

CITY OF BROOKHAVEN  
PUBLIC WORKS DEPARTMENT

*TRAFFIC CALMING POLICY*

**Approved: November 14, 2017**

## I. Introduction

Because of increased congestion on the City's arterial and collector road network, combined with driver's desires to find shorter travel routes, drivers frequently seek alternate travel routes. Frequently, the routes include the City's local and residential neighborhood streets. Many of these streets have experienced increases in volume and speeding that has diminished the quality of life and the safety of residents, pedestrians, bicyclist, and other motorists.

Traffic Calming as defines by the Institute of Transportation Engineers (ITE), is the use of physical and psychological devices "to reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users." The use of Traffic Calming techniques may return the quality of life and safety in a neighborhood by alerting drivers to share the road, drive with more care, drive more slowly, and, in some cases, divert to more appropriate routes.

While each neighborhood and each situation may be somewhat unique, a systematic approach is taken by the Traffic Calming Program. Thus, the same definitions and criteria, as outlined in this policy, are applied in all cases. As a part of that approach, the transportation system of the City needs to be considered as a whole. Solving a problem on one neighborhood or street should not cause another problem to appear somewhere else.

## II. Minimum Requirements

In order for the installation of Traffic Calming Measures to be considered, the following criteria must be met:

1. Only streets classified as Local and/or Residential with a speed limit of 30 mph or less are eligible for the Traffic Calming Program.
2. Streets classified as Arterial, Collector, and/or Thoroughfare are Not Eligible for the Traffic Calming Program.
3. The 85<sup>th</sup> Percentile speed as measured by a speed study must be 10 mph greater than the posted speed limit of the street. Consideration will be made if the 85<sup>th</sup> percentile speed is 5 mph greater than the posted speed limit and there are recorded speeds greater than 10 mph over the posted speed limit.
4. The traffic study must show that the Traffic Calming techniques will not divert traffic on to other local and/or residential streets in the study area.
5. Emergency Vehicle access must be preserved. Consideration will also be given to school bus and sanitation vehicle access.
6. Pedestrian and Bicycle access must be preserved
7. The neighborhood Traffic Calming plan shall be designed using sound planning practices and engineering judgment.

### III. Definitions

For purposes of this Policy, certain terms and words are defined. Where words have not been defined, but are defined in a subsequent section of this Policy, those words shall have the meaning as defined therein. The following words, terms and phrases when used in this Policy shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**AASHTO** means the American Association of State Highway and Transportation Officials.

**Affected area** means a geographic portion of a neighborhood consisting of all property owners whose quality of life as a resident in the neighborhood, and not necessarily as a traveler through the neighborhood, is being directly impacted by the cut-through or speeding traffic problem being addressed. The affected area will include all lots from which residents must traverse the traffic calming measure. The affected area will also include all lots from which residents may have an alternate route without traffic calming measures but whose lots have driveways that access the residential street for which traffic calming measures are sought.

**Department** means the Public Works Department.

**Eligible Petitioner** means the person whose name is recorded as a property owner in the tax records maintained by the DeKalb County's tax commissioner and board of tax assessors for the address listed on the petition that falls within the affected area.

**Initiator** is a real property owner who has initiated a request for traffic calming measures and/or has assumed a primary role in circulating the subsequent traffic-calming petition and undertakes to serve as the City's sole contact with respect to the progress of any subsequent traffic study and traffic-calming petition.

**I. T. E.** Means the Institute of Transportation Engineers.

**MUTCD** means the Manual on Uniform Traffic Control Devices.

**Real property owners'** means homeowners or other real property owners as indicated in the tax records maintained by the DeKalb County tax commissioner and board of tax assessors.

**Reference number** means the number assigned to a completed initial interest request which meets the City's criteria for a study that will be used to determine the order in which traffic studies will be conducted.

**Residential Street** means a street classified and defined as "residential" or "local" in the records of the City of Brookhaven Community Development Department.

**Traffic-calming measures** means those methods and processes, prescribed by "AASHTO" or other nationally recognized organizations, that the City may use to reduce aggressive driving behavior

that impairs the quality of life of its citizens in any neighborhood in which the posted speed limit is no greater than thirty (30) miles per hour. Such measures include, but are not limited to, speed humps, bicycle lanes, center traffic islands, splitter islands, and striping and turn restriction lanes.

***Traffic study*** means the process by which data pertinent to the flow, rate of speed and density of traffic, collected over a defined period of time, is measured and analyzed to determine its impact on the safety of citizens within a neighborhood or affected area.

#### IV. Traffic Calming Process

1. Homeowners' Association, or when a Home Owners Association is not in existence, a neighborhood group can request a Traffic Calming Study for their neighborhood or street by submitting an Application Form and Petition with signatures of a minimum of 50% of the residents on the street(s) requesting Traffic Calming.
2. Initial application and the petition will start the traffic calming process. This is not a request for a particular traffic calming device. Selection of Traffic Calming Devices are made by Public Works Director based on Traffic data and analysis performed by Traffic Engineer.
3. Public Works Department will schedule and conduct an Initial Meeting with the Neighborhood Coordinator to discuss:
  - Application Process
  - Traffic Study Process
  - Petition Requirements
  - Financial Participation
  - Potential Passive Traffic Calming Solutions
4. Public Works Department will conduct appropriate studies, as approved by City Manager, to determine the existence and extent of the problem
  - If the results of the study indicate there is no traffic problem, the neighborhood will be informed in writing
  - Once the neighborhood is notified in writing that there is no traffic problems exists at a particular neighborhood, no petitions will be entertained by the City for the next five years from the date of the notification.
  - If a major rezoning and land development occurs in the same neighborhood, Public Works Director may waive the five-year moratorium of repeated petition.
  - If the results of the study indicate there is a traffic problem, Public Works staff will develop a traffic calming report, including suggested passive and active measures.
5. Public Works staff schedules a neighborhood meeting to discuss study findings, suggested passive and active measures, definition of the affected area, anticipated costs, and the petition process

6. Public Works will prepare a preliminary design of the proposed passive and active measures and prepare the formal petitions for the Neighborhood Coordinator to distribute for signature.
7. Public works will determine the “Area of Impact” for the proposed traffic calming measures and provide a map to identify the impacted property owners to obtain signatures.
8. To show awareness and consensus for the proposed traffic calming plan, the neighborhood must submit a petition to Public Works with signatures of 70% of the property owners approving the proposed plan (see Appendix B for example petition forms)
9. Public Works shall verify the signatures on the petition and, once verified, will develop a final project design and cost, based on the suggested passive and active measures.
10. Final design and cost for any active measures will be presented to the Mayor and City Council for funding and approval
11. The City will fund 100% of the cost-necessary for construction of any active traffic calming measures. Funding available for the construction of active traffic calming measures will be limited to the amount budgeted for Traffic Calming for that current fiscal year and allocated to neighborhoods in the order that their petition is approved by the City Council. Any neighborhoods that are approved for the construction of active traffic calming measures after the current year’s budget has been expended will be funded out of future year’s budgets in the order that their petition was approved by the City Council
12. Passive measures and/or any needed modifications or temporary measures may be implemented and studies for effectiveness before active measures are installed.
13. Upon City Council approval and the allocation of funds in the City budget, the traffic calming project will be implemented at the direction of the Public Works Department.
14. Each property in the affected area will be assessed a \$25 fee per year on their property tax bill for maintenance of the Traffic Calming Devices, beginning the year after the devices are installed.
15. Within 6 months of project installation, Public Works staff will conduct follow-up studies to measure project effectiveness
16. In the case of resurfacing, most existing traffic calming devices will need to be removed in order for resurfacing to take place. However, existing traffic calming devices will be considered as grandfathered and will be replaced with following completion of the resurfacing project. No additional neighborhood funding or petitions will be required.

#### **IV. Removal of Traffic Calming Devices**

If the neighborhood decides that they no longer want previously installed traffic calming devices, they must follow the same procedure to obtain 70% support by petition as listed above for installation. Active traffic calming devices should remain in place at least 12 months before removal.

If devices are removed, the road must also be brought back to City standards. The City of Brookhaven reserves the right to remove speed humps for any reason.

Once the petition process is complete, city has 30 days to remove the traffic calming devices. Once the traffic calming devices are removed, Citizens are not eligible for petitioning for the traffic calming measures for the next 5 years.

Neighborhood is responsible for sharing 50% of the cost to remove traffic calming devices. City should receive the payment within 30 days of the notification to the neighborhood or Home Owner Association representative.

### **Appendix A – Sample Petition Letter and Forms**

A sample initial and final petition forms follow. The petition form includes multiple signatures and could be carried around by volunteers, mailed/distributed to each household or kept in a central location. Neighborhoods have had success with multiple distribution methods, and Public Works staff is available to offer advice and suggestions.

All Final Petition Forms submitted must have certain features. Most importantly, the property owner(s) must clearly indicate they are in favor of traffic calming devices on the neighborhood streets. The street address of the property should be indicated, along with printed name(s) of the owner. Please note that all listed property owners must sign the petition or a 'no' vote will be recorded for the property.

Submitted petitions should include a cover letter from the HOA Board, neighborhood president, or other responsible party attesting that all signatures are correct and valid to the best of their knowledge. The letter should also specify that the petition supports the type of and number of traffic calming devices proposed by Transportation staff as the suggested solutions.

**CITY OF BROOKHAVEN DEPARTMENT OF PUBLIC WORKS**  
**TRAFFIC CALMING PROGRAM INITIAL INTEREST PETITION FORM**

**STREET/AREA:**  
**EXPIRATION DATE:**

The objective of the City of Brookhaven Traffic Calming Program is to provide **property owners** a means of addressing excessive traffic volume and speed related problems in residential neighborhood communities throughout the City of Brookhaven. The program provides a process by which neighborhood supported traffic calming measures, such as speed tables, center islands, splitter islands, bike lanes/striping modifications, and traffic circles can be installed on City-maintained neighborhood roads where engineering studies support the desired results, and where installation is favored by a majority of the affected property owners.

**THE REQUEST PROCESS**

All interested residents on the street(s) should be canvassed and given opportunity to express their interest and support for traffic calming measures by signing this request form to have the neighborhood evaluated by the Traffic Calming Program. Residents representing **50%** or more of the properties on the street must sign the petition indicating that they are in favor of having their community evaluated before the street can participate in the Traffic Calming Program.

Interested parties obtaining signatures on this petition will have **45** calendar **days** from the date of issuance to respond, otherwise the request for traffic calming assistance under this program will be automatically rejected. Areas meeting qualification requirements will have their street(s) placed on this program's request list for studies and surveys under the Traffic Calming Program.

**ADDITIONAL INFORMATION**

Answers to questions pertaining to this form or those regarding the City of Brookhaven Traffic Calming Program can be obtained by calling the Department of Public Works at (404) 637-0540.

DUPLICATION OF THIS FORM IS AUTHORIZED IF BOTH SIDES ARE COPIED  
**(SIGNATURE PAGE IS ON OTHER SIDE)**

**RETURN COMPLETED FORMS TO:**

City of Brookhaven  
Department of Public Works  
4362 Peachtree Rd  
Brookhaven, Georgia 30319



## CITY OF BROOKHAVEN TRAFFIC CALMING PROGRAM INITIAL INTEREST PETITION FORM

The undersigned property owners understand that the purpose of this form is to measure community interest in considering traffic calming measures (speed tables, center islands, splitter islands, bike lanes/stripping modifications, and traffic circles) in their community. **THIS IS NOT A PETITION TO APPROVE THE INSTALLATION OF ANY TRAFFIC CALMING MEASURE.** It is further understood that an acceptance of 50% or more of signatures on this form from interested residents on the street, signifies to the City of Brookhaven that sufficient neighborhood interest has been generated for traffic calming evaluations. \* A Minimum of 5 Signatures is required.

STREET/AREA: \_\_\_\_\_

1. \_\_\_\_\_  
Print Name (Last, First)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

2. \_\_\_\_\_  
Print Name (Last, First)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

3. \_\_\_\_\_  
Print Name (Last, First)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

4. \_\_\_\_\_  
Print Name (Last, First)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

5. \_\_\_\_\_  
Print Name (Last, First)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

6. \_\_\_\_\_  
Print Name (Last, First)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

7. \_\_\_\_\_  
Print Name (Last, First)

\_\_\_\_\_

Street Address

\_\_\_\_\_

Daytime Telephone Number

\_\_\_\_\_

Signature

8. \_\_\_\_\_  
Print Name (Last, First)

\_\_\_\_\_

Street Address

\_\_\_\_\_

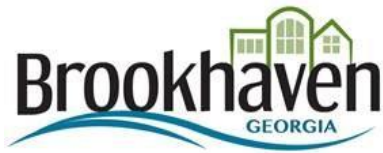
Daytime Telephone Number

\_\_\_\_\_

Signature

**DUPLICATION OF THIS FORM IS AUTHORIZED IF BOTH SIDES ARE COPIED**

SAMPLE



## CITY OF BROOKHAVEN

### Traffic Calming Program

DATE: \_\_\_\_\_, 201\_\_

|   |      |
|---|------|
| Road Name(s)  |      |
| TRAFFIC CALMING MEASURES:<br><i>Description of Traffic Calming Measures</i> |      |
| NUMBER OF LOTS IN AFFECTED AREA   |      |
| STREETS IN AFFECTED AREA:<br><i>Streets Affected</i>                        |      |
| EXPIRATION DATE   |      |
| ANNUAL MAINTENANCE COST PER PROPERTY OWNER                                  | \$25 |

PETITION PROCESS ON THE OTHER SIDE

# CITY OF BROOKHAVEN

## TRAFFIC CALMING

### TRAFFIC CALMING PETITION AND COVER LETTER

The objective of the City of Brookhaven Traffic Calming Program is to provide property owners a means of addressing speeding related problems in their communities. This petition provides that opportunity for the attached area, determined to be the “affected area”. The City’s program provides a process by which traffic calming measures such as speed tables, bike lanes, center traffic islands, splitter islands, and striping can be implemented on the City-maintained neighborhood roads. Engineering studies must support the desired results and 70% or more of the affected property owners must favor the installation.

### **THE PETITION PROCESS**

To have speed tables or a combination of other traffic calming measures installed in a City of Brookhaven neighborhood, a completed petition must be submitted to the City of Brookhaven Department of Public Works. All affected property owners in the subdivision should be contacted by the stakeholder(s) or liaison and given an opportunity to sign this petition indicating a **yes** or **no** response to traffic calming. **ALL PROPERTY OWNERS OF RECORD MUST SIGN THE PETITION.** This also applies to owners of undeveloped lots. Rental tenants are not an acceptable substitute for the legal homeowner. All valid signatures must be on the official traffic calming final petition form. Any other deviations will be an invalid part of the final petition certification process. Witness signatures are required to verify property owners’ signatures. The determining percentage will be calculated based on individual lots where owners sign affirmatively, divided by the total number of lots in the **Affected Area**. Homeowners representing 70% or more of the affected properties must vote in favor of traffic calming measures before petitions can be presented to the Council. **For subdivisions not completely built out**, a minimum of **80%** of the total units must be occupied before a petition for the installation of speed tables will be considered.

**Removal of Previously Installed Traffic Calming Measures** can proceed if the City is presented a petition requesting removal. At least **70%** of the property owners must vote in favor of removal. Rules governing the signing of the petition and procedure for calculating approval percentages are the same as those used in the installation approval process. Such a petition for removal will only be considered after a period of at least **one year** after installation.

Completed petitions must be signed, witnessed, and returned to this office where signatures will be verified using tax records and land lot maps. Petitioners will have **90 days** from the date of the announced proposal to submit the petition; otherwise the proposal will be automatically rejected. Petitions meeting verification and qualification requirements will be presented to the Council. A public hearing will be announced and the Council will approve or disapprove all qualifying petitions at that time.

### **ADDITIONAL INFORMATION**

The installation of traffic calming measures will not be considered final until the measures are inspected by the Department of Public Works for compliance with design specifications. Annual maintenance charges will be added to the property tax bills at the end of the year in which the measures are installed. **Each platted lot in the affected area, whether developed or not, will be subject to the assessed charges.** A yes or no vote can NOT be changed, removed, or altered after the petition has been received or stamped by the City. **INFORMATION CONTAINED ON THIS PETITION MAY BE SUBJECT TO DISCLOSURE IN ACCORDANCE WITH THE OPEN RECORDS LAW, O.C.G.A. CODE SECTION 50-18-70.**

|                                |   |
|--------------------------------|---|
| RETURN COMPLETED PETITIONS TO: | CITY OF BROOKHAVEN<br>Department of Public Works<br>4362 Peachtree Road<br>Brookhaven, GA 30319 |
|--------------------------------|---|

**ALL PETITIONS MUST BE SUBMITTED ON OFFICAL PREPRINTED FORMS**

**CITY OF BROOKHAVEN TRAFFIC CALMING PETITION**

The undersigned property owners understand the purpose of this petition and hereby accept or reject, as indicated herein, the proposal being presented. It is further understood that an acceptance of **70%** or more of property owners in the affected area on this petition, indicated by the number of **“yes”** votes, signifies approval for the City of Brookhaven to implement a proposed measure. This approval and selection of a particular measure allows the City to assess annual maintenance charges for the installed measure(s) to all property designated to be in the **“Affected Area”** upon the approval of this petition by the **Council**.

\_\_\_\_\_  
Street Name

\_\_\_\_\_  
Subdivision Name

\_\_\_\_\_  
No    Yes

1.

\_\_\_\_\_  
Owner Name #1 (Last, First)

\_\_\_\_\_  
Owner Name #2 (Last, First)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
No    Yes

2.

\_\_\_\_\_  
Owner Name #1 (Last, First)

\_\_\_\_\_  
Owner Name #2 (Last, First)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
No    Yes

3.

\_\_\_\_\_  
Owner Name #1 (Last, First)

\_\_\_\_\_  
Owner Name #2 (Last, First)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
No    Yes

4.

\_\_\_\_\_  
Owner Name #1 (Last, First)

\_\_\_\_\_  
Owner Name #2 (Last, First)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

**ALL PETITIONS MUST BE SUBMITTED ON OFFICAL PREPRINTED FORMS  
DESIGN ON OTHER SIDE**