



Town of Pittsboro

Traffic Calming Policy

Draft 10/13/14

Purpose – To adopt a policy establishing a process for the consistent application of appropriate measures to increase safe traffic on streets maintained by the Town of Pittsboro.

Coverage – This policy and procedures shall be applicable until they are officially amended, modified or rescinded by the Town Board of Commissioners by resolution.

Process – The following conditions and process will be used to identify and implement appropriate traffic calming procedures in the Town of Pittsboro:

1. A citizen requesting traffic calming improvements will fill out a Request for Traffic Calming Measures form - available with the Town Planning Department and on the Town of Pittsboro website.
2. Upon receipt of a completed Request form, the Town's Planning Department will determine an applicable "service area" and develop a map of the area surrounding the requested traffic calming site. The size of the service area will take into consideration the type of traffic calming project being proposed, the layout and type of properties in the vicinity as well as characteristics of the street network surrounding the proposed site.
3. The Planning Department will consult with the Town's Engineering Department, Police Department, Utilities Department and Fire Department regarding proposed traffic calming device request.
4. The Planning Department will collect input from the Town Departments (see above) and develop a traffic-calming plan ("Plan) for the service area. The Town Planner may determine that a more detailed plan is necessary, thus requiring the

services of a third-party consultant. The Plan will include a cost estimate for the “improvements” - if any are necessary.

5. The Town Planner may recommend to the Town Manager to seek permission from the Town Board of Commissioners to enter an agreement with the applicant to share costs of a third-party consultant to develop a plan. In this event, the Town Planner shall forward a petition to the applicant (see #6 below).
6. The Town Planner may determine that approval from other residents in the service area is necessary. Upon such determination, the Town Planner will forward a standardized petition form (“petition”) with the attached plan to the applicant and require that the applicant collect original signatures and return to the Planning Department.
7. The Town Planner will forward Plan and petition (if necessary) to the Town Manager for consideration in the current year budget. The Town Manager may elect to delay the project to the next year’s fiscal budget if no funds are available. If an immediate safety concern is identified in the Plan, current fiscal year budget adjustments may be proposed to the Town Board of Commissioners to accommodate the plan and any necessary improvements. The Town Manager may seek permission from the Town Board of Commissioners to enter into an agreement with the applicant to share costs.
8. With respect to the above process, traffic calming measures addressed in this policy shall be applicable in residential neighborhoods where speeding and cut-through traffic are primary concerns and traditional police enforcement is found to be unfeasible and/or ineffective.

Adopted by resolution and effective this day _____.