

# TOWN OF CARRBORO



**RESIDENTIAL TRAFFIC MANAGEMENT PLAN  
FOR  
SPEED AND TRAFFIC CONTROL**

**ADOPTED BY:  
CARRBORO BOARD OF ALDERMEN, JUNE 1996  
REVISED: MAY 6, 1997; JUNE 28, 2005;  
OCTOBER 17, 2006**

## **INTRODUCTION**

Many residents approach the town with concerns about speeding in neighborhoods. The Residential Traffic Management Plan represents a commitment by the Town of Carrboro to promote the safety and livability of residential neighborhoods. The Residential Traffic Management Plan provides a process for identifying and addressing existing problems related to speeding, excessive volumes, and safety on town-maintained residential streets. Based on this policy, proper actions can be taken depending on the severity of the problem.

## **PROCESS AND REQUIREMENTS**

This section describes the process and requirements of the Carrboro Residential Traffic Management Plan.

### **STEP 1 — Report the Problem**

If a resident believes there is a speeding or traffic problem on a residential street, the first step is to report the problem to the Town of Carrboro Planning Department staff at 918-7324 or [plandept@townofcarrboro.org](mailto:plandept@townofcarrboro.org).

Town staff will note the concern and provide a Traffic Calming Request Form. This form is available in Attachment A. When the form is submitted, town staff will evaluate the complaint to determine the nature of the problem, and make sure that the location meets the first traffic calming criteria: the street must be a town-maintained, residential street.

The town will not implement traffic calming measures, or conduct traffic calming studies on arterial streets or on streets that are privately maintained. Staff can work with you to identify other actions if your street is not a town-maintained, residential street.

### **STEP 2 — Neighborhood Consensus**

After the initial report, town staff will request a petition from residents in the neighborhood to verify that there is a widespread concern for the speeding or traffic issue. The petition form is available in Attachment B.

Town staff will identify an “area of influence” in the neighborhood. The area of influence includes properties abutting the street and properties on intersecting streets within a reasonable distance of the problem street. The Planning Department will provide a map and addresses for the area of influence.

The petition must be signed by at least 75 percent of the owners or residents of properties within the “area of influence.” Each property is entitled to one signature. Valid signatures include those from (1) a property owner or spouse, (2) an adult head of household, or (3) an adult renting the property.

After the petition is received it will be reviewed by town staff. Town staff will request that the neighborhood designate someone to serve as the primary contact person between the town and the neighborhood.

### STEP 3 — Data Collection

After verifying the validity of a petition, town staff will collect traffic volume and speed data over a two-day period and evaluate other traffic conditions on the street, using the following criteria:

#### Traffic Calming Criteria

Criteria	Application	Points
<i>Traffic Volume</i>	<i>Criteria</i> – 5 points for every 20 % of volume that exceeds the expected number of vehicles per day (vpd) on the street, based on the function of the street (75 vpd for minor streets, 200 vpd for local streets, and 800 vpd for subcollector and collector streets).	
<i>85<sup>th</sup> Percentile Speed</i>	<i>Criteria</i> – 2 points for every mph that the 85 <sup>th</sup> percentile speed exceeds the posted speed limit	
<i>Pedestrian Volume</i>	<i>Criteria</i> – 1 point for every 10 pedestrians if the street has a sidewalk, 5 points per 10 pedestrians if no sidewalk. Counts are made in either the peak traffic hour or the hour when students are traveling to or from school	
<i>Bicycle Volume</i>	<i>Criteria</i> – 1 point for every 10 cyclists if the street has bike lanes, 3 points per 10 cyclists if no bike lanes. Counts are made in either the peak traffic hour or the hour when students are traveling to or from school	
<i>Bus Stops</i>	<i>Criteria</i> – 1 point for each transit stop and 2 points for each school bus stop on the street	
<i>Proximity to Pedestrian Generator (Retail and Parks)</i>	<i>Criteria</i> – 5 points if within 0-0.2 miles; 3 points if within 0.21 and 0.4 miles; 1 point if within 0.41 and 0.6 miles.	

Additional Consideration: In some situations the residents' concern is for a few drivers greatly exceeding the speed limit. In this case, town staff would also review the 95th percentile speed on the street.

## **STEP 4 — Town Staff Review**

The street will be scored based on the criteria. Using this score and reviewing additional considerations, town staff will recommend whether the street is eligible for Stage 1 Traffic Calming alone or both Stage 1 and Stage 2 Traffic Calming.

In general, streets that receive up to 25 points are eligible for Stage 1 Traffic Calming only. Streets that receive a combined total of at least 12 points in the “Traffic Volume” and “85th Percentile Speed” criteria and more than 25 points total will be eligible for both Stage 1 and Stage 2 Traffic Calming.

For streets eligible for both Stage 1 and Stage 2 traffic calming, town staff may recommend that Stage 1 traffic calming measures be implemented prior to implementing Stage 2 measures. Once Stage 1 Traffic Calming measures are implemented, town staff will wait approximately three to six months and collect traffic speed and volume data and evaluate other traffic conditions on the street. The data would then be analyzed using the Traffic Calming Criteria to determine if the Stage 1 Traffic Calming measures were successful. If the measures were successful, then the traffic calming process will end at this point. Otherwise, town staff will move on to analyze and recommend possible Stage 2 Traffic Calming methods.

### **Stage 1 Traffic Calming**

Stage 1 Traffic Calming does not involve the use of physical controls or impediments on the roadway system. These are primarily education and enforcement measures. These include:

Neighborhood Awareness Campaigns and Education. Many people drive too fast in their own neighborhoods. “Speeders” are not always bad guys from somewhere else – many are neighbors and friends, responsible people who want safe, peaceful neighborhoods. Several creative methods of reducing traffic problems in neighborhoods can be undertaken by residents to remind their neighbors to pay attention to driving habits:

- Write letters to local newspapers or publish articles in neighborhood newsletters.
- Hold a “slow down” block party to get people to think about their driving habits.
- Walk the neighborhood with door hangers and talk to neighbors about neighborhood traffic safety.

Radar Speed Trailer Deployment. This is a temporary device that is primarily used to remind motorists that they may be exceeding the posted speed limit. The trailer uses radar to monitor speeds and a reader board to show drivers how fast they are going but does not photograph vehicles. The use of trailers is contingent on availability.

Traffic Enforcement Actions. This is traditional enforcement activity on the part of Police Department’s traffic enforcement officers. The intent is to modify behavior to result in a safer situation for all drivers and neighbors.

Traffic Signs and Pavement Marking. Town staff will review the traffic signing and pavement markings in the area. If necessary, staff will modify or add traffic signing and pavement markings.

Alternative Transportation Modes. One of the goals of the Town of Carrboro is to promote and provide alternative transportation modes (public transit, walking, and bicycling). Traffic on the project street may decrease if people decide to use these other transportation choices instead of driving.

### **Stage 2 Traffic Calming**

Stage 2 traffic calming methods involve physical modifications of the street intended to control traffic speeds. Possible Stage 2 modifications might include the following:

- Bulbouts / Curb Extensions
- Center island medians
- Chicanes
- Landscape treatments
- Mid-block chokers
- Neighborhood traffic circles
- Pedestrian refuge islands
- Raised crosswalks
- Realigned intersections
- Roundabouts
- Sidewalks
- Speed humps
- Speed tables

Town staff members are available to discuss traffic calming measures with residents. In addition, several publications and web sites provide definitions, descriptions, costs, and design guidelines for traffic calming measures. Residents who are interested in learning more about traffic calming on their own may make use of resources on the internet. For example, the web site for the Institute of Transportation Engineers (ITE) contains excellent information and several links concerning traffic calming at: <http://www.ite.org/traffic/index.html>

The following criteria apply to Stage 2 traffic calming measures:

1. The construction and installation of some traffic calming devices may be expensive. The least costly form of traffic calming should be considered as the primary modification in any specific case. When expensive devices are approved, the neighborhood may need to wait an extended time for installation. Once the actual date of installation is determined, the primary contact person will be notified in writing.
2. The design of traffic calming devices will follow recommended Institute of Transportation Engineers (ITE) or other national recommended guidelines, if available.

3. Streets that have traffic calming devices installed may be excluded from the Snow Removal Plan and street cleaning activities, depending on the type of device installed. Note that devices currently in use in Carrboro would not exclude a street from the Snow Removal Plan.
4. Emergency vehicle access within and through neighborhoods will be carefully considered in the evaluation process and selection of traffic calming devices. Certain traffic calming devices may result in increased emergency response times on some streets and these impacts should be carefully considered.
5. Once installed, traffic calming devices will stay in place for a minimum of three years unless residents pay the full cost of removal. However, at any time following construction completion, if it is determined that traffic calming measures should be removed for public health and safety reasons, the Board of Aldermen will be requested to authorize the removal of one or more traffic calming measures, upon notification of the neighborhood representatives. If the town has no concerns with the project but the neighborhood itself decides that the traffic calming measures should be removed or significantly altered, a petition must be signed by at least 75 percent of the owners or residents of properties within the “area of influence.” The Board of Aldermen will review petitions requesting removal or significant alteration and will be provided a staff analysis and Transportation Advisory Board (TAB) recommendation.

#### **STEP 5 — Staff Recommendation, TAB Review, and Board of Aldermen Approval**

Town staff will develop a recommendation of actions to be taken. This recommendation will be forwarded to the primary contact person of the neighborhood. The following information will be included, as appropriate:

- Information on upcoming Transportation Advisory Board (TAB) and Board of Aldermen meetings at which the staff recommendation will be discussed.
- A discussion of proposed Stage 1 education and enforcement measures.
- For Stage 2 traffic calming, the number, location, and dimensions of proposed traffic calming devices, displayed on a map of the neighborhood.
- A photograph of proposed traffic calming devices and directions to a nearby street with a similar device, if applicable.
- Information about the traffic calming device’s effects on speeds and traffic volumes.

The staff recommendation will be reviewed by the TAB, which will make a recommendation to the Board of Alderman.

The Board of Alderman makes the final decision concerning actions to be taken. The Board will review the residents’ petition, the staff analysis and recommendation, the TAB recommendation, and public comments. The Board may choose to hold a public hearing on the recommendation.

Prior to a Transportation Advisory Board (TAB) or Board of Aldermen meetings at which the staff recommendation will be discussed.

Notice of Public Meetings. When the staff recommendation is to install Stage 2 traffic calming measures, residents within the “area of influence” will be given notice of meetings of the Transportation Advisory Board and Board of Aldermen at which the recommendation will be discussed. Town staff will develop a flyer to notify residents of the meeting. The flyer will include the date, time, and place of the meeting and a description of proposed traffic calming devices. Town staff will mail the flyer to each residence in the “area of influence” at least 10 days before the meeting. For each property that is not owner-occupied, Town staff will also mail the flyer to the property owner of record at least 10 days before the meeting.

### **STEP 6 — Follow-up Evaluation**

Following the implementation of traffic calming measures, a follow-up evaluation should be performed to ensure that the measures are effective. Town staff will wait approximately three to six months and collect traffic speed and volume data and evaluate other traffic conditions on the street.

## Attachment A -- Traffic Calming Request Form

This form is used to report a speeding or traffic problem on a residential street. When this form is submitted, town staff will evaluate the complaint to determine the nature of the problem, and make sure that the location is a town-maintained, residential street. After the initial report, town staff will explain how residents may put together a petition to verify that there is a widespread concern for the speeding or traffic issue.

1. Contact Information

Name (please print): \_\_\_\_\_

Address, City, and Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

2. Please describe the location of the traffic concern. Attach a map or picture if necessary: \_\_\_\_\_

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

3. Please describe the nature of the neighborhood traffic problem you are concerned with (attach additional sheets if necessary): \_\_\_\_\_

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

4. Please list possible solutions to the problem that you would like the Town of Carrboro to consider: \_\_\_\_\_

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

Please fill out this form and return to:

Town of Carrboro  
Planning Department  
301 W. Main Street  
Carrboro, NC 27510  
FAX: (919) 918-4454



### Attachment B – Neighborhood Petition Form (Page 1)

Please fill out this form and return with attached sheets to:

Town of Carrboro  
Planning Department  
301 W. Main Street  
Carrboro, NC 27510  
FAX: (919) 918-4454

**THE UNDERSIGNED AGREE TO THE FOLLOWING:**

- 1. All persons signing this petition do hereby certify that they own property or reside within the following area:

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

- 2. All persons signing this petition do hereby agree to the following problem in the defined area:

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

- 3. All persons signing this petition do hereby agree that the following contact person(s) represents the neighborhood in matters pertaining to items 1 and 2 above:

Name of key contact person # 1 (please print): \_\_\_\_\_

Address, City, and Zip Code: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of key contact person # 2 (please print): \_\_\_\_\_

Address, City, and Zip Code: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Please attach additional pages if necessary to discuss the request.*

Date Submitted: \_\_\_\_\_

### Attachment B – Neighborhood Petition Form (Page 2)

This petition is provided so that residents in a neighborhood may verify that there is a widespread concern for a speeding or traffic issue.

Town staff will identify an “area of influence” in the neighborhood. The area of influence includes properties abutting the street and properties on intersecting streets within a reasonable distance of the problem street. The Planning Department will provide a map and addresses for the area of influence.

The petition must be signed by at least 75 percent of the owners or residents of properties within the “area of influence.” Each property is entitled to one signature. Valid signatures include those from (1) a property owner or spouse, (2) an adult head of household, or (3) an adult renting the property.

SIGNATURE AND PRINTED NAME	ADDRESS OF PROPERTY	DATE