

City of Brevard
Traffic Calming Policy for City Streets
Adopted: May 2, 2022

Policy Statement:

The City of Brevard is committed to transportation safety for residents and visitors. The traffic calming policy will be employed to enhance and encourage pedestrian and bike mobility as well as encourage safe vehicular travel. This policy is consistent with the *Complete Streets Policy adopted by City Council on March 18, 2019* and supports the City's and Blue Zone Project – Brevard's built environment efforts to promote a healthier and safer community.

The traffic calming policy explains the procedure for determining how traffic calming needs will be identified, designed, financed and implemented.

Objectives

The objectives of the City of Brevard's Traffic Calming Policy for City Streets are to improve safety and quality of life for residents by:

1. Enhancing safety on City streets without harming appearance
2. Involving citizens in the planning and decision-making process.
3. Providing a "toolbox" of standard measures that can be used to address the unique characteristics of individual neighborhoods.
4. Implementation of a plan that is cost-effective, attractive and improves safety
5. Focus on fair and equitable treatment of all citizens and neighborhoods

Policies

1. Traffic calming measures beyond law enforcement efforts will only be applied to City owned local streets and local collector streets serving predominantly residential neighborhoods.
2. Emergency vehicle (police, fire, EMS, rescue, etc.) and public service (solid waste collection, school bus, public transit, etc.) access within and through the proposed project neighborhood will be given first priority during the evaluation for traffic calming measures. Reasonable access will be maintained and emergency responders and public service providers will be included in the review process. Approval of all traffic calming measures will be made by such providers prior to installation.

3. A “toolbox” of standard traffic calming measures will be used to select appropriate measures for each individual project. It is recognized that each project is unique in its needs and requirements and will be studied individually to determine the most appropriate measure(s) for the location.
4. Requests for neighborhood traffic calming projects may be initiated by citizens living in the proposed project area or City Council or City staff. Citizen participation from initial request to project design, to final installation and evaluation is essential to project success.
5. Neighborhood groups may be required to pay for removal of traffic calming measures if removal is requested.
6. The City of Brevard will seek mutual solutions with NCDOT when traffic calming requests include or affect state roads.
7. The City of Brevard does not install “STOP” or “Children at Play” signs as traffic calming measures. “STOP” signs are used to improve traffic safety and control at intersections.

Process

The following process is designed to provide for receipt, evaluation, initiation and follow up of traffic calming requests. The steps outlined below are to be used as a guideline and may be deviated from if deemed appropriate by the City Manager.

Step 1 – Request for Initial Review

Stakeholders, City Council members or City staff concerned with traffic hazards should first direct their concerns to the City Manager. The City Manager will receive and review their concerns. If the City Manager deems the request appropriate, he/she will forward the matter to the Public Safety Committee (PSC). The PSC has representation from: the following departments:

- City Council
- Fire
- Police
- City Manager’s Office
- (Note: The PSC may invite other department heads or experts to give input on this issue such as Public Works, Finance, Planning, traffic engineers, NCDOT representatives, etc.)

The PSC may make the following recommendations:

- Gather additional information such as accident and speeding complaints data, input from neighbors in the affected area, traffic pattern changes, etc.
- Site survey for potential corrective action without the need for traffic calming
- Educational measures such as neighborhood meetings, flyer distribution, meetings with neighborhood leaders or members, etc.
- Analysis of concerns and data for potential traffic calming

The PSC will inform the City Manager of their recommendations for next steps, including, but not limited to:

- Further analysis through a traffic study, gathering additional information, organizing additional educational meetings with the neighborhood, etc.
- Implementation of non-physical traffic calming to analyze improvement
- Recommendation of physical traffic calming tools with estimated cost
- Recommendation of “No Action”

Request for Further Analysis

If based on the report from the PSC the City Manager agrees to seek further analysis, the following steps will be considered:

- Proof of at least 50% stakeholder support for the affected area by signing a petition (See Attachment “A”)
 - Each residential dwelling is allowed one vote as a “stakeholder” as defined by this policy
 - “Affected Area” is defined as those properties along streets expected to receive traffic calming measures, those streets whose access is substantially dependent upon the streets to be calmed, and any streets expected to receive significant increases in traffic volume resulting from the traffic calming installation.
 - The PSC will be responsible for determining the affected area.
 - The request must also be supported by the neighborhood Homeowners Association if one exists
- The PSC will collect a minimum data set to initially review the request. Although there are no absolute minimum criteria established for traffic

calming measures, the following guidelines will be used to evaluate the area:

- Daily traffic volume including daily total and peak hours as compared to other streets.
- Length of street (Street length affects success of certain traffic calming efforts.)
- Traffic calming measures will not be installed on streets with grades greater than 8%.
- Traffic calming measures will not be installed on streets where the vertical or horizontal roadway alignment would result in inadequate stopping sight distance for motorists encountering traffic calming measures.
- Traffic calming measures will be considered for all Brevard streets, but traffic calming on state roads require NCDOT approval and assistance.

If the above guidelines do not justify physical traffic calming measures, the City Manager will notify the petitioners that their request has been denied. If the guidelines are met, the PSC will proceed with the collection of additional data for analysis. The following data will typically be collected:

- Vehicular volume (daily and peak hour)
- Speed data (85th percentile, median and average)
- Crash history
- Street characteristics (length, grade, alignment, etc.)
- Emergency and public transit routes
- Pedestrian and biking activity
- Presence of parks, playgrounds, sports facilities, bike/hike trails, schools, shopping areas, special event venues, or any location that tends to have periodic gatherings of people where traffic characteristics change.
- Recent changes that may have contributed to increased speeds, increased traffic, or other noticeable changes affecting safety.

Step 3 – Prioritization

All traffic calming projects will be ranked based on the criteria listed below. This ranking will allow the City to prioritize projects based on budget availability and compatibility with other transportation projects.

CRITERIA	BASIS FOR CONSIDERATION
Speed	Consideration increases for every one mph of the 85 th percentile speed that exceeds the posted speed limit (example: posted speed limit = 35 mph; 85 th percentile speed = 38 mph; Three mph above posted limit = speeding concern)
Pedestrian and Biking Activity	Consideration increases for each school, church, bus stop, public park, playground, community center, senior center, shopping area, bike/hike trail crossing, etc. that is likely to generate or has been observed to generate a significant number of pedestrians and bikes in the area.
Crash History	Consideration increases for every reported crash occurring within the project area during the last 5 years that is deemed correctible by traffic calming measures.
Volume	Consideration increase with higher vehicular volume
Sidewalks	Concern increases if there is no continuous sidewalk on at least one side of the street.

Step 4 – Neighborhood Stakeholder Meeting

The City will conduct a neighborhood stakeholder meeting for residents and businesses in the affected area. The meeting will be designed to be highly interactive and will encourage participants to express their opinions and to understand the opinions of others. The purpose of the meeting will be to:

- Educate stakeholders about traffic calming, available traffic calming measures in the “toolbox” and the process;
- Review the traffic data collected and discuss the specific issues relating to their neighborhood;
- Discuss measures that may be appropriate for the affected area;
- Establish an initial timetable for the development of a Conceptual Plan to address traffic issues in the affected area.
- Highlight the future steps in the Traffic Calming process with an emphasis on obtaining support from stakeholders in Step 7.

Step 5 – Conceptual Plan Development

The City will, in consultation with a qualified traffic engineer, create a conceptual plan for the affected area that takes into consideration the concerns and recommendations of the stakeholders. A final report consisting of the conceptual plan and any comments from these reviews will be produced.

Step 6 – Report to Neighborhood Stakeholders

The City will conduct a public meeting with the affected area to review the conceptual plan and comments. Approximate project costs and installation schedule will also be presented. The City will discuss the timeline for financing and completion of the project. Participants will be asked to provide comments and help refine the recommended design. The City may refine the design as needed to address comments received at this meeting.

Step 7 – Stakeholder Support

A final public meeting will be held with the affected area to present the final traffic calming plan. A final budget and schedule for implementation will be presented at this time. Stakeholders in the affected area will be polled by ballot for support or non-support through a form (Attachment #B) for the final project. Approval of the plan will require that 70% of the stakeholders in the affected area support the plan. Only one ballot will be allowed per stakeholder. The City will determine the best method of distributing and ensuring that all stakeholders in the affected area receive a ballot. After reasonable efforts have been made, non-responsive stakeholders will be considered as “no” votes. At the Committee’s discretion, unoccupied or abandoned properties may be eliminated from the polling process. Upon verification of the submitted ballots and appropriate support of the plan, the City Council will consider final approval and implementation of the project.

Definition of Stakeholder: The person who is billed monthly for City of Brevard Utilities/service and/or the registered property owner. Each residential or business structure may only have a single vote. Residents of multi-housing complexes who meet the criteria listed in the first sentence receive one vote per residential unit.

Step 8 – Final Approval, Funding, and Installation of Measures

Final approval of a proposed neighborhood traffic calming measure shall be issued by the PSC and forwarded to the City Council agenda. City Council may choose to approve the neighborhood traffic calming measure through the adoption of a resolution amending the *City of Brevard Traffic Schedule*. **(Traffic calming measures that must be approved by NCDOT will be approved by NCDOT prior to PSC and City Council approval.)**

Traffic calming measures will be installed in the order in which they have been approved by the City, and in the order in which they become fully funded. The City will establish a special project budget for approved traffic calming measures.

Step 9 – Removal of Measures

In order to give the installed measures adequate time to cause a change in driver behavior, the measures will not be removed for two (2) years. After the measures have been in place for two (2) years, stakeholders in the area may petition the City to remove or significantly modify the measures. The petition process will require 70% of the stakeholders in the originally defined “affected area” to approve the requested action. Upon receipt of a valid petition and with approval of the City Council, traffic data will be collected and analyzed to determine any change in speed or volume in the project area from the original collected data. A report on all collected data will be provided to the stakeholders. If initial objectives of the project have not been achieved, the City and stakeholders may then consider alternative solutions or removal. Prior to final action, the City will hold a public meeting to receive comments. Petitioners may be required to pay for up to 100% of removal costs. *(The City reserves the right to remove or modify any or all measures within the project area before the end of two (2) years if it is deemed necessary due to public health or safety reasons.)*

Appeals

Any citizen who feels that a decision regarding a traffic calming measure was made in error may appeal such decision in writing to Brevard City Council.

City of Brevard

Petition: Request for Traffic Calming

We, the residents and businesses of _____,
request the City of Brevard to review the possible installation of traffic calming
measures in our neighborhood, in accordance with City policy, because of the
following concerns:

Date	Printed Name	Address	Phone #	Signature

Resident requesting review

Address

Phone #

City of Brevard

Traffic Calming Ballot - Property Stakeholders

Today's Date: _____

Location of the Traffic Calming Plan:

Design features of the Traffic Calming Plan:

Please use this form to indicate your support or non-support for the proposed traffic calming plan:

I have reviewed the final traffic calming plan and I: (Circle your answer)

SUPPORT

DO NOT SUPPORT

I am the stakeholder- I own or pay City utilities at the following address:

Signature: _____

Printed Name: _____

Please return this ballot to the Brevard City Manager's Office at Brevard City Hall, 95 West Main Street, by _____.