



Section III. New Developments

Traffic calming tools are an important part of any new neighborhood. Unlike existing neighborhoods, it is the responsibility of the developer and the City to choose the appropriate traffic calming tools for the future residents of the area.

This policy includes two stages to address traffic calming for new developments. Stage 1 is intended to address the need for traffic calming measures within the proposed development itself. Stage 2 describes the process and responsibilities for applying traffic calming measures in existing neighborhoods that are expected to be significantly impacted by the proposed development.

The intent of this policy is to provide City staff and developers with additional tools for addressing traffic issues associated with a proposed development. The process that is described below is intended to be conducted as part of the existing development review and approval process. It is not the intent of this policy to include additional plan reviews or to place additional burdens on those desiring to develop property in Winston-Salem.

Traffic Calming for a New Development – Stage 1

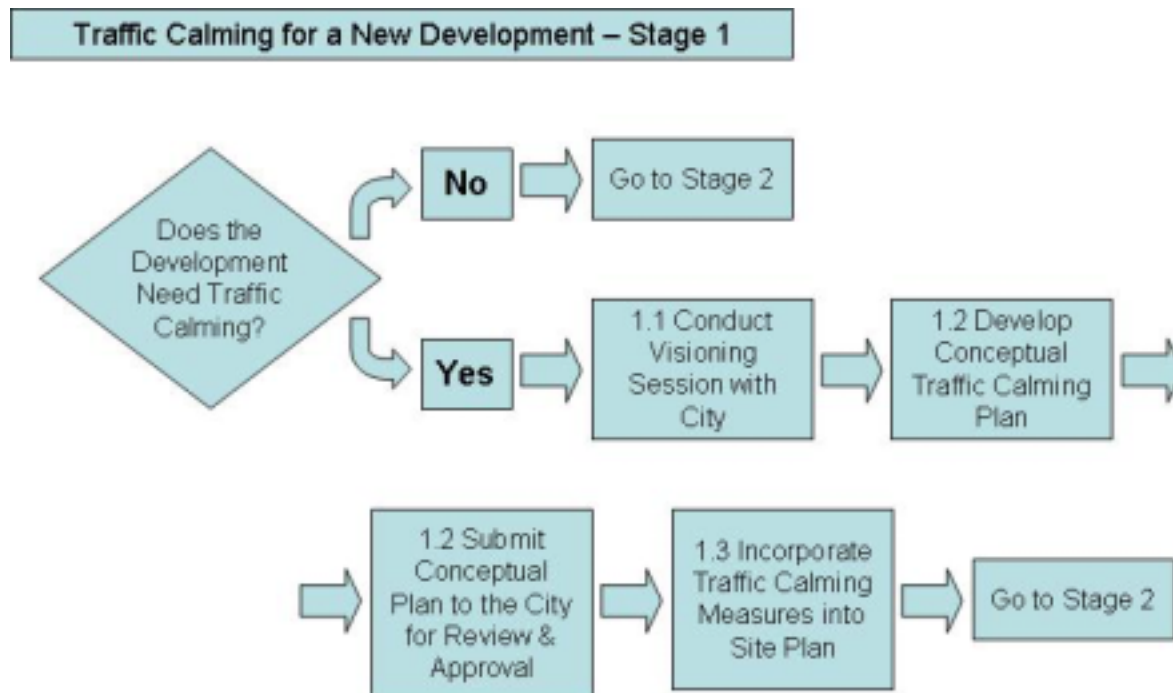
WSDOT and City-County Planning staff should consider the need for traffic calming in their reviews of all proposed developments.

Unfortunately, it is not adequate to assign an empirical list of data that will clearly define when traffic calming should be included in a new development. Instead, it is up to the reviewers to consider several factors such as the ones listed at the right.

Does the proposed development need traffic calming?

- What is the size and nature of the development?
- Is this development likely to experience a large amount of cut-through traffic?
- What are the design speeds of the new streets and will the proposed street layout be likely to encourage excessive speeds?
- What traffic calming tools have been implemented in nearby neighborhoods?
- Has traffic calming been effective in nearby neighborhoods?

Once a need for traffic calming measures has been established, the developer should follow the below procedure to gain approval of the traffic calming measures for the development.





Stage 1.1 – Traffic Calming Visioning Session

Once the need for traffic calming measures has been established, the City will schedule a visioning session with the developer to discuss the traffic calming measures that will best serve the new community. The City should include participants from the City-County Planning Department, WSDOT, the Streets Division, the Fire Department, the Police Department and the Engineering Division. The site designer for the developer should also participate along with any other representatives that the developer feels are appropriate. All of the appropriate participants in a traffic calming visioning session are currently invited to participate in the development draft plan pre-review meetings typically conducted by City staff on Friday mornings. It is expected that the typical traffic calming visioning session will be conducted as part of this pre-review meeting. Occasionally, in some circumstances it may be necessary to conduct the traffic calming visioning session separate from the pre-review meeting. This may be necessary for large developments with complicated or far-reaching impacts or when the developer is unfamiliar with traffic calming techniques and more time is needed to introduce traffic calming to the development team.

The visioning session should be conducted in the form of a mini-charrette with a City staff member serving as the facilitator. The visioning session should start with a brief description of the goals of traffic calming and the traffic calming measures that are available and appropriate for the development. If the developer is not familiar with the City's traffic calming tool box or does not fully understand how traffic calming can improve the development then a more detailed opening presentation may be necessary.

In the visioning session, the City should describe why they believe that traffic calming is needed in the proposed development. All of the participants should then work together to develop appropriate solutions.



Solutions do not need to be limited to traffic calming measures. Other methods, such as the realignment of a proposed street or changes to street cross-sections, can also be considered. **Tables 3-1 and 3-2** describe criteria that should be used to incorporate traffic calming measures into the design of a new development. In some cases, the criteria may conflict with criteria in the Subdivision Guidelines. A waiver should be considered in instances where traffic calming is important to the development of the neighborhood. If a waiver cannot be obtained then the roadway should be designed using the minimum values of the Subdivision Guidelines or applicable ordinance. In such cases, appropriate site specific traffic calming measures, as presented in Section IV of this policy, should be considered.

Table 3-1: Design Guidelines for Residential Roadways (< 500 vpd)

<i>Design Category</i>	<i>Value</i>
Design Speed	<i>To be determined by City Engineer</i>
Pavement Width	<i>To be determined by City Engineer</i>
Travel Lane Width	<i>To be determined by City Engineer</i>
Parking Lane Width	<i>To be determined by City Engineer</i>
Vertical Curve Length	<i>To be determined by City Engineer</i>
Roadway Curve Radius	<i>To be determined by City Engineer</i>
Roadway Tangent Length	<i>To be determined by City Engineer</i>
Curbing	<i>To be determined by City Engineer</i>
Sidewalks(both sides)	<i>To be determined by City Engineer</i>
Obstacle clearance	<i>To be determined by City Engineer</i>
Corner Radius	<i>To be determined by City Engineer</i>
Spacing of traffic calming measures	<i>To be determined by City Engineer</i>



Table 3-2: Design Guidelines for Residential Collector/Non-Residential Street (> 500 vpd and < 2,000 vpd)

<i>Design Category</i>	<i>Value</i>
Design Speed	<i>To be determined by City Engineer</i>
Pavement Width	<i>To be determined by City Engineer</i>
Travel Lane Width	<i>To be determined by City Engineer</i>
Parking Lane Width	<i>To be determined by City Engineer</i>
Vertical Curve Length	<i>To be determined by City Engineer</i>
Roadway Curve Radius	<i>To be determined by City Engineer</i>
Curbing	<i>To be determined by City Engineer</i>
Sidewalks(both sides)	<i>To be determined by City Engineer</i>
Obstacle clearance	<i>To be determined by City Engineer</i>
Corner Radius	<i>To be determined by City Engineer</i>
Spacing of traffic calming measures	<i>To be determined by City Engineer</i>

The results of the visioning session should be concurrence as to what design standards should be used, what traffic calming measures are to be included with the development, and/or what plan changes are to be made to the proposed site plan.

Stage 1.2 – Develop Traffic Calming Plan/Revise Site Plan

The developer should develop conceptual traffic calming plans and/or revise the site plans as discussed in the visioning session with the City. These plans should be submitted to the City for review and approval. The same City and County Departments listed in the previous section should be invited to review and comment on proposed traffic calming plans for new developments. This review should be limited to the traffic calming measures and/or site plan changes discussed in the visioning session and should be completed in a timely manner so as not to cause undue delay to the developer.

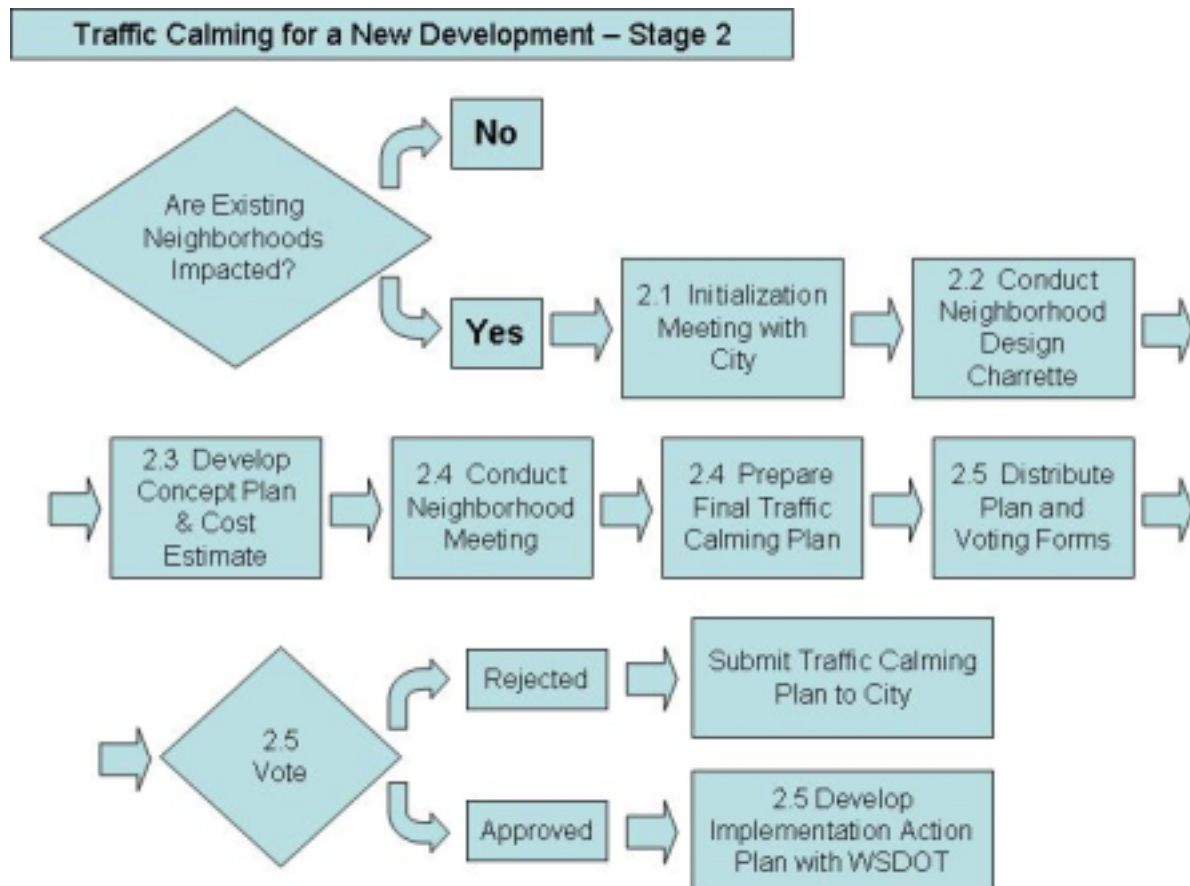
Stage 1.3 – Incorporate Into Site Plan

After the plans have been reviewed and finalized, the traffic calming measures should be incorporated into the proposed site plan. This must

be done prior to submitting the final site plan for approval and issuance of permits. The recommended traffic calming measures should be implemented with the development of the site.

Traffic Calming for a New Development – Stage 2

In reviewing proposed development plans, the City should consider how the proposed development will impact traffic patterns in existing neighborhoods near the development. If significant adverse impacts to existing neighborhoods are anticipated, such as excessive additional cut-thru traffic, then the developer may be required to mitigate those impacts through the implementation of traffic calming measures within those neighborhoods. If the City determines that mitigation is required, the developer should follow the below procedure for developing and implementing traffic calming plans in the impacted neighborhoods.





The City has established a threshold of **500 or more total additional trips per day** on an existing street as a trigger for requiring traffic calming techniques to be considered. Total additional trips include those generated by the proposed development as well as any existing background traffic that may divert onto an existing street as a result of new or improved street connections made in conjunction with the proposed development.

Stage 2.1 – Initialization Meeting with City

Once the City determines that the developer will be required to implement off-site traffic calming measures they will schedule a meeting with the developer and neighborhood representatives to discuss the requirements and the process. Prior to this meeting, WSDOT will review existing traffic data and the complaint history for the existing neighborhood(s). They should try to determine if implementation of traffic calming measures to address concerns related to the proposed new development might cause new problems or exacerbate existing problems at other locations in the neighborhood(s). Every effort should be made to develop a comprehensive traffic calming plan that addresses all of the impacts associated with the new development.

Much like the visioning session described in Stage 1.1, the initialization meeting will allow the City and the developer to discuss why off-site improvements are required and what tools are available. The process for developing a plan for the off-site improvements will be discussed as well as the goals for the project. At this meeting, the City and the developer will agree as to who will lead the process, whether it will be City staff or a consultant hired by the developer. The City is capable of providing all of the services required by this policy; however, the developer may chose to hire a consultant approved by WSDOT to speed the process. A schedule of the various actions required should be established at this meeting.

It is recommended that the neighborhood form a Traffic Calming Task Force (TCTF), as described in Section II of this policy, to coordinate the activities of the neighborhood.

Stage 2.2 – Conduct a Neighborhood Design Charrette

The WSDOT and/or the developer's consultant will facilitate 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 the proposed development, traffic calming, available traffic calming measures, and the process;
- Review the projected traffic data associated with the proposed development as well as any pertinent existing traffic data 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 for both the developer and the City.

It is recommended that the design charrette only address mitigating the traffic issues associated with the proposed new development. The facilitator(s) will need to keep the participants focused on these issues and not allow their attention to be diverted by other traffic issues that are not affected by the proposed development or other issues associated with the proposed development, such as storm drainage concerns, etc.

When development related traffic calming measures are required in multiple existing neighborhoods it is recommended that separate design charrettes be held in each neighborhood. In some instances it will be acceptable to hold a single design charrette for multiple neighborhoods;



however, it is important that the charrette include break-out sessions for each individual neighborhood. The City will have the final decision as to whether or not a single charrette is acceptable for multiple neighborhoods.

The outcome of the design charrette(s) will give the City staff and/or the developer's consultant a direction for the development of a traffic calming plan for the neighborhood. The City has the right to waive the design charrette if they feel that an acceptable traffic calming plan can be developed working only with the neighborhood TCTF.

Stage 2.3 – Develop Concept Plan & Cost Estimate

Utilizing the information from the design charrette, the WSDOT or the developer's consultant will develop a concept plan that mitigates the impacts of the proposed new development. It is critical that appropriate City and County service departments are included in the plan development, especially emergency services. Upon completion of the concept plan by WSDOT or submittal of the plan from the developer's consultant, the WSDOT will circulate the conceptual plan for review and comment to the various City and County departments as listed in Section II of this policy.

The WSDOT or the developer's consultant will prepare a cost estimate for implementing the proposed plan. The developer will be responsible for the entire cost of implementing the plan to the same level that the City would if the work were being performed as a Capital Improvement Project. Additional costs for aesthetic enhancements requested by the neighborhood will be paid by the neighborhood.

Stage 2.4 – Conduct a Neighborhood Meeting

The final conceptual plans and preliminary cost estimates will be presented to the neighborhood in a traditional public information meeting. All residents within the impact area should be invited to this meeting. The impact area will be determined jointly by the developer,



the TCTF or neighborhood representative 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 should be given the opportunity to comment on the plan.

Multiple neighborhoods can be invited to participate in a single meeting; however, it is advised that separate meetings be held for neighborhoods that are not considering the same traffic calming plan. Unlike the design charrette, it is not as important that the participants focus solely on traffic issues. If the developer desires, this meeting can be used as a forum to address other concerns that residents may have regarding the proposed new development.

Utilizing the information from this final public meeting, the WSDOT or the developer's consultant shall revise the traffic calming plans and cost estimate appropriately. If significant changes are made as a result of the neighborhood meeting the WSDOT may determine that it is necessary to recirculate the plans among the various City and County service departments.

Stage 2.5 – Final Design and Plan Approval

The developer's consultant and/or WSDOT will work with the neighborhood TCTF to develop a method 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 and the developer, it must allow for verification and validation by the City, such as through the signature of the property owner.

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.)

If the neighborhood rejects the plan the developer is to turn over all of the traffic calming plans and project records to WSDOT and the developer will have no further obligation for traffic calming within the existing neighborhood. WSDOT will notify the TCTF that the plans have been rejected and no further action will be taken.

If the neighborhood approves the plan then the developer is to meet with the City and the TCTF to prepare an implementation action plan. The implementation action plan will spell out the schedule and method for implementation of the measures. The developer can either choose to hire an approved contractor to implement the plan or proffer the cost of implementing the plan as described in Section V of this policy. If the developer has chosen to hire a contractor to implement the plan then the schedule may be based on a percentage of occupancy of the



development and the development may not be granted additional occupancy permits above that percentage until the plan has been fully implemented. If the developer proffers the cost of implementation, he will have met his full obligation and the issuance of permits will not be tied to implementation of the plan. The WSDOT will coordinate with the TCTF to develop an implementation schedule.

If the approved traffic calming plan includes enhancements to be paid for by the neighborhood, then the implementation action plan must include when the neighborhood must provide these funds to the City. If these funds are not provided by the specified date, the City can authorize the developer to proceed with implementation of the traffic calming plan using less expensive, standard devices. If there are concerns that the traffic calming plan might not have been approved by the neighborhood without the enhancements then the City can delay the implementation of the plan; however, this delay should not be allowed to impact the progress of the proposed development.

The addition of traffic calming devices to an existing neighborhood must be approved by the Board of Aldermen (BOA). If the BOA rejects the measures to mitigate the impacts of the proposed new development then the developer, the City and the TCTF will work together to address the concerns of the BOA. If a plan that is satisfactory to the BOA cannot be developed then the developer will not have any further obligation for traffic calming in the neighborhood. The developer is to turn over all of the traffic calming plans and project records to WSDOT. The City is to return to the developer any funds proffered for the implementation of the traffic calming measures; however, the City will not reimburse the developer for costs incurred in the planning and design of the traffic calming plan.



Traffic Calming Process Schedule

The importance of timely reviews and issuance of permits for new developments is well understood. It is not the intent of this policy to cause undue delay to developers; however, the addition of traffic calming devices within the proposed development must be completed prior to approval of the development plans. With the right participants, the process for adding traffic calming devices within a proposed development can be mostly completed in the visioning session. If the need for traffic calming measures is identified early in the plan review process, there should be no delay to the project.

On the other hand, adding traffic calming measures to an existing neighborhood can be a fairly long and tedious process. It is in everyone's best interest that there is as much time as necessary available to plan and design these measures. Therefore, it is not necessary to have an approved traffic calming plan for mitigation of off-site impacts for approval of the development plan. The process for developing the traffic calming plan can be performed concurrently with the final design and construction of the proposed development. As stated previously, the issuance of occupancy permits may be tied to the traffic calming planning process. This is a reasonable compromise since the need for the traffic calming measures typically will not occur until the development is occupied. In many cases, it will be permissible to issue a certain percentage of occupancy permits for the development prior to the completion of the traffic calming process. In cases where the developer proffers the cost of the required off-site measures, the City shall complete the implementation of the traffic calming measures within 24 months of issuance of the final occupancy permits for the development; otherwise, the City shall return the proffer to the developer. The issuance of occupancy permits may be tied to the payment of the proffer to the City. In many cases, it will be permissible to issue a certain percentage of occupancy permits before the proffer is paid.