



Town of Pittsboro Traffic Calming Policy

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Coverage – This policy and procedures shall be applicable until they are officially amended, modified or rescinded by the Town Board of Commissioners by resolution.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 Traffic Calming Request form - available from the Police Department and on the Town of Pittsboro website. The request form is available in Attachment A.

The street must be a town-maintained, residential street with a speed limit of 35 mph or less. The town will not implement traffic calming measures, or conduct traffic calming studies on arterial streets or on streets that are privately maintained.

2. Upon receipt of a completed Traffic Calming Request form, the Police Department will define the “Service Area”:
 - a. Determine an applicable “service area” and develop a map of the area surrounding the requested traffic calming site. The “service area” may be defined as the area affected by possible unsafe traffic speeds.
 - b. The size of the “service area” will take into consideration the traffic issue at hand, the layout and type of properties in the vicinity as well as characteristics of the street network surrounding the proposed site.
3. After verifying the Traffic Calming Request form, the Police Department will request a Service Area Petition Form from residents in the “service area” to verify that there is a widespread concern about the speeding or traffic issue.

The Service Area Petition Form must be signed by at least 75 percent of the owners or residents of properties within the “service area” to be valid. Each property is allowed 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.

4. After a valid Service Area Petition Form is received it will be reviewed by the Police Department. The Police Department will request that the “service area” designate someone to serve as the primary contact person between the town and “service area”.

The Police Department can assist in facilitating an informational/educational meeting with the “service area” designee and/or members of the affected “service area” to discuss ways in resolving the traffic issue prior to any substantial action by the Town.

Many times, the traffic issue is caused by residents within the “service area” itself. Neighbors should remind neighbors to pay attention to their driving habits and of their mutual responsibility to the residents living in the community. Homeowner Associations and residents can also take it upon themselves to use several creative methods of reducing traffic problems in neighborhoods:

- a. Hold discussions at scheduled neighborhood meetings
- b. Write letters to neighborhood/community newsletters, social media groups, etc. letting drivers know the threat posed by speeding on our sense of community and wellbeing
- c. Hold a “slow down” block party to get people to think about their driving habits.
- d. Groups of residents can walk the neighborhood with door hangers and talk to neighbors about neighborhood traffic safety
- e. Leave the cars at home. Encourage family and friends to ride bicycles or walk to destinations. This will reduce the traffic volume and speeding in the neighborhood. In addition, the presence of people (not just people in cars) along the street reminds drivers that they are in a neighborhood, not on an interstate highway.

These are just a few examples of ideas to assist residents in the education and enforcement of neighborhood traffic problems.

Residents can perform further research on the topic of traffic calming issues on The Institute of Transportation Engineers’ website (<https://www.ite.org/technical-resources/traffic-calming/>) and on the U.S. Department of Transportation Federal Highway Administration’s website (<https://safety.fhwa.dot.gov/speedmgt/>).

5. The Police Department will monitor the “service area” and will address the

traffic issue by using educational materials to inform motorists of the traffic issue at hand, writing citations, and/or placing the radar speed display trailer to aid in traffic calming.

6. If, after monitoring the street for a minimum of 30 days, the traffic issue has been addressed no further action will be required.
If the traffic issue has not been resolved the Police Department will use the radar speed display trailer to collect traffic volume and speed data over a three-day period. Those results will be collected and used for further analysis.
7. The Police Department will consult with the Town's Engineering Department, Planning Department, Utilities Department and Fire Department regarding the proposed traffic calming device request.
8. The Police Department will forward the collected information to the Planning Department. The Planning Department will develop a traffic-calming plan ("Plan") for the service area. The Plan will include a cost estimate for the "improvements" - if any are necessary.
 - a. Possible traffic calming improvements include, but are not limited to
 - i. speed tables (including temporary speed tables)
 - ii. pedestrian bump outs
 - iii. dedicated bicycle lanes
 - iv. medians
 - v. modifications to speed limits (including detailed speed studies) which place additional speed limit signs
 - vi. warning signs (e.g., "pedestrian crossing" or "children playing")
 - vii. stop signs
9. The Planning Department may determine that a more detailed plan is necessary, thus requiring the services of a third-party consultant. The Planning Department 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.
10. The Planning Department will forward the Plan and petition to the Town Manager for consideration in the current year's budget.
 - a. 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.

- b. The Town Manager may seek permission from the Town Board of Commissioners to enter into an agreement with the applicant to share costs.

This policy is effective the 8th of June 2020.

Attachment A -- Traffic Calming Request Form

This form is used to report a speeding or traffic issue on a residential street. When this form is submitted, the Police Department will evaluate the complaint to determine the nature of the problem, and make sure that the location is a town-maintained, residential street. If the location is indeed a town-maintained, residential street, the Police Department will then explain how residents may utilize the Service Area Petition Form (Attachment B) to verify that there is a widespread (at least 75 percent of the owners or residents of properties within the "service area") concern about 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 Pittsboro to consider:

Please fill out this form and return to:

Pittsboro Police Department
635 East Street/PO Box 759
Pittsboro, NC 27312

Attachment B – Service Area Petition Form (Page 1)

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

Pittsboro Police Department
635 East Street/PO Box 759
Pittsboro, NC 27312

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: _____

