

DRAFT

Town of South Windsor Neighborhood Traffic Calming Policy

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Adopted by the South Windsor Town Council on:

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Introduction and Objective of the Traffic Calming Policy

The Neighborhood Traffic Calming Policy is an effort to provide a systematic approach to respond to concerns raised by residents regarding traffic speeds, volumes, and road safety within neighborhoods. The document contained herein provides an overview of the process the Town would follow to evaluate a road or road network relative to the concerns raised. The Local Road Safety Committee (defined below) is the lead group of Town staff overseeing the coordination of responding to concerns by residents. One of the possible solutions to address concern regarding traffic speed, volumes, and road safety is to implement some form of "Traffic calming".

The Federal Highway Administration (FHWA) and the Institute of Traffic Engineers (ITE) have defined "Traffic Calming "as:

"The combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.¹

Traffic calming goals typically include:

- increasing the quality of life;
- incorporating the preferences and requirements of the people using the area (e.g., working, playing, residing) along the street(s), or at intersection(s);
- creating safe and attractive streets;
- helping to reduce the negative effects of motor vehicles on the environment (e.g., pollution, sprawl); and
- promoting pedestrian, cycle and transit use.¹

Traffic calming objectives typically include:

- achieving slow speeds for motor vehicles,
- reducing collision frequency and severity,
- increasing the safety and the perception of safety for non-motorized users of the street(s),
- reducing the need for police enforcement,
- enhancing the street environment (e.g., street scape),
- encouraging water infiltration into the ground,
- increasing access for all modes of transportation, and
- reducing cut-through motor vehicle traffic.¹

¹Lockwood, Ian. *ITE Traffic Calming Definition*. ITE Journal, July 1997, pg. 22.

Critical Elements of Traffic Calming:

Throughout the country, Traffic calming solutions fall into four strategic areas:

- Engineering- involves the design of roadway modifications via physical traffic calming measures to address the identified issue(s),
- Enforcement-includes using police or other resources to enforce traffic regulations that may change driver behaviors identified as a concern,
- Educations – includes public outreach to improve/change driver behavior and awareness of traffic expectations traffic concerns,
- Enhancement- involves incorporating landscaping/street scaping or other design features that are aesthetically pleasing and that improve the livability of the effected neighborhood thereby changing the feel of the road by creating visual elements that reduce vehicle speeds and identified traffic concerns.

Other Definitions Used in this Policy:

- *Average Daily Traffic (ADT) Volume*: the average number of vehicles per day traveling on a particular street within a 24-hour period.
- *Cut-through Traffic*: traffic without an origin or destination within a neighborhood and using a local residential street to avoid congestion on a higher functional classification street.
- *Local Road Safety Committee (LRSC)*: Staff committee comprised of Police LTA Representative, Town Engineer, Director of Planning, Director of Public Works, Street Superintendent, Street Supervisor, Board of Education Facilities Manager, Fire Chief.
- *Legal Traffic Authority*: Referred to as the “LTA”, is by State and Town designation the Chief of Police in South Windsor.
- *Neighborhood*: a street or group of streets which are experiencing similar traffic related issues.
- *Neighborhood Traffic Calming Concept/Plan*: a specific set of steps to be implemented within a neighborhood intended to address specific traffic related concerns.
- *Peak Hour Volume (PHV)*: within a 24-hour period, the one-hour period with the highest traffic volume.
- *ADA*: The Americans with Disabilities Act (ADA) requires that traffic calming measures be designed, installed, and maintained so that the mobility of an individual with disabilities is not

impeded. In general, any traffic calming measure that improves pedestrian safety and mobility will likewise improve safety and mobility for a person with a disability if designed to comply with ADA guidelines.

- *Project Limits*: Area designated by a street and/or streets that are affected by “Request to Investigate” or would be impacted by any traffic calming implemented on any street(s). The Project Limits are determined by the LRSC.
- *85th Percentile Speed*: the speed at which 85 percent of vehicles traveling on a street operate
- *Speed*: Speed for a road will be determined by measurements taken by appropriate methods
- *Resident/Owner*: represents the entity that is responsible for the house adjoining a street being evaluated under this policy. For Purposes of counting the percentage of houses responding – one house equals one owner or one resident , i.e. multiple people living in a single house will be counted as one entity

Process

The steps identified below are the typical path a request would take. Specifics of each case may dictate a deviation from this process from time to time. The typical Neighborhood Traffic Calming Process Flow Diagram is shown in Appendix C.

➤ Initial Resident Request for Service Submitted

Residents may make contact with various Town Departments about road related issues. In event that the issue is in reference to vehicle speeding, traffic signage, or related issue(s), the matter would be directed to the appropriate department/personnel for initial review.

➤ Site Review by Staff

After a resident request for service is received by any department, staff will coordinate with the appropriate department and perform a cursory site review within 30 days. This review is not a full scale study and only meant to provide some initial conceptual context for staff to understand the request. Feedback will be provided to the resident within the 30 day period. It may be in the form of possible increased police enforcement, minor sign adjusts and/or that the matter would need further, greater effort, and expense, thus requiring the resident to follow the “Neighborhood Petition-Study Request” step.

➤ **Increased Enforcement/Education**

If the issue raised by a resident is vehicular speed related and/or perceived non-compliance with traffic regulatory signs, then the Police Department may at the direction of the LTA undertake speed surveillance (radar), the placement of the StealthStat equipment or other enforcement activities in the area of question. Additionally, education via social media or press releases or other available methods may be used to alert the public of traffic expectations. If warranted by the LTA review and modification of traffic control signs may be undertaken.

➤ **Neighborhood Petition- Study Request Form**

If after the initial staff review, traffic enforcement(if warranted), and education, any resident wishing to have the town consider having a Traffic Calming Study undertaken, which could lead to physical changes to the road, is required to fill out the “Neighborhood Study Request Form” in Appendix B. The form must be returned with at least 50% signatures representing the number of homes on the street to be considered further as the effort and time to undertake the requested study is considerable.

➤ **Local Road Safety Committee (LRSC)Eligibility Evaluation**

To be eligible for the initiation of a study and the potential subsequent development of a neighborhood traffic calming plan, the Local Safety Roads Committee will evaluate a Neighborhood Study Request to insure it meets the following threshold criteria:

- The street(s) must be Town maintained public streets primarily residential in nature. State Roads and Private Streets do not meet the eligibility criteria and the request will not be considered any further.
- The street(s) must be classified as a local street. The following streets classified as a collector or arterial streets will not meet the eligibility requirements and therefore will not be considered further under the Neighborhood Traffic calming Policy. These streets may be subject to improvement opportunities under the “Complete Streets Policy”:

○ Avery Street	Barber Hill Road	Felt Road
○ Beelzebub Road	Foster Road	Birch Hill Road
○ Foster Street	Buckland Road	Foster Street Ext.
○ Chapel Road	Governor’s Highway	Nevers Road
○ Clark Street	Kelly Road	Niederwerfer Road
○ Dart Hill Road	Miller Road	Orchard Hill Drive
○ Lake Street	Pleasant Valley Road	Rye Street
○ Sand Hill Road	Smith Street	Steep Road
○ Strong Road	Troy Road	Valley View Drive

- | | | |
|---------------------|-------------------|--------------|
| ○ West Road | Windsorville Road | Abbe Road |
| ○ Ayers Road | Deming Street | Griffin Road |
| ○ Brookfield Street | Graham Road | Pierce Road |

- The street(s) posted speed limit must be 30 miles per hour or lower.
- The streets must have no more than two through lanes.
- A traffic study, if undertaken, by or approved by the town must meet 3 of the 5 criteria below:
 - The 85th Percentile Speed is at least 6 miles per hour greater than the posted speed limit for the street(s).
 - One or more crashes in a 12 month period or there is evidence of accident history that suggests there may be room for safety improvement measures being evaluate.
 - Truck volume exceeding 1 percent of the total traffic volume, where the truck traffic is not related to construction activity within the neighborhood.
 - More than 50% of the traffic on the street in any hour of the day is cut-through (non-neighborhood) Traffic.
 - The street must have a minimum volume of 800 vehicles per day with a peak hour volume of 100 or more vehicles.

➤ Study Initiation

If a staff only limited initial study can be undertaken, it will be scheduled into staff workloads as is appropriate. Should the scope of the concerns be more complicated, outside consultants would need to be hired to undertake the initial study/concept phase if a funding source is in place and available. If not, then funding would need to be requested via the Capital Improvement Plan Committee project and budget process note below would need to be followed (for Study Phase only) . The initial study may involve data collection for the following as determined necessary by the LRSC:

- Roadway functional classification – such as local residential street, collector street with predominantly residential uses, and arterial road with commercial
- Speed – posted speed, average speed and 85th percentile speed in each direction
- Vehicle volume – daily and with directional splits for peak hours
- Graphical representation of all traffic control devices in affected area, including signs, markings, and signals
- Description of physical characteristics of roadways in affected area, including width, pavement condition, sidewalks, crosswalks, bicycle facilities, curb and gutter versus shoulder

- Adjacent arterial streets – are mobility or safety problems on an arterial street contributing to the perceived local street problem or issue?
- Crash data – recent by type
- Parking – location and use
- Pedestrian activity – volume and origin-destination patterns
- Bicyclist activity – volume and origin-destination patterns
- Designated emergency response routes
- Transit routes and bus stops
- Locations of schools, parks, senior housing, medical services, and other unique trip generators
- Driveway cuts along street(s)

Types of Neighborhood Traffic Calming Measures that might be investigated in the course of the study are listed in Appendix D.

➤ **Public Outreach**

Once an initial Neighborhood Traffic Calming Concept Study/Plan has been completed and has been review by the LRSC and approved by the LTA, the Town will hold one or more Public Outreach Meetings to solicit further input from the neighborhood and public at large. If there is general consensus amongst the attendees at the Public Outreach Meeting(s) that the presented concept plan is viable then the town will mail or convey by other acceptable means acceptance cards to the property owners in the defined “Project Limits”. The town will require that at least 75% of all property owners in the “Project Limits” return the card within 30 days accepting the proposed traffic calming measures for the process to continue.

➤ **Priority Ranking**

In the event that there are multiple requests, the LRSC will use the Priority Criteria Table shown in Appendix A as the guide to ranking multiple Neighborhood Traffic Calming Projects relative to funding and implementation.

➤ **Funding Request/Approval**

Projects that have been deemed as a priority/ worthy of further consideration would have a Capital Improvement Plan Project summary sheet prepared and include in the list for consideration of funding. Funding approval would follow the normal Capital Projects process. First a review and adding to the annual CIP Project list by the CIP Committee. The CIP Committee then makes its recommendation of projects and funding to the Town Council during the annual budget process.

➤ **Final Plan Development**

Once a project has received funding approval it would next proceed to the Final Design Stage. Construction details (Plans and Specifications) would be developed for bidding of the project.

➤ **Optional Temporary Implementation Measure(s)**

The Town may at its discretion install temporary traffic calming measures to evaluate effectiveness and/or viability in selective areas prior to final implementation of permanent traffic calming measures.

➤ **Implementation/Construction**

Once the final Traffic Calming measures have designed and construction plans and specifications completed the Project will be advertised for bids to construct and will follow the Town's normal bidding procedures.

➤ **Evaluation of Measures**

The LRSC will evaluate the traffic calming project from a safety and effectiveness point of view after a one year period of installation. The evaluation would include those studies deemed appropriate by the LRSC and the LTA.

If after said evaluation a safety and /or negative impact as a result of implementing the traffic calming measures is determined then the traffic calming measures will be removed after approval by the LTA.

Property owners located along the affected traffic calming project area after one year may also request removal of a traffic calming measure(s) upon the submission of a petition signed by at least 75% of the property owners in the impacted area, subject to review of the LRSC and approval of the LTA, and subject to funding availability.

Appendix A

Priority Criteria Table

(To be used if more two or more Traffic Calming Projects are identified or requested)

Appendix A –Priority Criteria Table

Criteria	Value	Points
Average Daily Traffic (ADT)	<800	0
	800 - 1,500	1
	1,500 - 2,000	2
	2,000 - 3,000	3
	3,000 - 4,000	4
	4,000 - 5,000	5
Peak Hour Volume (PHV)	<100	0
	100 - 200	1
	200 - 300	2
	300 - 400	3
	400 - 500	4
	>500	5
MPH 85 th Percentile Speed Over the Posted Speed Limit	<6	0
	6 - 7	1
	8 - 9	2
	10 - 12	3
	13 - 15	4
	>15	5
Cut-Through Traffic Percentage	<20%	1
	20% - 40%	2
	40% - 60%	3
	60% - 80%	4
	>80%	5
Pedestrian Generator Proximity	>1 Mile	1
	$\frac{3}{4}$ Mile - 1 Mile	2
	$\frac{1}{2}$ Mile - $\frac{3}{4}$ Mile	3
	$\frac{1}{4}$ Mile - $\frac{1}{2}$ Mile	4
	< $\frac{1}{4}$ Mile	5
Accident History Number Over a Three Year Period	< 2	1
	3 - 6	2
	7 - 9	3
	10 - 14	4
	>15	5

Appendix B

Neighborhood Traffic Calming Study Request Form

Town of South Windsor
Neighborhood Traffic Calming Study Request Form

The purpose of this form is to enable a neighborhood or organized group to request a **Neighborhood Traffic Calming Study** in accordance with the guidelines set forth in the Town of South Windsor Traffic Calming Policy. After completing this form, please submit it to:

Town of South Windsor

Public Works Director

1540 Sullivan Avenue

South Windsor, Connecticut 06074

1. Name of neighborhood or organized group name: _____

Contact person name: _____

Street address: _____

Daytime phone number: _____

Email address: _____

Date: _____

2. Street name(s): _____

3. Please describe the neighborhood traffic concern(s). Use additional sheets as necessary and include any pictures or diagrams that may be helpful:

- [illegible]

4/29/19

[illegible]

4/29/19

[illegible]

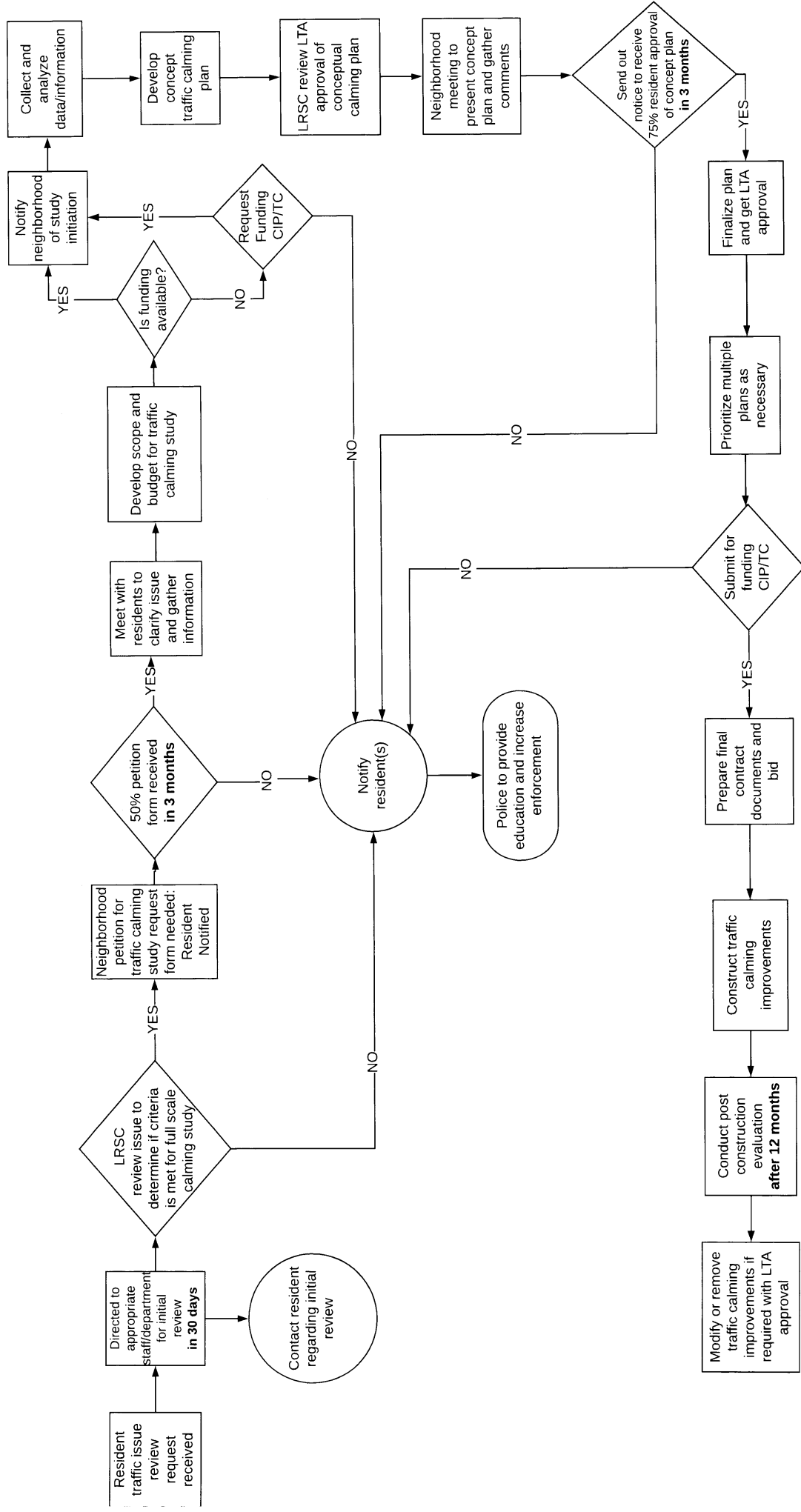
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[illegible]

Appendix C

Policy Process Flow Diagram

Town of South Windsor Traffic Calming Policy Flowchart



Appendix D

Types of Traffic Calming Measures

Types of Traffic Calming Measures

There are many types of Traffic Calming measures that are in place throughout the world – all attempting to mitigate vehicular operations that are deemed in conflict with the roadway surroundings. Four groupings are included here for reference only as each situation would dictate some variation on which measure may work best or not work at all. The four groups are: Non-Physical; Horizontal; Vertical; and Diversionary.

➤ Non-Physical:

Non-Physical measures do not alter the path of travel for vehicle and usually do not require any construction or changes to the road itself. They usually are lower cost alternatives.

Examples of Non-Physical traffic calming measures are:

- Speed Enforcement
- Lane Striping
- Signage (not including stop signs)
- Colored pavements
- Painted Crosswalks
- Turn Prohibitions & other restrictions
- On-street parking
- Streetscaping

➤ Horizontal:

Horizontal traffic calming measures involve adding elements to the road which eliminate straight-line travel paths to slow vehicles, or reductions to paved widths to accomplish similar results. Examples of Horizontal traffic calming measures are:

- Traffic Circles
- Realigned Intersections
- Roundabouts
- Curb Extensions/Narrowing of road
- Medians
- Chicanes

➤ Vertical:

Vertical traffic calming measures consist of raised structures built or placed within the travel lanes. These modifications are intended to cause discomfort to vehicle operators traveling in excess of the desired travel speed. Most vertical traffic calming measures are not considered desirable for emergency or transit routes. Examples of Vertical Traffic Calming measures are:

- Raised Crosswalks
- Raised Intersections
- Speed Humps
- Speed Tables
- Textured Pavement

➤ Diversionary:

Diversionary traffic calming measures change the flow of traffic and limit or eliminate certain traffic movements. Diversionary measures are typically only used as a last option when Non-physical, Horizontal, and Vertical traffic calming measures do not provide the desired results. Examples of Diversionary traffic calming measures are:

- Diagonal Diverters
- Street Closures