation from the Traffic Engineer should still be considered IF:**
 - a. Combination of no sidewalks & narrow street/roadway, or
 - b. Cut-through traffic – 20% minimum, or
 - c. Close to school with students walking, or
 - d. **An official recommendation by the Roadway Safety Audit Team determines additional safety issues exist:**
 - i. **Minimum Roadway Safety Audit Team deployment factors:**
 1. Significant number of homes on the street have no driveway – 25% or more, or
 2. Significant number of homes on the street are set closer than 20' to the right-of-way – 30% or more
- ii. Proposed traffic calming recommendations require a minimum of 65% support from the Project Limits homeowners

d. Neighborhood Meeting(s):

- i. If the collected traffic data meets the minimum criteria or the Traffic Engineer has identified one of the safety concerns as detailed above, a meeting with the owner-occupied homeowners and renters will be scheduled in or near the community (in-person or virtual). At a minimum, the Traffic Engineer will attend these meetings and, where necessary, representatives of the Police Department will attend to discuss police enforcement.
 1. The Traffic Engineer will search the tax rolls for all homeowner addresses within the project limits, and
 2. The Traffic Engineer will also include all street addresses within the project limits.
- ii. The Traffic Engineer will send out meeting invitation postcards to **all addresses** along the impacted street(s) and to absentee homeowners on the subject street.
- iii. At the meeting, the Traffic Engineer will:

1. Take attendance and gather addresses of:
 - a. owner-occupied homeowners
 - b. absentee homeowners who may attend
 - c. renters with written authority from homeowners
2. Provide the results of the traffic data collected
3. Provide possible traffic calming solutions
4. Through discussion, work towards a traffic calming solution consensus with the attendees
 - a. **If the attendees wish to further deliberate on the options presented, an additional meeting may be scheduled**
- iv. If a consensus is reached at the meeting, the Traffic Engineer will subsequently make any field markings necessary to identify the proposed traffic calming.
- v. The Traffic Engineer will then wait 14 days to ensure the proposed locations of the traffic calming devices are agreeable.
 1. Requested adjustment should be made if possible.
- vi. When field layout consensus is reached, the Traffic Engineer will send a letter to all absentee homeowners, owner-occupied homeowners, and all street addresses within the Project Limits, describing the proposed traffic calming, seeking the required 65% support, and requesting responses.
 1. Responses from owner-occupied homeowners, absentee homeowners, or homeowner authorized renters will have the option to reply by mail, email, electronic fax (706-613-3463), phone (706-613-3460, or through online form (when available).
 2. The response time for the 65% support is 45 days from the date of the letter sent.

NOTES:

3. **If a consensus of proposed traffic calming devices is not reached at the meeting or a consensus cannot be reached for the locations of the traffic calming devices the Traffic Engineer will coordinate with the “point of contact” to an additional meeting.**
4. **If the 65% support is not satisfied the Traffic Engineer will advise the “point of contact”.**

6. PROJECT PRIORITIZATION

- a. *Project approval will be based on the availability of funds and the criteria set forth in Section 4 above.*
 - i. Neighborhood Traffic Management Program funding is determined and approved by the Mayor and Commission.
 - ii. Neighborhood Traffic Management Program projects may be on hold until funding for the program is approved by the Mayor and Commission and becomes available.
- b. If multiple neighborhoods are being considered and funding is limited, staff will prioritize based upon following factors:
 - i. The neighborhood with the highest measured 85th percentile speed

- ii. The highest number of vehicles exceeding the posted speed limit descending to the lowest
- iii. Whether the proposed project is in a historically under-served community (based upon historical data and census tract data)

7. COMMISSION REVIEW and ACTION

- a. If a minimum of 65% of the homeowners support the recommended traffic calming solution(s), staff will prepare and forward an agenda to the Mayor and Commission. The agenda will include a summary of the traffic data collected, the proposed traffic calming, and the homeowners' support for the proposal with a staff recommendation requesting Mayor and Commission action.

8. PROJECT IMPLEMENTATION

- a. Pursuant to the Mayor and Commission's approval for the amount of funds allocated within the annual budget for the Neighborhood Traffic Management Program (or other funding sources identified for the Neighborhood Traffic Management Program), approved projects will move forward.

9. EVALUATION PHASE

- a. Traffic Engineer will perform a follow-up study six months after implementation of the Mayor and Commission approved solution. In addition, Traffic Engineer will conduct a post-installation public meeting with the neighborhood to take comments on the traffic calming devices and their effectiveness in addressing neighborhood concerns.

Recommended by Legislative Review Committee

4-16-2021

Approved by Commission

5-4-2021

Clerk of Commission

Jean Speth