

Final Policy and Procedures
For Traffic Calming Measures
Approved by Council August 26, 2013

PURPOSE

To provide policy and procedures for the application of traffic calming measures on town-maintained streets in Atlantic Beach.

POLICY

Traffic calming measures are applicable in residential neighborhoods where speeding vehicles and pedestrian traffic are the primary concerns, and traditional police enforcement is found to be unfeasible and or ineffective. Streets must typically be residential in nature for consideration under this policy. The following policy and procedures are intended to promote traffic calming measures that are appropriately implemented and supported by the community. In addition to citizen request, traffic calming projects can also be identified by Town staff and/or the Town Council.

The following procedure will be used to identify, evaluate and implement traffic calming projects in Atlantic Beach.

1. A citizen interested in requesting a traffic calming measure (the "Requesting Citizen") must complete a Request for Traffic Calming Measures form that will be provided by the Town of Atlantic Beach (the "Town"). Upon receipt and review of the Request for Traffic Calming Measures form, a Petition form will also be provided to the Requesting Citizen along with a list of Interested Property Owners. For the purposes of this policy, the Interested Property Owners shall be the owners of property in the area who would likely have to travel through the area of the traffic calming measure to leave and return to their home. In order for the Town to consider the request for a traffic calming measure, two-thirds of the Interested Property Owners must sign the petition. Only one signature per parcel will be allowed. It is the responsibility of the Requesting Citizen to obtain the signatures on the Petition form and return the completed form to Town Hall.
2. Upon receipt of a valid and complete Request for Traffic Calming Measures form and Petition form, representatives from Public Works, Planning and Zoning, the Fire Department and the Police Department will gather site data to include traffic volumes, speeds and accident history. A project plan will be developed using the following procedures:
 - Assess problem and needs
 - Evaluate alternatives
 - Purpose a plan (may include recommendations or measures other than physical or constructed devices)
3. The Public Works Department will prepare a cost estimate for the proposed traffic calming project.
4. Traffic calming projects will be prioritized if needed, and will be presented to the Town Manager along with any recommendations for his annual report to the Town Council regarding proposed traffic calming projects.
5. In February of each year, during the budget development process and prior to finalizing the annual budget, the Town Manager will prepare and present to the Town Council a report regarding proposed traffic projects to include:

- Information gathered and submitted in #2 above, as well as recommendations and the manager's recommendation.
6. Once the Town Council has adopted the town's annual budget, the Requesting Citizen will be notified by certified letter regarding the funding of their request.
 7. Town staff or an approved contractor will construct the necessary traffic calming structure. Town staff will monitor the performance of the traffic management project and report back to the Town Council on the effectiveness of the project. If the project is deemed ineffective the Town Council may recommend having the structure removed or moved to another location.
 8. Citizens' requests to have the traffic calming device removed will be follow the same process that is used to request a traffic calming measure.



Town of Atlantic Beach

P.O. Box 10, 125 W. Ft. Macon Rd, Atlantic Beach, NC 28512

Traffic Calming Request Form

Date _____

Requestor Contact Information

Name

Email Address

Phone Number

Street Address

Zip Code

Location

Streets must be residential in nature to be considered for traffic calming projects. Please define the area of concern:

_____ from _____ to _____

Street *Cross Street* *Cross Street*

Concern

Describe the traffic issues or conditions of concern at the above location:

Please return the completed form to: Town of Atlantic Beach (Traffic Calming)
P.O. Box 10
Atlantic Beach, NC 28512



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Traffic Calming Request Petition

To be considered for a traffic calming project, the requester must obtain original signatures from two-thirds of the Interested Property Owners using this petition form. A list of Interested Property Owners will be provided by Town staff after receipt and review of a Traffic Calming Request Form. Only one signature per parcel will be allowed.

We the undersigned hereby petition the Town of Atlantic Beach to install traffic calming measures on:

_____ from _____ to _____
Street Cross Street Cross Street

	PRINT NAME	SIGNATURE	ADDRESS	EMAIL ADDRESS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				



Town of Atlantic Beach

P.O. Box 10, 125 W. Ft. Macon Rd, Atlantic Beach, NC 28512

Removal of Traffic Calming Measure Request Form

Date _____

Requestor Contact Information

Name

Email Address

Phone Number

Street Address

Zip Code

Location

Please define the area of concern:

_____ from _____ to _____
Street *Cross Street* *Cross Street*

Concern

Describe the traffic issues or conditions of concern at the above location:

Please return the completed form to: Town of Atlantic Beach (Traffic Calming)
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Atlantic Beach, NC 28512