

**SUMMIT COUNTY**  
**TRAFFIC CALMING PROGRAM**

**SUMMIT COUNTY DEPARTMENT OF PUBLIC WORKS**

**ENGINEERING DIVISION**

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# SUMMIT COUNTY, TRAFFIC CALMING PROGRAM

## TABLE OF CONTENTS

Table of Contents .....	1
Introduction .....	2
Qualifications for Traffic Calming Plan Development .....	3
Application Process .....	4
Traffic Calming Plan Ranking .....	5
Project Evaluation .....	7
Appendix A - Petition Cover Letter .....	8
Appendix B - Petition Form .....	9
Appendix C - Program Flow Chart .....	11
Appendix D - Typical Traffic Calming Devices .....	12
Street Narrowing .....	12(a)
Traffic Circle .....	12(b)
Median, and Median Bulb-Outs .....	12(c)
Speed Humps .....	12(d)
Curvilinear Re-Construction .....	12(e)

# SUMMIT COUNTY, TRAFFIC CALMING PROGRAM

## 1. Introduction

a. In response to numerous complaints about speeding problems in neighborhoods, and requests to implement Traffic Calming Devices or other Speed Reduction Programs, the Summit County Engineering Division has studied several different physical devices, information/education methods and the programs of other jurisdictions to address the complaints. Some of the devices and methods are as follows:

i. Physical Devices

- (1) Speed Humps
- (2) Traffic Circles
- (3) Street Narrowing
- (4) Street Medians
- (5) Traffic Bulb-Outs (small/short street medians)

ii. Non Physical and Information/Education Methods

- (1) Increased Enforcement
- (2) Speed Watch Program
- (3) Neighborhood Pace Car Program

It is necessary for each neighborhood requesting a traffic calming program to try non physical measures first before a commitment to traffic calming features is considered. This could include the use of police speed trailers, commitment to the Neighborhood Pace Car Program, increased speed enforcement, neighborhood speed sandwich boards, or other educational and non physical measures.

b. It is apparent from the studies conducted, that every community approaches Traffic Calming in a different way. Some Communities use only Speed Humps, some use Traffic Circles, some use a combination of devices and others do nothing at all. Summit County's program will involve the residents of the neighborhood to develop a Traffic Calming Plan that works for the majority of the neighborhood and will utilize several different devices and methods to combat the speeding problems in our local neighborhoods.

c. If physical devices are chosen by the neighborhood as the method of Traffic Calming, the installation of these physical devices will be per nationally published information by the Institute of Transportation Engineers, the Federal Highway Administration, State Transportation Officials, and other local Transportation Officials. In keeping with the general recommendation of the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration, uniformity aids in the recognition and understanding of traffic control devices. Strict adherence to the standards and guidelines outlined in this program and the MUTCD will help ensure that the physical devices installed will be equally recognizable and require the same action on the part of the traveling public regardless of where in the County it is encountered.

## **SUMMIT COUNTY, TRAFFIC CALMING PROGRAM**

- d. The use of Stop Signs and multi-way Stop Signs will not be used as a means for controlling speed. The MUTCD and the Traffic Engineers Handbook have established specific warrants for installation of Stop Signs, and multi-way Stop Signs. These warrants were developed to assist in determining whether or not Stop Signs could help assign right-of-way at higher volume intersections, reduce an accident problem, or fill in as an interim measure until traffic signals could be installed (in the case of a multi-way Stop Sign installation). Considerations outside established warrants are restricted intersection sight distances, and school crossings. Many national studies have shown that Stop Signs are not an effective technique for controlling speeds and should not be used to reduce traffic volumes, or simply to satisfy citizen demands. It should be remembered that stop signs constitute one of the most significant means of separating and controlling traffic movements and should be carefully considered.
- e. Given that there is a limited amount of money budgeted and limited County staff time allocated for the implementation of the Traffic Calming Program, the Program will establish a process for determining where and when Traffic Calming devices will be constructed. All Neighborhood Traffic Calming Plans which included physical devices will receive final approval from the Board of County Commissioners before it is implemented.
- f. For the purposes of the Traffic Calming Program, an “affected neighborhood” shall be defined as all properties located within one-thousand (1000 feet) of any Traffic Calming Device.

### **2. Qualifications for Traffic Calming Plan Development**

- a. To be eligible for the development of a physical Traffic Calming Plan, the road or street segment must meet the following qualifications:
  - i. It must be classified as a Local Road or Street as defined in the Development Code or County Road Inventory. Collector Roads and Freeway Frontage Roads are not eligible.
  - ii. It may not have more than two travel lanes.
  - iii. Traffic volumes must be between 400 and 2000 vehicles per day.
  - iv. The total number of units in the neighborhood or subdivision must be at least 50% occupied.
  - v. A Traffic Speed Study must show that speeding is a problem based on the standard of an 85<sup>th</sup> percentile speed of at least 6 mph over the posted speed for minor local roads and streets (road widths of less than 30 feet), and 11 mph over the posted speed limit for major local roads and streets (road widths of 30 feet or more). (A waiver of the Traffic Speed Study may be

## SUMMIT COUNTY, TRAFFIC CALMING PROGRAM

granted by the Board of County Commissioners if 90% of the residents in the “affected neighborhood” as defined in Section 1(f) request, via petition, that a Traffic Calming Plan be developed. Such a waiver would receive the lowest priority for funding.)

- vi. It must meet the design criteria for the construction of the Traffic Calming Device.
- b. Road or Street segments that do not meet these qualifications can not be considered for the development of a physical Traffic Calming Plan. The Engineering Division and the Sheriff’s Office will assist with educational and enforcement methods of reducing speeds to the best of their ability.

### 3. Application Process

- a. The Summit County Engineering Division will collect existing Traffic Data on County Roads and Streets when 1) requested in writing by a local Home Owners Association Board; 2) when requested in writing via petition by at least 51% of the residents of any County Road or Street Segment as defined in the County Road Inventory; 3) when requested by the Board of County Commissioners, the Public Works Director, or the County Sheriff. The written request should identify a contact person, their address and phone number.
- b. Upon receipt of a qualifying written request to develop a Traffic Calming Plan, the Summit County Engineering Division will conduct a Traffic Study of the Road or Street Segment(s) to determine if the Road or Street segment meets the qualifications for physical Traffic Calming devices. Written notice of the results of the Traffic Study will be forwarded to the contact person. If the project meets the qualification criteria, a request will be made by the Engineering Division to the contact person to form a group of people willing to be an Advisory Committee for developing the Traffic Calming Plan in partnership with the Engineering Division. The group should represent between five and ten percent (5% - 10%) of the “affected neighborhood” (“affected neighborhood” is defined in Section 1(f)).
- c. Once the Advisory Committee is formed, a meeting will be scheduled to review the non-physical and physical Traffic Calming options available, and an initial phased Plan, including non-physical and physical elements will be formulated. The implementation of the non-physical elements may require the neighborhood committee to assist the County Sheriff’s Office, and the Engineering Division with it’s implementation. After a 6 month period of evaluation of the non-physical measures, another speed survey will be conducted of the “affected neighborhood”. If the speed criteria noted in Section 2(a)(v) is still being exceeded, the Engineering Division will prepare preliminary drawings of the physical Traffic Calming measures previously developed by the neighborhood committee including proposed devices, locations, and preliminary detail drawings

## SUMMIT COUNTY, TRAFFIC CALMING PROGRAM

of the devices. The Plan will then be reviewed and/or revised by the Committee until a consensus on the Plan is reached.

- d. The Engineering Division will solicit comments on the Plan from the County Sheriff's Office, and the local Fire District.
- e. Each property within the "affected neighborhood" will receive written notice of an Open House to discuss the Traffic Calming Plan developed. The Plan will then be presented to the "affected neighborhood" at the Open House for comment. Revisions to the Plan can be made based on comments received at the Open House, and concurrence of the Advisory Committee. The revisions recommended by the Committee, if any, will constitute the Final Traffic Calming Plan.
- f. Upon completion of the Final Plan, the Engineering Division will solicit a vote on the implementation of the Traffic Calming Plan via a postcard ballot mailed to each property owner located within the "affected neighborhood". The property owner shall be as shown on the Summit County Tax Rolls at the time of the mailing. Each property owner listed on the Tax Roll is entitled to one vote. In order for the Traffic Calming Plan to be forwarded to the Board of County Commissioners for final approval of the Plan, 67% of the returned ballots must be in the affirmative. Ballots not received in the Office of the Engineering Division within twenty (20) days of the initial mailing date shall not be counted.

#### 4. Traffic Calming Plan Ranking

- a. Given that there is a limited amount of money budgeted and County staff time allocated to the implementation of the Traffic Calming Program, Road and Street segments that qualify for Traffic Calming Plan Development are scored based on Traffic Calming Plans for the Scoring Chart shown below, and given a ranking for prioritizing the project. Road and Street segments that have the highest ranking will be developed first. The ranking also establishes a priority for funding Plans which receive approval of the "affected neighborhood".

#### SCORING CHART

Criteria	Points	Basis for Point Assignment
Speed	0 to 60	Five (5) Points given for each mph over the 85 <sup>th</sup> percentile plus 6 mph for minor local roads, and 11 mph for major local roads
Volume	0 to 30	One (1) point assigned for every 40 vehicles over 400 for Traffic Volumes between 400 and 1,400 ADT; for volumes over 1,400 ADT, 30 points assigned

## SUMMIT COUNTY, TRAFFIC CALMING PROGRAM

Sidewalks	0 to 10	Zero (0) points assigned if sidewalks on both sides of the road segment; Five (5) points assigned for sidewalk on one side of the road segment; Ten (10) points assigned for no sidewalks along road segment
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### 5. Traffic Calming Project Selection

- a. Proposed Traffic Calming Projects which receive a 67% or greater approval from the “affected neighborhood” are presented to the Board of County Commissioners during one of their regularly scheduled meetings as an Agenda item for their consideration. The proposed Plan is presented to the Board along with the scored ranking, an estimated cost for construction, and comments received on the proposed project by the County Sheriff’s Office, and local Fire District. The Board will consider the information presented and make the Final Project Selection.
  
- b. Neighborhoods which are approved for a traffic calming program based on the neighborhood vote and the Commission’s approval shall first have the installation of a temporary test measure of the proposed features for a period of one month. During the testing period, informational signage notifying motorists of the effort to develop a calming plan for the subject streets will remain in place to encourage street users to provide comments on the measures being tested. The intent of the test period is to allow the neighborhood to experience the traffic calming measures and their effectiveness prior to their permanent installation. Before and after speed studies will be conducted and shared with the neighborhood at a follow-up meeting. The affected neighborhood must again have a 67% or greater approval from the “affected neighborhood” prior to proceeding to the installation of permanent traffic calming features.
  
- c. Proposed Traffic Calming Projects which meet the qualifications and have at least 67% approval of the “affected neighborhood” but are not selected because of budget constraints, may 1) request that the County place the project on the list for consideration for the next budget cycle; 2) pay the cost to construct the Traffic Calming Plan. The “cost” to construct the Project will include a 10% contingency.
  
- d. If the “affected neighborhood” chooses the option to pay the cost to construct the Traffic Calming Plan, the County must receive a 50% deposit of the estimated construction cost prior to beginning the Construction Plans and Specifications. Once the Project is designed and ready for advertizement, the Final Plan will need to be reviewed and approved by the Committee, and the balance of the cost of the Project will need to be deposited with the County.

## **SUMMIT COUNTY, TRAFFIC CALMING PROGRAM**

- e. Any money left over at the conclusion of the Project will be returned to the payees on a prorated basis.
- f. The “affected neighborhood” must determine how to collect the money needed to construct the Project. Special Service Districts will not be considered.

### **6. Project Evaluation**

- a. Six months ( $\pm$  depending on weather conditions) after construction is complete, the Engineering Division will evaluate the effects of the project with a follow-up Traffic Study, and an evaluation of any complaints, or compliments received. If any unacceptable, or un-mitigatable impacts are identified, corrective measures will be reviewed with the Advisory Committee and recommended to the Board of County Commissioners.
- b. The Traffic Calming Devices can be recommended for removal if 1) the County Engineer determines that they are ineffective or unsafe, or if they have created a negative impact that cannot be corrected; 2) the “affected neighborhood” presents a petition to the County with 67% of the property owners requesting the device removal. The final decision to remove the Traffic Calming Devices will be by the Board of County Commissioners.



# SUMMIT COUNTY, TRAFFIC CALMING PROGRAM

## Appendix B - Petition Form

SUMMIT COUNTY TRAFFIC CALMING PROGRAM:

Page 1 of \_\_\_

Subdivision: \_\_\_\_\_

The objective of the Summit County Traffic Calming Program is to provide property owners a process to develop a Traffic Calming Plan on County maintained neighborhood roads, where engineering studies indicate that their use would meet the desired results of reducing neighborhood speeds and their installation is favored by at least 51% of the property owners in the "affected neighborhood".

In order to begin the process of developing a Traffic Calming Plan, a petition must be submitted to the Office of the County Engineer. All of the property owners in the Subdivisions "affected neighborhood" should be contacted and given an opportunity to sign the petition, indicating their "yes" or "no" concerning the development of a Traffic Calming Plan.

All owners must sign individually. This includes owners of undeveloped lots; renting tenants are not an acceptable substitute for the legal owner of the property. No signature will be withdrawn from the petition after it is filed with the Engineering Division. The purpose of the witness' signature is to verify the signatures of the property owners, if in question. The percentages will be calculated, based on individual lots where owners sign in the affirmative, divided by the total lots contained in the "affected neighborhood". At least 51% of the property owners must vote in favor of developing the Traffic Calming Program.

The completed petition must be signed, notarized and then returned to the Engineering Division Office where it will be checked against tax records and property ownership plats to insure that it meets all requirements. It will be returned to the sender if it does not meet the requirements. Petitions which do meet the requirements will cause the Engineering Division to begin the process outlined in the Traffic Calming Program to be initiated.

The hereinafter signers of this petition have been informed of the Traffic Calming Program and indicate their "yes" or "no" to the petition: (Signature must appear as on the Tax Rolls)

<u>Property Owner</u>	<u>Yes</u>	<u>No</u>	<u>Witness/Lot #</u>
1. _____ Print Name (First, Last)	<input type="checkbox"/>	<input type="checkbox"/>	_____ Witness
_____			Lot #: _____
Signature			
2. _____ Print Name (First, Last)	<input type="checkbox"/>	<input type="checkbox"/>	_____ Witness
_____			Lot #: _____
Signature			
3. _____ Print Name (First, Last)	<input type="checkbox"/>	<input type="checkbox"/>	_____ Witness
_____			Lot #: _____
Signature			

# SUMMIT COUNTY, TRAFFIC CALMING PROGRAM

Page \_\_\_ of \_\_\_

The hereinafter signers of this petition have been informed of the Traffic Calming Program and indicate their “yes” or “no” to the petition: (Signature must appear as on the Tax Rolls)

	<u>Property Owner</u>	<u>Yes</u>	<u>No</u>	<u>Witness/Lot #</u>
1.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Print Name (First, Last)			Witness
	_____			Lot #: _____
	Signature			
2.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Print Name (First, Last)			Witness
	_____			Lot #: _____
	Signature			
3.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Print Name (First, Last)			Witness
	_____			Lot #: _____
	Signature			
4.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Print Name (First, Last)			Witness
	_____			Lot #: _____
	Signature			
5.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Print Name (First, Last)			Witness
	_____			Lot #: _____
	Signature			
6.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Print Name (First, Last)			Witness
	_____			Lot #: _____
	Signature			
7.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Print Name (First, Last)			Witness
	_____			Lot #: _____
	Signature			

# SUMMIT COUNTY, TRAFFIC CALMING PROGRAM

## Appendix C - Program Flow Chart

### Appendix D - TYPICAL TRAFFIC CALMING DEVICES

