

City of East Point Neighborhood Participation Traffic Calming/Control Policy

The City of East Point recognizes the value of public participation when responding to quality of life issues surrounding neighborhood traffic.

The intent of this policy is to provide a uniform methodology to address and mitigate unacceptable traffic conditions occurring within our community. Communication, cooperation and involvement in fostering resident consensus in the identification of traffic related issues and their resolution is an integral component of these policies.

While attempting to improve quality of life regarding traffic related issues, we must balance this endeavor with several other considerations. These considerations include the following:

Reference to the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD).

The MUTCD is a document issued by the Federal Highway Administration (FHWA) of the United States Department of Transportation to specify the standards by which traffic signs, road surface markings and signals are designed, installed and used. These specifications include the shapes, colors and fonts used in road markings and signs. In the United States, all traffic control devices must generally conform to these standards. The manual is used by state and local agencies as well as private construction firms to ensure that the traffic control devices they use conform to the national standard.

Sign litter (over use of signs)
Increase of response time for emergency vehicles
Liability to the City of East Point
Possible damage to vehicles and equipment
General safety
Federal/State/Municipal Law

The corner stone to success for this policy rest with three key elements: Education, Engineering and Enforcement. However, the adoption of this policy does not intend and should not be construed to affect or waive the City of East Point's immunity from damages under any Federal, State or Municipal law. This policy does not require the City of East Point to install, remove or modify any traffic control device, sign, signal or warning device. In addition, this policy does not hinder or prohibited the installation or removal of any device when a safety hazard has been identified by the City of East Point.

Administration

By adoption of this policy, the City of East Point establishes a Traffic Review Panel comprised of the Chief of Police (or designee), Chief of Fire (or designee), Public Works Director (or designee) and the Traffic Engineer. The Traffic Review Panel may include any other members of staff necessary to complete a task provided the City Manager has approved such appointment. The Traffic Review Panel shall serve as both an advisory body to the East Point City Manager when financing requirements extend beyond the adopted budget and as a decision making body whose functions shall include the following:

- A. Complete an initial review to determine if the request meets Federal, State or Municipal laws, if the street is a City of East Point or Georgia Department of Transportation (GDOT) jurisdiction, if the request complies with the MUTCD or if there is any other obvious reason the request will be denied.
 - a. If the initial review declines the request, the community group will receive a written explanation for the denial.
 - b. If the initial review warrants consideration, the community group will receive written communication from the Traffic Review Panel to advise of the next steps to complete the process.
 - c. If the initial review concludes the street is GDOT, jurisdiction, the Traffic Review Panel will notify GDOT of the issue. The community group will receive a copy of the communication.
- B. Review all traffic engineering studies, analysis and reports relative to requests for traffic control devices or action (for purposes of this policy, “traffic control devices or action” means those devices or strategies which serve to reduce the incidence of excessive speed (traffic calming) or mitigate excessive traffic volumes on residential streets. All studies will be local studies. If a more in-depth study is required that will generate additional expense, the City Manager must approve such expense and or seek City Council approval if the expense is beyond the authority of the City Manager approval.
- C. Determine, based on studies, analysis and reports, if request for traffic control devices or actions meet the minimum criteria recommended through the MUTCD.
- D. Communicate directly with a citizen and or committee representing the community or group of citizens who request a review. This communication will be throughout the process of the request for the review and the final determination.
- E. Complete a written report of all activities to the City Manager after completion. The City Manager will provide a written report of all activities to the City Council.

Purpose

Neighborhood traffic issues specifically addressed in this policy include the following:

- No Parking Sign Installation or Removal Request
- Intersection Control Request
- Speed Control Request
- Children at Play Sign Request
- Hearing Impaired Children Sign
- Other Advisory or Advanced Warning Sign Request
- No Right Turn Sign
- School Zone Safety Request
- Crosswalk Request
- Cut-Through Traffic Mitigation Request
- Speed Humps
- Other Public Safety and Traffic Issue Request

Other neighborhood traffic issues not specifically addressed may be presented to the Traffic Review Panel for consideration.

Strategy

The corner stone of success for this policy requires a three step process.

Step one is required before implementation of step two and or step three provided the Traffic Review Panel does not deny the request. An exception will be made for issues that are deemed an immediate safety threat by the East Point Police Department, East Point Fire Department or the Traffic Review Panel.

Step One: Education

The community organization and or citizen group presenting a request must participate in the education process. This education process will begin after the initial review by the Traffic Review Panel provided the request is not denied during the initial review.

However, the failure of the Traffic Review Panel to deny the initial review does not guarantee an approval of the request following the completion of the educational process.

- Organize a community meeting with concerned citizens, business and any other stake holder (who lives or work in the area) to participate in the discussion with members and or a representative of the Traffic Review Panel.
- Post signs in affected area. The affected residents must be willing to post temporary yard signs on their front lawns. The goal for participation will be up to 25% of those who will be affected or a minimum of 12 yard signs along the route of the affected area. The yard signs will be furnished by the city.

- If there is a perception that any business, school, or other stake holder has a direct involvement with causing the issue, the East Point Police Department will arrange a courtesy visit, phone call or other communication to express the community concerns.
- If the issue is related to speed control, the East Point Police Department will post the speed trailer along the route to notify drivers of the monitoring of speed (and to collect data that may be used during this process).
- If the issue is related to some other traffic concern, the East Point Police Department will establish safety checks with the intent of distributing appropriate educational material regarding the specific issue.
- Following the completion of the educational process, a 60 day period will be established to determine if the educational process has provided any improvement in the specific issue. If the Traffic Control Panel or the community group cannot determine any improvement, the next step will commence.

Step Two: Engineering

- Prepare and collect necessary data to assist in the determination of a possible solution.
- Review present conditions such as street stripping, signs and any other conditions to include in the data collection to support consideration of a possible solution.
- Prepare recommendations for and install improvements. Improvements anticipated to exceed budget constraints will require approval of the City Manager. If the City Manager determines improvements are not a budgetary priority, the City Manager will provide a written report to the City Council on the results of Traffic Review Panel. The report from the City Manager will include an explanation regarding the cost restrictions and possible financing recommendations.

Step Three: Enforcement

- Increase police presence following the improvements for a specified time frame. This time frame will be determined by the East Point Police Department and may not be published to the public if it is deemed necessary to determine the effectiveness of the improvements.
- Implement safety checks to support education of the improvements. These safety checks will be determined by the East Point Police Department and may not be published to the public if it is deemed necessary to determine the effectiveness of the improvements.

- Complete a follow up courtesy call, visit or other communication with schools, business or any other stake holders to inform them of the improvements.

Process to submit a request to the Traffic Review Panel

1. Complete the Neighborhood Interest Form.
2. The Neighborhood Interest Form must be signed (or an email version may be used as a signature) by a representative of the community group. There are no restrictions on the size of the community group or affiliation as an officially organized citizens group.
3. Neighborhood Interest Form requirements (*vacant property will be excluded from the count of signatures but must be noted on the petition*).
 - a. The initial review does not require a petition. If the initial review is approved, a petition will be required.
 - b. For installation of stop signs and intersection controls, 90% of residents (one resident per address) in a two block radius before the stop sign or intersection controls and two blocks after the stop sign or intersection controls must sign the petition or ¼ mile before the stop sign or intersection controls and ¼ mile after the stop sign or intersection controls (which ever provides the largest number of signatures).
 - c. For installation or removal of no parking signs, 100% of residents who park on the street must sign the petition. This will include no parking signs with specific days and or times for no parking.
 - d. For installation of speed humps, all residents within 100 feet of the device must agree to the installation. 90% of residents (one resident per address) in a two block radius before the device and two blocks after the device must sign the petition or ¼ mile before the device and ¼ mile after the device (which ever provides the largest number of signatures).
4. The Neighborhood Interest Form may be emailed to the East Point City Clerk Office with the email serving as a signature for the form or a hard copy may be submitted. The East Point City Clerk will forward the email and or the hard copy of the request to the Traffic Review Panel and the two East Point City Council Members representing the ward involving the request.
5. The representative of the Traffic Review Panel will respond to the citizen's group representative to confirm receipt of the Neighborhood Management Interest Form.

6. If the initial review determines consideration will be granted, the community group must complete the necessary petition and educational process prior to any additional steps being taken by the Traffic Review Panel. The Traffic Review Panel will verify the results of the petition.
7. Once verification of the petition is completed by the Traffic Review Panel, the community group will be notified of the results of the verification
8. If the initial review is denied, the community group may appeal the decision with the East Point City Manager within 30 days of being notified of the denial.
9. The City Managers appeal decision will be final.
10. The request to the Traffic Review Panel may be *resubmitted* provided extenuating circumstances create a change in the request. However, the second request must include a description of the extenuating circumstances. The second request with extenuating circumstances will be reviewed by the Traffic Review Panel. The decision of the Traffic Review Panel will be final. The educational process will not be required.

No Parking Sign Installation or Removal:

- Traffic Review Panel will determine the study area affected by the request as described by the request submitted. However, the area of interest may be increased if deemed appropriate by the Traffic Review Panel.
- Following the initial review, if the request is granted the necessary petition requirements must be satisfied.
- The Traffic Review Panel will determine if the Installation and or removal will be for a 24 hour period or specific times and days.
- If installation is approved by the Traffic Review Panel, signs will be posted at logical points as determined by sound common engineering practice and or the MUTCD.
- It will be the responsibility of the Traffic Review Panel to notify affected residents 30 days prior to installation. The effected residents will be determined by the same standards as set forth in the petition requirements.

Intersection Control Request (Stop Signs, Signal Lights and other)

- Stop signs, signal lights and other signs shall not be installed within the City of East Point unless approved through a warrant analysis using MUTCD guidelines and approved by the Traffic Engineer.

- According to the MUTCD, stop signs, signal lights and other intersection signs shall not be installed solely for the purpose of controlling the speed of a roadway as they have been shown to become a hazard at times when installed without warrant.
- According to the MUTCD, regulatory and warning signs or signals should be used “conservatively” because these signs or signals, if used to excess, tend to lose their effectiveness.
- Stop signs signal lights and other intersection signs are only appropriate for establishing right of way.
- Stop signs, signal lights, other intersection signs and road safety will be considered based on warrants including vehicular traffic volumes, type of traffic vehicles, pedestrian traffic volumes, traffic accident data and other data in accordance with guidelines defined in the MUTCD.
- Implementation of sign installation will be in accordance to budgetary considerations.

Speed Control Request

- The East Point Police Department will maintain a database of locations at which excessive vehicular speeds have been reported. This report will include details of the complaint, action taken by the East Point Police Department, results of actions taken by the East Point Police Department and final analysis of the complaint.
- When more than three complaints within a specific area are received by the East Point Police Department, the East Point Police Department will report the incidents to the Traffic Review Panel. The Traffic Review Panel will review the complaints for any possible solutions to resolve the issue and or to address the negative perception of the public regarding the complaint.
- Unless other circumstances can warrant the need, speed limits will be posted within 5 mph of the 85th percentile speed of the free flowing traffic.
- State law establishes certain prima facie speed limits. They include the 25 mph in business and residence districts, 25 mph in school zones and 15 mph in alleys, uncontrolled intersections and railroad crossings. These areas are not required to be posted to be enforced. However, the Traffic Review Panel may consider posting (following a request) in an effort to reduce the necessity of police patrols in a specific area.

Children at Play Signs

- Children at Play Signs are not recognized by the MUTCD as an official control device.
- Children at Play Signs have not been proven beneficial. These signs create a false sense of security for parents and community residents.

Hearing Impaired Children Sign

- Hearing impaired for children signs may be installed in school zones if children are enrolled at the school.
- If installed, these signs will be removed once the child no longer attends the school.

Other Advisory or Advanced Warning Sign Request

- When a request is received for additional advisory warning signs, the Traffic Review Panel will consider each request on the merit of the request.
- Request will be granted based on guidelines from the MUTCD.

No Right Turn Sign

- No right turn signs will be considered on a case per case basis.
- All right turn signs will comply with MUTCD.
- Consideration for placing a right turn sign will include the location of the signal light, type of signal light installed, configuration of the intersection, existence of a crosswalk and all other vehicle and pedestrian data.

School Zone Safety Request

- As with all other request of the Traffic Review Panel, request for school zone safety will include a wide range of issues in the vicinity of a school.
- The request for consideration for a school zone sign will not be granted if the request contradicts other Federal/State/Municipal laws.
- Reduced speed zones in a school zone are areas in which the speed limit is reduced for certain periods of the day or week during school hours.
- School zone request will include consideration of the proximity of the roadway to the school, the type of school (elementary, junior high, senior high etc.), vehicular volumes, available parking for the school, pedestrian volumes, vehicular speeds,

availability of sidewalks, alternative routes between the school and residential areas near the school and other factors.

- Request for crosswalks will conform to the crosswalk request section of this policy.
- Parking restrictions will conform to the no parking request section of this policy.
- Flashing beacons to alert motorists are not required by the MUTCD. A request may be considered for arterial and collector roadways but not on local streets.

Crosswalks

- Crosswalks will include an analysis of volume of pedestrian traffic, proximity of the location of a crosswalk near schools, parks, retail, bike routes, vehicular traffic etc.
- Crosswalks will not generally be installed at an uncontrolled intersection. The use of crosswalks at an uncontrolled intersection creates a false sense of security for pedestrians that could increase the possibility of pedestrian/vehicle accidents.

Cut Through Traffic

- A traffic engineering study will be required to determine the measures that are appropriate to address the specific cut through traffic issues that may exist for the community.
- For a request to cut through traffic to qualify for consideration, the roadway must have residential characteristics with a peak hour volume of 300 vehicles in one direction with a 40% cut through volume rate.

Speed Humps

Speed humps have been increasingly recognized by engineers as a suitable geometric design technique for controlling speeds under appropriate roadway circumstances. The following information is intended to set minimal standards for appropriate roadway circumstances. These minimal standards are to be used in conjunction with sound professional engineering judgment and practice. These standards do not constitute a final or complete design and evaluation criteria for speed humps and or a speed hump system. In addition, specific terrain, roadway, traffic or land use characteristics or other unusual conditions may require case-specific modifications or exception to these guidelines.

A speed hump is a roadway geometric design feature consisting of raised pavement extending transversely across (or partly across) a roadway for the primary purpose of reducing the speed of vehicles. In a speed hump, the raised pavement area normally rises and returns to the prevailing grade of the surrounding pavement over a distance of at least 12 feet in the direction of travel, with a maximum rise of 2.5 to 4 inches. Most speed

humps are parabolic in cross-section. Flat-topped section and elongated forms to 22 feet in the direction of travel are also recognized.

The considerable length in the direction of travel and limited maximum height is what physically distinguishes speed humps from the abrupt speed “bumps” commonly found in private drives and parking lots. Although there are no explicit standards for speed humps, they generally have heights of 3 to 6 inches or more and lengths in the direction of travel of less than 3 feet.

From an operational performance perspective, speed humps and abrupt speed bumps have crucially different effects on vehicles and their occupants. Within the range of typical residential street speeds, speed humps cause a gentle vehicle rocking motion that causes mild discomfort to drivers and passengers, with the level of discomfort tending to increase the faster the vehicle passes over the speed humps which is an effect consistent with the objective of inducing drivers to travel at speeds reasonable for neighborhood streets. Drivers typically choose to cross speed humps at speeds between 15 and 25 miles per hour. Abrupt speed bumps, by contrast, cause significant driver discomfort at typical desirable residential street speeds. In a performance effect, which is completely contrary to the intended purpose of the bumps, driver/passenger discomfort tends to “decrease” the faster a vehicle is driven over an abrupt speed bump, because vehicle suspensions are expressly designed to absorb the jolts of quick passage over abrupt bumps rather than transmitting them to the passenger compartment. As a result, when confronted with an abrupt speed bump, most drivers cross at extremely low speeds (5 mph or less) or continue at relatively high speeds (30 mph or more).

Engineering Study

Speed humps should only be installed where the engineering study concludes that:

- Speed conditions to which speed humps respond appropriately exist.
- Judicious uses of other warning or regulatory control devices have been considered.
- A reasonable level of enforcement has not solved or appears unlikely to solve the problem, or that a necessary level of enforcement is unlikely to be made available.

Warranting Criteria

Speed humps may only be considered for installation when a location meets all of the following criteria, unless the Traffic Engineer can provide a written explanation for an exception.

- The device must be located on a paved, residential street (alleys are not eligible).

- The street SHOULD have vertical curb abutting the proposed device locations. Device may be placed on streets with roll curb or ribbon style sidewalk after a review to determine the best possible location. In this case, it may be necessary to take additional measures to prevent drivers from going around the device.
- The posted speed limit shall be 30 mph or less.
- The 85th percentile speed on the street shall be at least 5 mph over the posted speed limit.
- Traffic volume must not exceed 500 vehicles per 24 hours period.
- The device shall not be within 200 feet of a stop sign or traffic signal on the subject street.
- Device will be installed to prevent any drainage compromise.
- No more than two travel lanes and only on streets where the width is no greater than 45 feet.
- Device should be installed only where the minimum safe stopping distance can be provided. 200 feet is the average stopping distance for 30 mph. However, the distance can be shortened under certain conditions.
- Device should not be installed on streets where long wheel base vehicles are a common use. Bicyclists, motorcyclists, low-riders and operators of other types of special vehicles often consider speed humps to be annoying. However, nothing in the experience with speed humps to date indicate the use of speed humps constitute any type of unusual hazard for these types of vehicles.
- Device should not be installed within an intersection or driveway.
- A typical installation of the device on a quarter mile section of the street, consist of two devices. The distance is normally 500 feet apart.

Other Public Safety and Traffic Issue request

- Other neighborhood traffic issues not specifically addressed may be presented to the Traffic Review Panel for consideration.

Neighborhood Interest Form

Complete the Neighborhood Interest form and Mail or Email to the City of East Point, City Clerk's Office.

Please check the box next to the requested traffic calming device your community organization is requesting for review by the Traffic Review Panel.

- Stop Signs:** typical 30-inch x 30 inch red and white stop sign.

- Speed Bumps:** is a raised area in the roadway pavement surface extending transversely across the travel way generally with a height of 3/6 inches and length of 1 to 3 feet (Most effective uses within 300 to 500 feet spacing; Typically used on private property, private street and driveways)

- Speed Humps:** a speed hump (or road hump) is a raised area in the roadway. Speed Humps normally have a height of 3-4 inches and a travel length of approximately 12 feet (dimensions may vary and may raise the roadway surface to the height of the adjacent curb for a short distance). The humps may be flat topped or round.

- Raised Crosswalk:** raised crosswalks are essentially broad, flat-topped speed humps that coincide with the pedestrian crosswalk at street intersections.

- Raised Intersections:** intersection humps raise the roadway intersection, forming a type of "plateau" across the intersection.

- No Parking Signs / Speed Control Signs:** symbol or lettering print signs that restrict parking in a area of the roadway. The signs may vary in the limits of time of parking.

Traffic Review Petition

COME NOW, the residents of

_____ (street),

Located between _____ (cross street),

and _____ (cross street),

hereinafter referred to as "Petitioners," hereby petition the Traffic Review Board, to consider the installation/removal of traffic calming to mitigate the traffic issues as defined in Exhibit One (Attach written description) on our above referred street.

This action is deemed important to the petitioners to provide a reasonable quality of life in our community. By signing this petition, petitioners hereby acknowledge that they have a basic understanding as to the effect of traffic calming devices as follows:

1. Resolution to your request may require reduction of on-street parking.
2. In some cases, resolution may result in access to areas being reduced to lower the volume of the cut through traffic.
3. Resolution may result in warning signs and support post being installed in the public right of way (typically, although not in every instance, 6 inches behind the sidewalk). The signs may be located within view of some property owners.
4. Failure to attach Exhibit One and or to receive the proper number of signatures will result in a denial of the petition.
5. Vacant properties must be listed on the petition as vacant.
6. Only one signature per address will be accepted. Signatures that cannot be confirmed will be removed from the final count during the verification process by the Traffic Review Panel.

Contact information for the representative on the community group presenting the request.

Name (print) _____

Address _____

Phone # _____

Email _____

By placing my signature on this page, I affirm my residence; I have reviewed the petition and Exhibit One of the petition.

(One name per address)

Page _____ of _____

1. Name (print) _____

Signature _____

Address _____

Phone # _____

2. Name (print) _____

Signature _____

Address _____

Phone # _____

3. Name (print) _____

Signature _____

Address _____

Phone # _____

4. Name (print) _____

Signature _____

Address _____

Phone # _____

5. Name (print) _____

Signature _____

Address _____

Phone # _____