

TOWN OF CONCORD

TRAFFIC CALMING POLICY



**Concord Public Works
Engineering Division**

Concord Police Department

March 2011
Revised March 2015

Traffic Calming Policy

Introduction

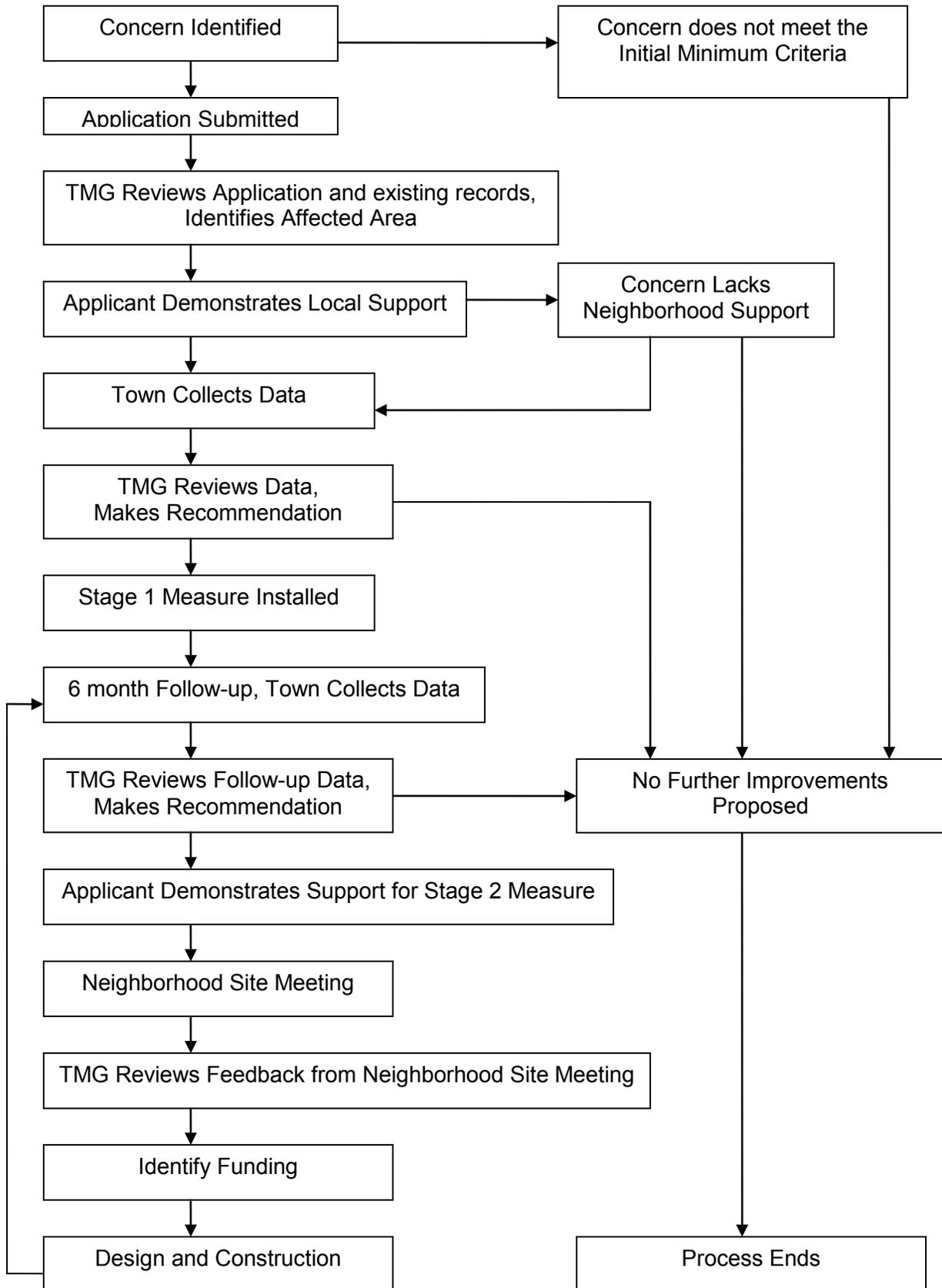
Traffic calming is a method of employing specific measures to reduce speeding, aggressive driving, and high levels of vehicular traffic traveling through local neighborhoods.

This policy has been developed in order to establish a structured process through which the Town can respond to and address residents' concerns regarding these types of traffic issues that occur on Town maintained residential streets. For traffic issues that arise on arterials and collectors streets, each concern will be evaluated on a case by case basis.

The purpose of the policy is to verify a concern once it is brought to the Town's attention, evaluate it against set criteria, rank it against other known locations in Town, provide recommendations to address the issue, and determine the effectiveness of recommendations that are implemented.

A flow chart of the overall process is presented on the next page, while a description of each step is outlined in the following section.

Traffic Calming Policy Process



Process and Requirements

Step 1 – Report the Problem

If a resident feels that there is a speeding or traffic problem on their local residential street, they should report the problem to Concord's Community Safety Officer at 978-318-3400 or by email to jshelley@concordma.gov.

Town staff will review the concern to verify that it meets the following initial minimum criteria:

1. Location of the concern must be a Town maintained residential roadway.
2. The roadway must be at least 600 feet long.
3. The majority of the property adjoining the roadway is residential.
4. The posted speed limit is not greater than 30 mph.

If the initial minimum criteria is met, the resident will be provided with a Traffic Calming Request Form (a copy of the request form is provided in the appendix as Attachment A).

Once this form is completed and submitted to the Community Safety Officer, a letter will be sent to the Applicant with notification of the upcoming Traffic Management Group (TMG) meeting date.

Step 2 – Traffic Management Group (TMG) Initial Review

The TMG will review the application to determine the limits of the affected area and will request a petition from a representative number of residents in this affected area to verify that there is a widespread concern for the speeding or traffic issue (a blank copy of the petition to be signed is provided in the appendix as Attachment B). The neighborhood shall identify and list on the petition a resident who will serve as the primary contact with the Town.

A letter will be sent to the Applicant with the petition forms and limits of the affected area.

Step 3 - Neighborhood support

Once the Applicant submits the petition signed by at least 75% of the residents within the subject area, it will be reviewed by Town staff. If a request has met the next minimum criteria it will proceed to Step 4. A letter will be sent to the Applicant indicating receipt of petition forms and that data will be collected to evaluate the concern.

Minimum Criteria – Petition must be signed by at least 75% of residents within the subject area as defined by the Town in order to qualify as “widespread concern”.

In the event that the Applicant is not able to garner 75% of the required signatures, the TMG may, at its discretion, continue to move the application on to the next step if it is determined that the concern is a problem area.

Step 4 – Data Collection and Evaluation

After verifying that the concern meets the minimum criteria set forth above, Town staff will collect traffic volume and speed data, observe traffic patterns, evaluate existing conditions in the area such as stopping sight distances and accident histories, and present their findings to the TMG.

Step 5 – TMG Data Review, Evaluation, and Recommendation

The TMG reviews and evaluates the data. If the data meets the minimum criteria as set forth below, the TMG may recommend Stage 1 traffic calming measures as appropriate. A letter will be sent to the Applicant indicating the TMG’s determination.

Each valid request will be evaluated based on the criteria shown below. If multiple potential projects are being considered, they will be ranked by their score to help prioritize the order in which they are completed in relation to available funds and resources, and anticipated benefits.

Criteria			
Traffic Speeds – amount the 85% speed is above the posted speed limit			
<u>0-7 mph</u>	<u>8-10 mph</u>	<u>>10 mph</u>	
0 points	10 points	15 points	
Traffic Volumes – average daily traffic (ADT) measured in vehicles per day (VPD)			
<u><400vpd</u>	<u>401-1000vpd</u>	<u>1001-2000vpd</u>	<u>>2000vpd</u>
0 points	5 points	10 points	15 points
Other Considerations –			
School zone or pedestrian generator – 10 points			
No sidewalk on either side of street – 5 points			

Requests must have a point total greater than 0 to be further evaluated for Stage 1 traffic calming measures. However, the TMG may, at its discretion, continue to move the application on to the next step if it is determined that there are other factors involved that indicate the concern is a significant safety hazard.

Step 6 – Stage 1 Traffic Calming

Projects that meet the minimum criteria will be eligible for Stage 1 traffic calming measures. These measures are typically low cost, can be easy to deploy, and can offer a relative easy solution to the problem. These methods may include:

- Use of a speed monitoring radar trailer
- Education / Public Awareness
- Traffic enforcement
- Signing and pavement markings

If recommended, a Stage 1 measure will be installed at this time.

Step 7 – Follow-up Data Collection

If one or more of the Stage 1 traffic calming measures are implemented, the Town will wait approximately six months before collecting additional traffic data to determine the effectiveness of the implemented measures.

Step 8 – TMG Data Review, Evaluation, and Recommendation

The TMG will review the follow-up data. If the measure was successful in addressing the concern, then the traffic calming process will end at this point.

If the TMG deems the measure to be unsuccessful, then further measures will be evaluated and the TMG will discuss concepts, cost estimates, and funding availability for possible Stage 2 traffic calming measures.

Stage 2 measures would typically involve physical modifications to the roadway in order to control traffic. They can be rather expensive and can require extensive construction. Possible Stage 2 measures may include:

- Bulb-outs / Curb extensions
- Center island medians
- Chicanes
- Landscape treatments
- Mid-block chokers
- Pedestrian refuge islands
- Raised crosswalks
- Realigned intersections
- Roundabouts
- Sidewalks
- Speed humps
- Speed tables

While these types of measures may address the initial traffic concerns, their implementation can also present a different set of problems such as difficulties in snow removal, impeding emergency response vehicles, and creating additional noise as in the case with speed humps or speed tables.

A letter will be sent to Applicant indicating the TMG's determination and the next steps, if any, to be taken. If Stage 2 measures are to be recommended, the Town will again require that there be a neighborhood wide consensus on the proposed improvements. The Town will require 75% of the residents within the defined area of the improvements sign another petition describing the proposed improvements and their estimated cost. A blank copy of the petition for implementation of Stage 2 measures is provided in the appendix as Attachment C and will be sent to the Applicant as necessary.

Step 9 - Neighborhood Support for Stage 2 Measures

Once the Applicant submits signatures of at least 75% of residents within the subject area to show support for recommended concept design, costs, and funding track, Town staff will schedule and notify the Applicant of a neighborhood site meeting.

Step 10 – Neighborhood Site Meeting

A neighborhood site meeting will be organized by the TMG and held to present proposed Stage 2 measures which will involve physical modifications to the roadway and/ public right-of-way. This informational meeting will provide a public forum to solicit comments regarding a proposed project.

Step 11 – TMG Review of Neighborhood Site Meeting Comments

The TMG will review feedback presented at the neighborhood site meeting and determine if design and construction of the proposed recommendations should be pursued.

Step 12 – Identify Funding

Once the TMG determines that the recommended Stage 2 measures are to be implemented, funding for the design and construction of the proposed improvements will need to be identified.

Step 13 – Design and Construction

Actual implementation of stage 2 measures will be dependent on a project's point ranking as determined in Step 5 compared to other traffic calming projects and available funding.

Once funding for a specific project is in place, design and construction of the proposed improvements will proceed.

Step 14 – Follow-up Evaluation

After the Stage 2 measures have been in place for approximately six months, additional data may be collected to determine their effectiveness.

Unless CPW determines that the installed measures are a hazard, once they are installed, measures shall remain for at least 3 years. If a neighborhood decides that it no longer wants the measures in place following the first three years, a process similar to that used for implementation of the Stage 2 measures will be followed, including demonstrating public support for their removal as evidenced by a petition signed by 75% of the residents within the defined area of the improvements, and evaluation by the TMG.

APPENDIX

Attachment A – Traffic Calming Request Form

This form is used to report a speeding or traffic problem on a residential street. When this form is submitted, Town staff will evaluate the complaint to determine the nature of the problem, and make sure that the location is a town maintained, residential street. After the initial report Town staff will explain how residents may put together a petition to verify that there is a widespread concern for the speeding or traffic issue.

1. Contact Information

Name(please print): _____
Address, City, and Zip: _____
Phone Number: _____
Email: _____

2. Please describe the location of the traffic concern. Attach a map or picture if necessary:

3. Please describe the nature of the neighborhood traffic problem you are concerned with (attach additional sheets if necessary):

4. Please list possible solutions to the problem that you would like the Town of Concord to consider:

Please fill out this form and return to:

Concord Police Department
Community Safety Officer
219 Walden Street
P.O. Box 519
Concord, MA 01742
Fax: 978-369-8420

Attachment B- Neighborhood Petition Form (Page 1)

Please fill out this form and return with attached sheets to:
Concord Police Department
Community Safety Officer
219 Walden Street, P.O. Box 519
Concord, MA. 01742
Fax: 978-369-8420

THE UNDERSIGNED AGREE TO THE FOLLOWING:

1. All persons signing this petition do hereby certify that they own property or reside within the following area: _____

2. All persons signing this petition do hereby agree to the following problem in the defined area: _____

3. All persons signing this petition do hereby agree that the following contact person(s) represents the neighborhood in matters pertaining to items 1 and 2 above:

Name of key contact person #1 (please print): _____

Address, City, and Zip Code: _____

Telephone (day): _____ Fax: _____ E-mail: _____

Name of key contact person #2 (optional) (please print): _____

Address, City, and Zip Code: _____

Telephone (day): _____ Fax: _____ E-mail: _____

Please attach additional pages if necessary to discuss the request.

Date Submitted: _____

**Attachment C- Neighborhood Petition Form (Page 1)
for Construction of Traffic Calming Measures**

Please fill out this form and return with attached sheets to:

Concord Police Department
Community Safety Officer
219 Walden Street, P.O. Box 519
Concord, MA. 01742
Fax: 978-369-8420

THE UNDERSIGNED AGREE TO THE FOLLOWING:

1. All persons signing this petition do hereby certify that they own property or reside within the following area: _____

2. All persons signing this petition do hereby agree to the construction of the following proposed traffic calming measures, the estimated cost of which is indicated below:

_____(to be completed by CPW) _____

Estimated Construction Cost: _____

3. All persons signing this petition do hereby acknowledge that unless CPW determines that the installed measures are a hazard, once they are installed, measures shall remain for at least 3 years. If a neighborhood decides that it no longer wants the measures in place following the first three years, a process similar to that used for implementation of the Stage 2 measures will be followed, including demonstrating public support for their removal as evidenced by a petition signed by 75% of the residents within the defined area of the improvements, and evaluation by the TMG.

Date Submitted: _____

