



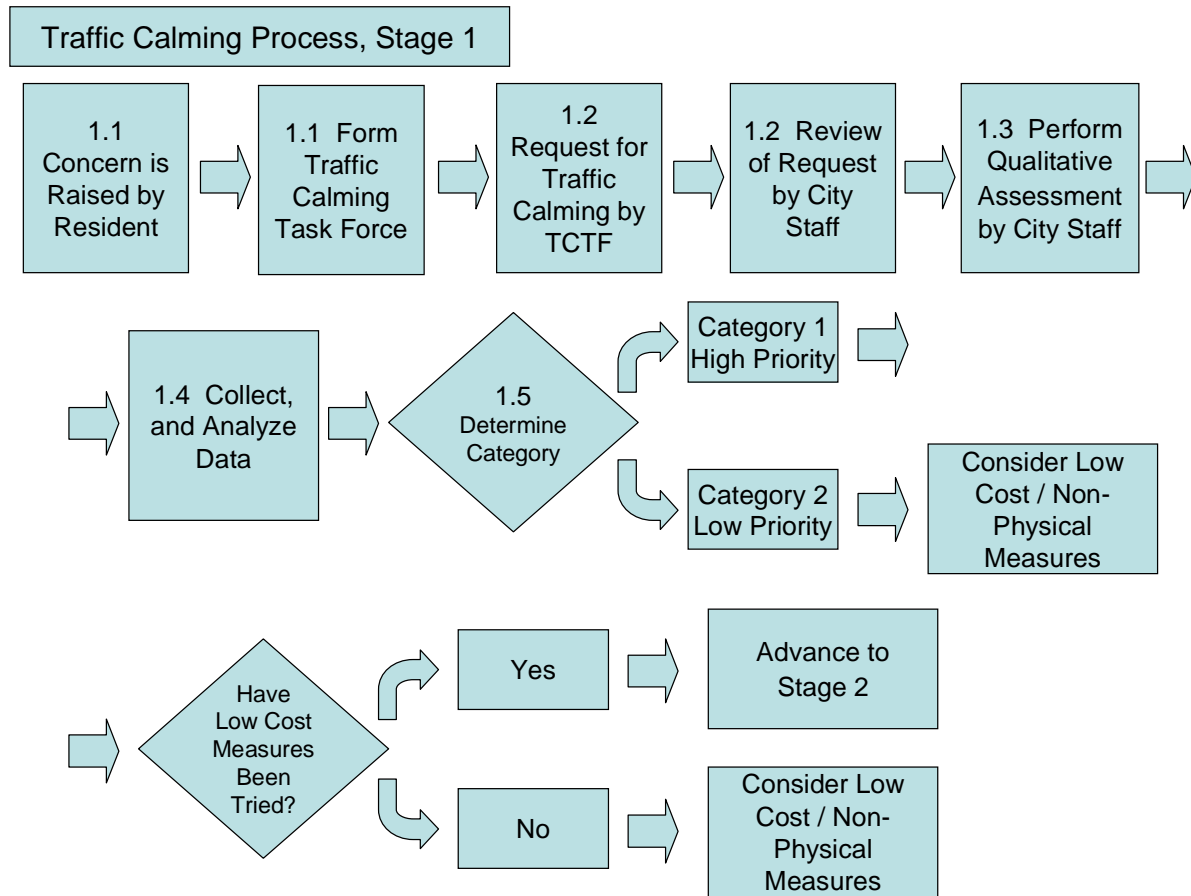
Section II. Existing Neighborhoods

There are two types of neighborhoods that this Policy addresses; new developments and existing neighborhoods. Often, the conditions facing existing neighborhoods are more complex in nature and a clear solution is unknown. This section will provide a process by which a concern can be identified, categorized, evaluated, prioritized and a solution implemented.

Overview of the Traffic Calming Process

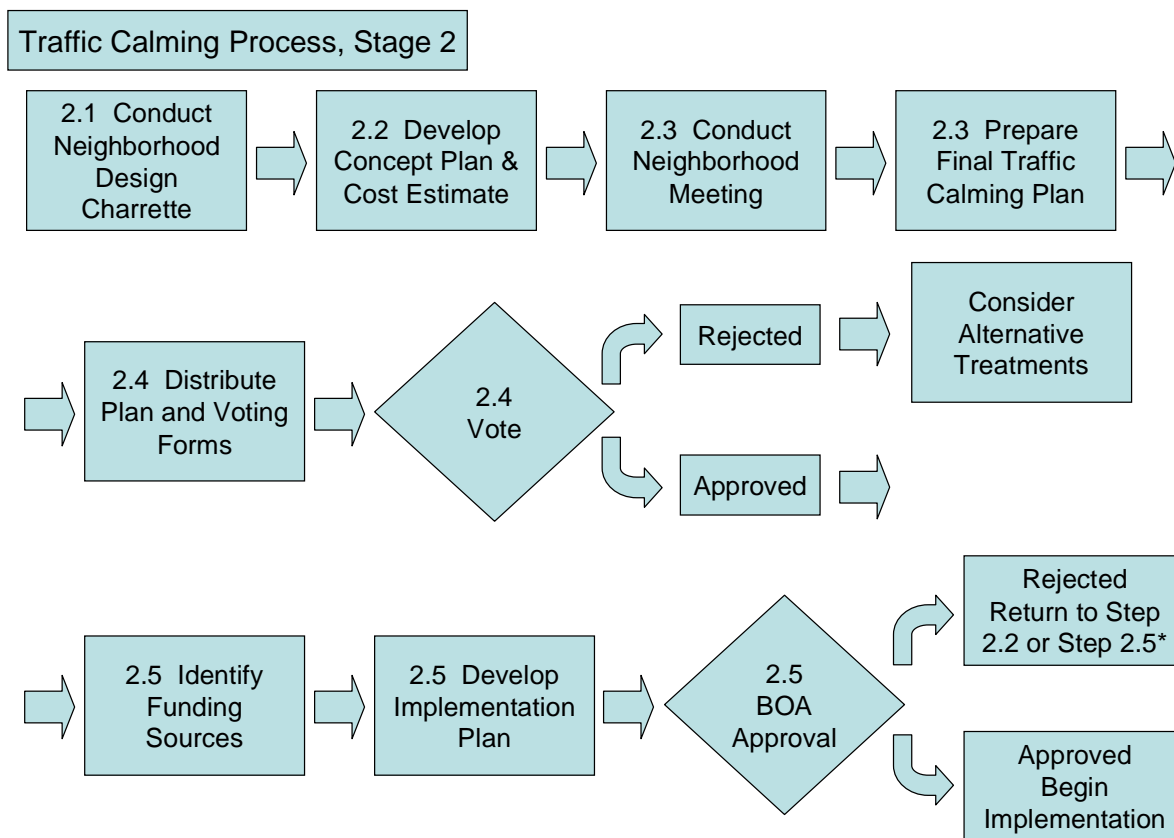
In order to implement a suggested enhancement, a two stage process must be followed to ensure that the proposed measures will resolve the issues, are acceptable to the neighborhood, do not create new problems, and to prioritize the needs so that projects are implemented in a fair and equitable manner.

The flow charts on the following pages depict these two stages.



Stage 1 of the traffic calming process will be utilized to evaluate the issue to determine if this policy is the proper tool for addressing the request and to prioritize the request relative to requests from other neighborhoods. The City will review each request that the neighborhoods submit and will perform a qualitative assessment. The assessment will be done to determine whether traffic calming measures can be effectively applied to the identified problem. If the qualitative assessment determines that the problem may be mitigated by using traffic calming measures, the City will collect and analyze traffic data for the impact area. Once the data has been analyzed, a point system will be used to categorize/prioritize the request. After the points have been assessed and based on the category of the project, City staff will determine what solutions should be investigated. If the request falls into Category 2 - Low Priority, then alternative measures that can be

implemented with existing resources, including non-physical traffic calming measures, will be investigated to mitigate the concerns. If the request is in Category 1 – High Priority, then consideration will be given to what measures, if any, have previously been undertaken. If no previous measures have been taken to address the primary concerns then the City will first try to mitigate the concerns using non-physical measures that can be implemented with existing resources and personnel. If previously applied measures have been unsuccessful then more elaborate traffic calming alternatives will be considered and the project will be prioritized for Stage 2 development against other projects being considered for Stage 2 development.



*Return to Step 2.2 if BOA rejects Traffic Calming Plan – Return to Step 2.5 if BOA rejects Implementation Plan

Stage 2 is the process for developing and implementing an action plan to address a High Priority request. Once the project has been funded for



design, a neighborhood design charrette will be held. The purpose of the charrette will be to review the problem and data collected, educate the residents about the traffic calming options available and develop solutions for the problem. After the design charrette, a conceptual Traffic Calming Plan and preliminary cost estimate will be developed. A second neighborhood meeting will be held to review the conceptual plan and get additional input. The plan will be revised after the neighborhood meeting and copies of the final plan will be distributed to the affected residents for voting. If the plan is approved by the neighborhood the City will develop an action plan for implementing the approved measures. The final traffic calming plan, cost estimate and implementation action plan will be presented to the Board of Aldermen for final approval.

The Traffic Calming Process – Stage 1

Stage 1.1 - Concern is Raised by Resident / Form Traffic Calming Task Force

Any citizen can initiate the traffic calming process. If a property owner or resident feels that the traffic moving through the area is creating an unsafe situation or adversely affecting their quality of life, that property owner or resident should contact the Winston-Salem Department of Transportation (WSDOT). If the WSDOT determines that this policy is appropriate to address the concern, the citizen will be provided with a copy of this policy and the associated forms.

To ensure that there is at least basic support for traffic calming in the area in question, the resident initiating the process will be asked to get the signatures of at least seven (7) other area residents that support the request using the petition form presented on the next page. This request must also be supported by the neighborhood Homeowners Association, if there is one.



CITY OF WINSOTN-SALEM
TRAFFIC CALMING PETITION

We, the residents of _____, are in favor of pursuing Traffic Calming in our neighborhood, in accordance with the City of Winston-Salem Policy, because of the following concern(s).

Signature	Print Name	Address	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Seven individual property owner's signatures are required.

_____ Name of Concerned Citizen	_____ Address
_____ Day Time Phone Number	_____ Home Phone Number
_____ Homeowners Association Officer/Date	_____ Day time Phone Number
_____ Title	_____ Home Phone Number



The residents of an area requesting traffic calming will be asked to form a Traffic Calming Task Force (TCTF) consisting of three or four residents. The TCTF will handle the gathering of all information and compiling input received from the neighborhood. The TCTF will be responsible for coordinating information between the City and the neighborhood leaders and residents. The TCTF chairperson will be the primary contact for the WSDOT throughout this process. It is recommended that the citizen initializing the request for traffic calming serve on the TCTF. It is also recommended that at least one member of the TCTF be appointed by the Homeowners Association, if one exists.

Stage 1.2 - Request for Traffic Calming by TCTF and Review of Request by City Staff

Before making a formal request to the City for traffic calming in their neighborhood it is recommended that the TCTF canvass the neighborhood to determine if there are other neighborhood traffic concerns that should be included in the request. Traffic calming plans should be developed for entire neighborhoods rather than individual locations to prevent shifting the issue from one location to another within the neighborhood. After the TCTF has compiled all of the requests from neighborhood residents they must decide which concerns can best be addressed through traffic calming measures and which may require other actions. Traffic calming measures are most applicable for the issues shown at the right.

<i>When Traffic Calming could help:</i>
<ul style="list-style-type: none">• Speeding• High Traffic Volumes• Vehicular Safety Concerns• Pedestrian Safety Concerns• Noise Pollution• Vibration

For those issues that the TCTF chooses to forward to the City they will need to collect additional input from the community. The information that is needed and the means for gathering this data may be different for each neighborhood. The TCTF needs to discuss what information the



City will require when developing their data collection process. The additional information can be collected in many different ways, such as through a telephone poll or door-to-door poll, through a mail in survey like the one presented below or even through a neighborhood website.

Dear Resident,

The Traffic Calming Task Force would like your input regarding the traffic concerns in the (Block #) of (Street). Please complete the questions below and return the post card to (Name and Address of TCTF Committee Chairperson) by (Date).

(Please circle all that apply)

1. Is the concern one of:
 - a. Speeding
 - b. Traffic Volume
 - c. Pollution (Air, Noise, Vibration)
 - d. Other _____
 - e. There is no problem
2. If the problem is speeding, who is speeding?
 - a. Neighborhood traffic
 - b. Cut through traffic
 - c. Speeding is not the issue
3. If the problem is related to volume, what is causing the additional demand?
 - a. Neighborhood traffic
 - b. Cut through traffic
 - c. Volume is not the problem

A mail in survey such as this could be distributed in post card format with paid postage to encourage its return. After receiving the input, the task force will compile the information and present the petition and the results of the survey to the WSDOT.

Stage 1.3 - City Staff Perform a Qualitative Assessment

Once a request is submitted by a neighborhood it is up to the City to do a qualitative assessment of the request. The purpose of this assessment is to ascertain whether or not traffic calming measures can be effective in relieving the concerns of the residents in the area. If the assessment yields a “Yes”, then the request will be advanced to the next step. The figure on the follow page shows the many parameters that the qualitative assessment must measure.



Winston-Salem Qualitative Assessment Worksheet for Traffic Calming Measures

Date: _____
Street: _____
Neighborhood: _____
Assessor: _____

Please answer the following questions:

1. What is the posted speed limit? _____
2. Are the existing signs readable and are they in the appropriate locations? Y N
3. Is there targeted enforcement of traffic violations in this area? Y N
4. Are there police reports regarding this concern in the area? Y N
 - 4A. Attach the reports or give a brief description of each.
5. Have non-physical or other mitigation measures been tried? Y N
6. Are there currently any traffic calming measures in effect? Y N
 - 6A. What and where? _____
7. Is there a large amount of pedestrian traffic? Y N
8. Does there appear to be a large number of children in the neighborhood? Y N
9. Are there existing sidewalks? Y N
10. Are there street trees? Y N
11. Does there appear to be a lot of cut through traffic? Y N
 - 11A. Can this be remedied through improvements to adjacent thoroughfares? Y N
 - 11B. Are there any plans for such improvements? Y N
12. Is on-street parking permitted? Y N
 - 12A. Is it utilized? Y N
13. Are there visible existing pavement markings? Y N
14. Is this a designated emergency response route? Y N
15. Is there a school in the area or is this a designated school walk route? Y N
16. Is this a transit route or designated school bus route? Y N
17. What is the Land Use of this area? _____
18. Has there been an attempt to educate motorists about the problems in this area? Y N
19. Would traffic calming measures improve life in the neighborhood? Y N
20. Should this request be advanced? Y N



This assessment is a subjective process; however, because of the limited funding available for this program, this step is needed to maintain efficiency in the program. If the qualitative assessment does not support further action, the City will explain to the TCTF why traffic calming will not be considered for the identified area. The City will also attach the Qualitative Assessment Worksheet for the TCTF's review.

Stage 1.4 - Collect and Analyze Data

The next step in stage 1 is the data collection and analysis phase. Below is a list of the data that should be collected and analyzed:

Roadway Geometrics:

- Roadway classification
- Roadway width
- Gutter width
- Sidewalk width
- Curve radii
- Width of separation between sidewalk and street
- Tangent length
- Block length
- Road grade
- Distance to nearest intersection
- Curb height
- Noise level (*if identified as one of the primary issues*)

Site Characteristics:

- Sign inventory
- Pavement markings inventory
- Posted speed limit
- Bicycle facilities
- Pedestrian facilities
- Building set backs
- On-street parking information
- School information
- Emergency response information
- Transit route/schedule information

Traffic Characteristics:

- 85th percentile speed
- Peak hour volume
- Average daily traffic
- Cut-through traffic volume
- Volumes on adjoining and adjacent streets (And any others that may potentially be affected by the project)
- Accident records
- Traffic violations
- Pedestrian/Bicycle volumes
- Origin and Destination Survey (*if cut-through traffic is one of the primary concerns and the cause of cut-through traffic is not obvious*)



Once the data has been analyzed, the point system below will be applied to aid in prioritization:

Criteria	Points
Traffic Volume (5 points for every 20% of volume that exceeds the expected neighborhood volume)*	
Speed (1 point for every mph that the 85 th percentile speed exceeds 25 mph on a local residential street or 35 mph on a residential collector or commercial street)	
Pedestrian/ Bicycle Volume (5 points for every 10 peds./cyclists) in the peak hour	
Sidewalks (5 points for no continuous sidewalks on at least one side of the street)	
Crash Frequency (5 points for an injury accident, 1 point for a property damage only accident. (last 3 years))	
Land Use (5 if residential, 2 if commercial)	
Street Trees/Streetscaping (5 points for no or few street trees)	
School Route (5 points if the street is on a designated school walk route)	
Bus Stops (1 point for each transit stop and 2 points for each school bus stop on each street.)	
Total	

* The expected volume is determined using ITE Trip Generation rates for the neighborhood or area being evaluated.

The above evaluations are each based on a single street. It is the intent of this policy to consider whole neighborhoods for traffic calming rather than treating individual locations. The above evaluations should be performed on every street of concern in the neighborhood. The streets to be evaluated should be determined jointly by the City and the TCTF. For prioritization purposes, the neighborhood score will be equal to the sum of the score for the highest scoring individual street in the



neighborhood and the average of the scores for all of the streets in the neighborhood that were evaluated.

Stage 1.5 - Determine Priority

Once all the data outlined above has been rated, the request will be categorized as a low priority or a high priority. Requests scoring less than **30 points** will be automatically considered low priority. This threshold should be adjusted annually as more data is available for setting this threshold. If a request is determined to be a low priority, consideration should still be given to trying to address the issue through simple, alternative traffic calming measures that can be implemented with City forces using available operating funds. These measures are typically low cost yet provide some support to the neighborhood to lessen the apparent problem.

Some alternative measures that may be considered include:

- Increased police enforcement and/or speed displays
- On-street parking
- Signing improvements
- Improvements or revisions to pavement markings, such as crosswalks or edgelines
- Changes to traffic regulations such as speed limits, STOP control or turn prohibitions

It is important that implementation of these alternative measures does not adversely impact adjacent streets or neighborhoods. If the anticipated impacts of a proposed measure cannot be easily identified or if the impacts are expected to extend beyond the study location then the measure should not be considered except in conjunction with a full traffic calming plan.

For those neighborhoods not automatically categorized as low-priority, consideration must still be given to using simple, alternative traffic

calming measures before being advanced to Stage 2. If the issues cannot reasonably be addressed through any of the alternative measures identified above or if alternative methods have already been tried unsuccessfully, then the neighborhood will be considered for a more extensive traffic calming project. All of the traffic calming projects being considered will be prioritized based on their point totals. These projects will be advanced to Stage 2 in priority order as funds for the planning and design process become available.

The Traffic Calming Process – Stage 2

Stage 2.1 - Conduct a Neighborhood Design Charrette

Projects funded for planning and design will move to Stage 2. The City and TCTF will hold a neighborhood design charrette to begin the development of the project. A charrette is a highly interactive public meeting where facilitators educate participants and encourage the interaction of participants through a variety of activities designed to allow the participants to express their opinion and to understand the opinions of the other participants. The purpose of the charrette is to:

- Educate the residents about traffic calming, available traffic calming measures, and the process;
- Review the traffic data gathered about the project and restate the issues to be addressed;
- Brainstorm traffic calming measures that could be utilized for this project;
- Develop a rough draft traffic calming plan that addresses the issues and is achievable in that it will be supported by the neighborhood and is economically feasible.

The outcome of the meeting will give the City staff a direction for the development of a Traffic Calming Plan for the neighborhood.



Stage 2.2 - Develop Conceptual Neighborhood Traffic Calming Plan & Preliminary Cost Estimate

After the neighborhood design charrette, the WSDOT will take all of the information that has been gathered and develop a conceptual plan for the implementation of traffic calming measures in the neighborhood. It is critical that appropriate City and County service departments are included in this development, especially emergency services. The plan will include sketches depicting the proposed installation sites of the preferred calming measures and a plan to evaluate the effects on the neighborhood one year from the time of implementation. The WSDOT will circulate the conceptual plan for review and comment to the various City and County departments. The City/County departments that will need to approve the final plan prior to implementation include:

- Winston-Salem/Forsyth Office of Emergency Management
- Winston-Salem Fire Department
- Winston-Salem Police Department
- Winston-Salem Sanitation Division
- Winston-Salem Roadway Appearance Division
- Winston-Salem Transit Authority
- Winston-Salem Streets Division
- Forsyth County Schools – Transportation Division
- City-County Planning Board
- Winston-Salem Engineering Division
- Winston-Salem Housing and Neighborhood Services Department
- Winston-Salem Department of Transportation

The WSDOT will consider the various comments received from the other City/County Departments and revise the conceptual plan accordingly. A preliminary cost estimate will be prepared for the final concept plan.



Stage 2.3 - Hold a Neighborhood Meeting and Prepare Final Plan

The final conceptual plan and preliminary cost estimate will be presented to the neighborhood in a public meeting. All residents within the impact area should be invited to this meeting. The impact area will be determined jointly by the TCTF and the City. Those groups will determine the impact area to assure that the measures considered do not adversely affect other areas of the neighborhood or other neighborhoods without giving those residents an opportunity to express their concerns. Appropriate City/County staff and the elected officials representing the neighborhood should also be invited to the public meeting. Everyone attending the meeting will be given the opportunity to comment on the plan. After this second meeting, the WSDOT will revise the drawings in consideration of the comments that were received.

Stage 2.4 – Final Design and Plan Approval

The revised conceptual neighborhood traffic calming plan will be submitted to all of the appropriate City and County departments, as noted above, for review and final approval. The plan will be revised appropriately and a method will be developed for verifying and recording property owner support for the plan. Such support can be recorded through a mail-in ballot, through door-to-door surveys or through a poll on a neighborhood website. It is critical that all property owners within the impact area be given an opportunity to ‘vote’. One vote will be allocated to each property in the impact area. In cases of absentee owners the City will make every reasonable effort to include the property owner in the process. Absentee property owners have the option to defer their voting rights to the occupants of the property; however, this must be done through a signed letter to the TCTF and the City. Although choosing the correct method for recording support will be up to the TCTF, it must allow for verification and validation by the City, such as through the signature of the property owner. A sample mail-in type ballot is shown below.



Traffic Calming Voting Ballot for
(Your Neighborhood)

Date: _____

Please use this form to cast your vote for the proposed traffic calming plan and have it post marked for return by (Date).

I have reviewed the revised traffic calming plan and I am in favor of the proposed traffic calming plan that has been developed. Y N

I own / lease (*circle one*) the property at

Signature _____

Printed Name _____

Return by (Date) _____

Once the revised conceptual plan has been distributed, **2/3 of all property owners/residents in the impact area will need to approve the plan for it to be implemented.** The number of ‘yes’ votes required for approval is based on the number of properties within the impact area and not on the number of responses. **Non-responsive property owners are considered as ‘No’ votes.** (Exception: Absentee property-owners that do not respond or do not properly defer their voting rights to the occupants of their property will not be included in the voting tally if the TCTF can show that every reasonable attempt was made to include the absentee property owner and/or the property resident in the process. Sending the ballot via certified mail is recommended as proof of a reasonable attempt to contact an absentee property owner.)

Stage 2.5 – Implementation Action Plan and BOA Approval

Upon approval of the final traffic calming plan by the neighborhood, the City and the TCTF will prepare an action plan for implementing the proposed measures. This action plan will include the final cost estimate



with a breakdown of which measures will be implemented with City forces and which measures will be contracted.

The action plan will also include recommendations for funding the proposed measures. At this time (January 2003), the City has not identified specific funding for traffic calming projects; therefore, if the plan includes measures to be implemented by a contractor the project will likely need to be added to the City's Capital Improvement Program (CIP). The availability of alternative funding, such as contributions from the neighborhood or the willingness of property owners to be assessed an additional tax to pay the cost over a reasonable period of time, should be considered.

The implementation plan will also include a proposed schedule. The proposed schedule must consider the availability of funding. It may be necessary to break up the final plan into phases to allow the most immediate needs to be addressed while lesser needs or more expensive measures wait for funding. Phasing the project should be done with caution to ensure that partial implementation does not create new problems or exacerbate the existing problems.

Finally, the implementation plan will include a schedule for conducting post-implementation evaluations in the neighborhood within one year of implementation. The plan should note what changes should be expected for the project to be considered a success. If implementation of the plan is being phased, a post-implementation evaluation should be performed prior to starting work on each subsequent phase to determine if the measures already installed have had the desired effectiveness and to ensure that there is still a need for the subsequent phases and/or to determine if subsequent phases should be modified.

The implementation action plan should be reviewed and approved by the various City/County departments that are involved in the execution of



the plan, such as the Streets Division which may be constructing some of the measures, and/or the Engineering Division which may be inspecting contracted work, and/or the Roadway Appearance Division which may have new maintenance needs to address as a result of the project.

WSDOT and the TCTF will present the final traffic calming plan and the implementation action plan to the Board of Aldermen (BOA) for final approval. Upon approval by the BOA, the City will begin the project in accordance with the implementation action plan. If the BOA approves of the proposed traffic calming plan but rejects the proposal because of issues with the implementation action plan, then the City and the TCTF will work together to resolve such issues. The City and TCTF can make these changes to the implementation action plan without further input from the neighborhood. If the BOA rejects the proposed neighborhood traffic calming plan itself, then the project will revert back to Stage 2.2 of the traffic calming process in order to develop a traffic calming plan that is acceptable to the BOA as well as the neighborhood and the affected City/County departments.

The Traffic Calming Process Schedule

Since all traffic calming projects must compete for funds one against the other and against the other needs of the City, it is important to set a time frame for which proposals will be considered. The fiscal year, which begins July 1, will determine the availability of funds for traffic calming so the process schedule should be based on the fiscal year. The traffic calming process, as previously described, could take six to nine months to execute; therefore, all requests to be considered in a fiscal year must be submitted at least nine months before the budget for the following year is developed (operating budgets are usually submitted in February while requests for the Capital Improvement Program are submitted in November).



The City will accept proposals from the neighborhoods throughout the year. Proposals will be reviewed (Stage 1.2) and assessed (Stage 1.3) as they are received. Data collection (Stage 1.4) will be scheduled for those requests that are being advanced in the process. The request will be initially classified (Stage 1.5) based on the analysis of the collected data. Alternative solutions can immediately be considered for the low priority requests and for high priority requests where alternative measures have not yet been tried. Requests that are to be advanced to Stage 2 of the process will be held for evaluation against all other high priority requests. In January, the City will rank all of the high priority requests from the previous year based on their point totals. The requests scoring the most points will be advanced to Stage 2. The number of requests advanced will depend on the manpower and funding available to WSDOT for executing Stage 2 of the policy.

Stage 2 activities should begin as quickly as possible on those requests that are advanced in order for the traffic calming plan and the associated implementation action plan to be approved in time for inclusion of the project in the budget for the following year.

Requests not advanced should be reviewed to determine if there are simple alternative measures that can be applied or if the request should be set aside and re-evaluated the next year. The classification threshold for Stage 1.5 should be reviewed and adjusted annually based on the point totals of the projects evaluated.

It is anticipated that this process, from first contact to implementation of the traffic calming plan, can take one (1) or two (2) years or longer. Neighborhoods desiring to accelerate this process may do so through the use of private funding for the project. Neighborhoods may request that the City hire a private engineering firm (PEF) to perform the planning and design process. The entire cost of hiring a PEF will be borne by the neighborhood requesting this action to be taken. Neighborhoods may



also hire, at their cost, an approved construction contractor to implement the plan. The same planning, design, review and approval process must still be followed; however, a project that is fully funded by the neighborhood may be able to move from inception to implementation in six (6) months or less. Additional information about the use of private funds for this program is included in Section V of this policy.