



## TRAFFIC CALMING POLICY

ADOPTED by FARRAGUT BOARD of MAYOR and ALDERMEN on SEPTEMBER 11, 2008

**PURPOSE STATEMENT:** It is the purpose of this policy to establish a uniform procedure for identifying and resolving problems related only to speeding motorists and other moving traffic related issues in residential areas. This policy is not intended to make streets play areas for children or adults. Implementation of this policy should generally improve safety for motorists, pedestrians, and recreational cyclists. Only interior residential streets shall be eligible for traffic calming. Upon adoption of this policy, all former policies and procedures will be repealed.

### RELATED DOCUMENTATION / REFERENCE MATERIALS:

- A. Residential Traffic Calming Application
- B. Town of Farragut Municipal Code: Title 15: Motor Vehicles, Traffic, and Parking
- C. Town of Farragut Municipal Code: Title 16: Streets, Sidewalks, Etc.

### BUDGETARY RESOURCES

During the annual budget process, the Town of Farragut may resolve to allocate funds to implement Town-wide, residential-traffic-calming measures.

### POLICY PROCEDURE IN SEQUENTIAL ORDER

1. **Application Submission:**
  - a. Traffic complaints shall be initially reviewed through the appropriate Homeowner's Association (HOA) Board.
    - i. Upon hearing the complaint, the HOA Board, by majority vote, shall resolve to submit a formal **Traffic Calming Application** (TCA) to the Town Engineer (865.966.7057 for application). A copy of the meeting minutes, signed by the HOA Secretary shall be submitted with the application to the Town.
  - b. If the subject complaint involves a residential street either not in a subdivision or one not governed by an active HOA, a group of residents (minimum of two households) in the area of concern may submit a TCA to the Town Engineer for consideration.
    - i. Area of Concern is determined by the complainant(s) with concurrence by the Town Engineer

## **2. Application Review:**

- a. Upon receipt of a TCA, the Town Engineer or his/her designee shall review the application for completeness of information.
- b. The specific traffic issue, identified in the completed application, shall be reviewed by the Town Engineer or his/her designee for eligibility for the Traffic Calming.
  - i. Valid, eligible Traffic Calming Applications shall be logged into the Town Engineering Office's Traffic Calming Log and proceed to the next step according to:
    1. Severity of the traffic issue
    2. Town budgetary resources
    3. Date of the TCA submission (applications are also considered in order of submission)
  - ii. Incomplete applications shall be returned to the originating HOA/group with instructions for completion. When completed, these applications may be re-submitted
  - iii. Ineligible applications (collectors and arterials as designated by the adopted Major Road Plan) shall be returned to the originating HOA/group with a letter from the Town Engineer describing the reason(s) for ineligibility and any alternate recommendations for improving/resolving the traffic issue

## **3. TCA Data Collection/Staff Analysis:**

- a. Eligible TCAs, when determined ready for action by the Town Engineer, will be analyzed by:
  - i. Physical inspection of the subject area
  - ii. Uniform Traffic/Speed Studies in accordance with the Town Engineering Dept. standards
- b. A formal written analysis of the affected area listed in the TCA will be completed by the Engineering Dept.
  - i. The analysis shall include:
    1. Other road and or safety issues (as identified by the applicant) in the subject area
    2. Traffic/Speed Study results
    3. Determination for eligibility for Traffic Calming measures
  - ii. The written analysis shall be attached to the TCA, logged into the file, distributed to the originating HOA/individual with the Town Engineer or his/her designee's determination of eligibility
- c. If the affected area is deemed eligible for traffic calming measures, the TCA will proceed to the next step. If the affected area is deemed ineligible for traffic calming measures (low speed/traffic count, no special or unusual road or safety issues), a letter will be sent to the HOA/Individual outlining the reason(s) for ineligibility and any alternate recommendations for improving/resolving traffic issues.
  - i. Unless the characteristics of the development/area of concern have substantially changed, the application cannot be reconsidered for 2 years from the date of denial of the original application

## **4. Traffic Team/Traffic Calming Evaluation:**

- a. If the TCA is eligible for traffic calming measures, the Town Engineering Department will contact the subject HOA/Group in writing requesting that the HOA/Group designate representatives of their association/subject area to serve on the Traffic Team to further evaluate traffic calming measures
  - i. The Traffic Team will consist of 2-5 members of the association/affected area and member(s) of the Town Engineering Dept. The Traffic Team will be commissioned to carry out the remainder of the Traffic Calming recommendation process
    1. Once the representatives are assigned, the HOA/Individual will contact the Engineering Dept. to set up a kick-off Traffic Team meeting
- b. The Traffic Team will be charged with:

- i. Discussing, in-depth, the traffic issues associated with the areas of concern, reviewing the Staff Analysis/Traffic Study
    - ii. Evaluating constraints
    - iii. Soliciting comments, as appropriate, from utility companies, Fire Dept., Police Dept.
    - iv. Formulating a recommendation on a proposed solution
  - c. The Traffic Team shall submit their recommendation to the Town Administrator, through the Town Engineer, for evaluation and determination.
    - i. The Town Engineer and Town Administrator shall evaluate the recommendation of the Traffic Team
      - 1. If the Town Engineer and Town Administrator concur with the recommendation of the Traffic Team, their signatures shall be affixed to the TCA which will then proceed to the next step
      - 2. If the Town Engineer and Town Administrator do not concur with the Traffic Team recommendation, the TCA will be sent back to the Traffic Team for an alternate recommendation or denied and closed

**5. Public Notification/Impact Area Determination:**

- a. The Traffic Team will present the TCA and their recommendation(s) to the HOA Board
  - i. The Traffic Team and HOA Board will determine the date, time, and location of a subsequent HOA meeting at which the TCA and recommendation will be presented to the residents governed by the subject HOA along with the next steps
    - 1. This meeting will be posted by the HOA Board for the residents via the usual notification method at least two weeks prior to the meeting
    - 2. This meeting will be publicly posted by the Town (not less than two weeks prior) in a newspaper of general circulation
  - ii. If the initiating group is not represented by a HOA, the Traffic Team will contact all residents (by 1<sup>st</sup> class mail to the address listed on the county Tax Roll) in the affected area
  - iii. The letter to the residents shall indicate the subject matter, date, time, and location in which to discuss the TCA and recommendations of the Traffic Team
  - iv. This meeting will be publicly posted by the Town (not less than two weeks prior) in a newspaper of general circulation

**6. Traffic Calming Recommendation/Area of Concern Vote:**

- a. The Traffic Team (through the Town Engineering Dept.) will send out voting cards to each resident within HOA/designated area of concern (non HOA applications)
  - i. A form letter with instructions and one (1) 1<sup>st</sup> class stamped Town Addressed voting card (typical card stock) will be sent by the Town to each address (as listed on the County Tax Roll)
  - ii. Voting cards will be sent by 1<sup>st</sup> class mail; all on the same day
  - iii. The notification list and date of notification will be logged into the TCA file

**7. Vote Tabulation/Determination:**

- a. The voters will have thirty (30) calendar days to return the vote cards to the Traffic Team through the Town Engineering Dept. Cards received after the deadline will not be considered
- b. The Traffic Team will tabulate the votes, log their findings into the TCA file, and report their findings to the Town Engineer
  - i. If at least 65% of the returned vote cards are in favor of the Traffic Calming measures as proposed by the Traffic Team, then the TCA will proceed to the next step
  - ii. If the required 65% affirmative vote is not met, the Traffic Calming measures as proposed by the Traffic Team will be considered ineligible for further consideration

1. The TCA case will be closed
2. Future TCA's will not be considered for the same traffic issue for at least two calendar years from the date of denial
- c. If the proposed TCA is affirmed by vote, the Traffic Team, in coordination with the Town Engineer will develop plans for engineering, design, and construction of the Traffic Calming Measures. This will include cost estimates and schedule for completion
- d. Once the design plans and cost estimates are complete, the Traffic Team in coordination with the Town Engineer, will be scheduled to propose the TCA and Traffic Calming solution to the Farragut Municipal Planning Commission (FMPC)

**8. FMPC Consideration/Recommendation:**

- a. The FMPC shall review the Traffic Team recommendation, TCA, Staff Analysis, and Public Comments at their regularly scheduled meeting
- b. The FMPC shall make a recommendation to the Board of Mayor and Aldermen for final determination

**9. Board of Mayor and Aldermen Determination:**

- a. The Board shall review the FMPC recommendation, TCA, Staff Analysis, Traffic Team findings, and Public Comments at their regularly scheduled meeting
- b. The Board shall make the final determination on the TCA and proposed solution. The Board shall either:
  - i. Approve the TCA and installation of Traffic Calming Measures as proposed
  - ii. Approve the TCA and installation of Traffic Calming Measures with conditions and/or modifications
  - iii. Remand the TCA and proposed Traffic Calming Measures back to the FMPC for further review and consideration
    1. The Traffic Team in coordination with the Town Engineer may return to step 7d to continue
  - iv. Deny the TCA
- c. The subject Board meeting minutes will be attached to the TCA and logged into the file

**10. TCM Installation/Follow-up Study:**

- a. Upon approval of the TCA by the Board of Mayor and Aldermen, the Town Engineer or his/her designee shall coordinate the purchase/construction and installation of any Traffic Calming Measures in accordance with the approved design and adopted Town Purchasing guidelines
  - i. All expenditures shall be charged to the Traffic Management line item as designated by the Town Administrator in the Annual Town Budget
- b. Within six (6) months of completion of the installation of the Traffic Calming Measures, the Town Engineer or his/her designee shall conduct a follow up analysis of the subject area. The follow up analysis shall be documented, and logged into the TCA file. Upon completion, a copy of the analysis shall be forwarded to the subject HOA Board or designated group. The follow up analysis shall include:
  - i. Physical inspection of the subject site
  - ii. Traffic Counts/Speed Study
  - iii. Public (affected residents) comment if solicited
  - iv. Overall opinion of the reviewing Engineer
- c. The Town Engineer shall review the analysis and make a final determination of the effectiveness of the Traffic Calming Measures with notification to the applicant and recommendation to the Board of Mayor and Aldermen

## **11. Traffic Calming Measures Review/Modification/Removal:**

- a. After two years from the date of installation, the HOA Board/group of residents within the original area of concern may request to have the traffic calming measures evaluated for effectiveness/feasibility. A report in accordance with 10b shall be generated and sent to the HOA Board/group of residents within the original area of concern
- b. Independent of the option in 11a; after two years the HOA Board/Group of residents within the original area of concern may submit a written request to have the traffic calming measures removed. The following actions must occur and be submitted together, to the Town, for consideration for removal:
  - i. Written request to the Town Engineer describing the issues and concerns with regard to the traffic calming measures
  - ii. HOA Board/Group of residents within the original area of concern shall conduct a vote of the HOA membership/residents within the original area of concern and prove at least 65% of the respondents voted to have the traffic calming measures removed. HOA meeting minutes indicating the vote, results of the vote, and resolution by the HOA Board requesting the removal of the traffic calming measures shall be submitted to the Town. All vote documentation from the Group of residents within the original area of concern shall be submitted to the Town.
  - iii. The Board of Mayor and Aldermen shall make the final determination on removal of the traffic calming measures

The Town of Farragut may remove the Traffic Calming Measures at any time should they be determined, by the Board of Mayor and Aldermen, to be ineffective or to not further promote the health, safety, and welfare of the citizens of the Town.

**SEE ATTACHED APPLICATION**

**TOWN OF FARRAGUT  
TRAFFIC CALMING APPLICATION  
HOA REPRESENTED\***

Date of Application: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_  
HOA President: \_\_\_\_\_  
HOA Address: \_\_\_\_\_  
HOA Email Address: \_\_\_\_\_  
HOA Phone: \_\_\_\_\_

**\*Please attach an original copy of the HOA Meeting Minutes (signed by the Secretary of the HOA) indicating majority approval of this application by the HOA Board.**

Please list the street(s) in which the HOA believes warrant traffic calming measures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please illustrate the affected area(s) below or attach a detailed diagram with key addresses/reference points:

HOA President Initials \_\_\_\_\_

**TOWN OF FARRAGUT  
TRAFFIC CALMING APPLICATION  
NON-HOA REPRESENTED**

Date of Application: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_  
Point of Contact (POC): \_\_\_\_\_  
POC Address: \_\_\_\_\_  
POC Email Address: \_\_\_\_\_  
POC Phone: \_\_\_\_\_

Please list names, addresses, email addresses and/or phone numbers of *each* homeowner in the affected area (immediate area on or around the subject streets; consult the Engineering Dept. for determination):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the street(s) in which the residents believe warrant traffic calming measures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please illustrate the affected area(s) below or attach a detailed diagram with key addresses/reference points: