

**CITY OF JOHNS CREEK TRAFFIC CALMING POLICY  
As Amended May 7, 2018**

Sec. 1. - Definitions.

For purposes of this policy, certain terms and words are defined. Where words have not been defined, but are defined in a subsequent sub-section of this policy, those words shall have the meaning as defined therein. The following words, terms and phrases when used in this article 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 excessive volume 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 City's GIS department for the address listed on the petition that falls within the affected area.

**GIS** means Geographical Information Systems.

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

**ITE** 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 City's GIS department.

**Reference Number** means the number assigned to a completed initial interest petition 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" in the City's current Transportation Master Plan.

**Renter** means party leasing property in the affected area.

**Traffic-Calming Measures** means those methods and processes, prescribed by "AASHTO" or other nationally recognized organizations, that the City has selected (an approved toolbox of traffic calming measures are listed in Exhibit "A") that are intended 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.

**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.

Sec. 2. - Procedure for requesting a traffic study.

- a) The City shall require the filing of the initial interest petition on a form promulgated by the department director or designee.
- b) Any person(s) interested in pursuing the installation of traffic-calming measures on a residential street, upon request to the department, will begin the initial interest petition process for the department to perform a traffic study. The initial interest petition shall be completed no later than forty- five (45) days after the date the department issues the initial interest petition. The initial interest petition will allow for persons (Real Property Owners or Renters) to sign in favor of requesting a traffic study or to register their opposition to the conduct of a traffic study.
- c) All persons signing an initial interest petition to request that the department carry out a traffic study shall hereinafter be referred to as applicants. All persons opposed shall hereinafter be referred to as opponents.
- d) All applicants and opponents must be either real property owners or rental occupants.

Sec. 3. - Initial interest petition.

- a) The department will not consider an initial interest petition unless at least fifteen (15) percent of the real property owners or rental occupants on the residential street are in favor of the traffic study.
- b) The initial interest petition shall include all of the following:
  - 1) The full name, signature, home address, and daytime telephone number of each person that signed the initial interest petition.
  - 2) The date upon which each person signed the initial interest petition.
  - 3) A description of the precise area for which the traffic study is requested by reference to the name of the subdivision or popular name of the neighborhood, or the bridges, streets, roads and where appropriate with house numbers that identify the area where a perceived speeding or excessive volume problem exists.
  - 4) The name, address and telephone number of an initiator.
- c) Only (1) real property owner or renter for each street address may sign the initial interest petition.

Sec. 4. - Evaluating the initial interest petition and informing the initiator.

- a) Upon completion of the initial interest petition, the department will make a determination as to whether at least fifteen (15) percent of the real property owners or rental occupants on the residential street are in favor of the traffic study.
- b) After the department has received the complete initial interest petition, no signature will be withdrawn from an initial interest petition unless the department is notified in

writing within fifteen (15) days, that there is reasonable proof that fraud or other impropriety occurred regarding the obtaining of the petitioner's signature.

c) Within thirty (30) days, the initiator of the initial interest petition will be notified in writing by the department as to whether the initial interest petition meets the criteria for a traffic study. In the event that the department decides to conduct a traffic study, the written notification to the initiator will include a reference number assigned to the initial interest petition for the conduct of the study.

d) In the event that the initiator moves away or is otherwise no longer a point of contact for the department and a new initiator's name or address has not been provided to the department, the department shall consider the initial interest petition abandoned and shall cease all work on processing of the initial interest petition and any subsequent traffic study.

Sec. 5. - Traffic study to comply with national standards.

a) National standards promulgated by AASHTO, ITE, and other national standards shall govern the execution of traffic studies and the design and installation of traffic-calming measures.

Sec. 6. - Priority for the conduct of traffic studies.

a) The department will conduct traffic studies based on the reference number assigned to the completed initial interest petition.

b) The department reserves the right to change the order in which a traffic study is conducted where the department determines that there is an initial interest petition further down the waiting list for an area that may relate to, or be affected by, another traffic study to be conducted on a neighboring street or in a neighboring area.

Sec. 7. - The affected area and the traffic-calming plan.

a) Where a traffic study is warranted it will be conducted at a time to be determined by, and within the sole discretion of, the department.

b) Upon completion of a traffic study, the department shall make a determination as to whether the results clearly demonstrate that the installation of traffic-calming measures are warranted based upon at least one of the following criteria:

1) Speed standard: 85th percentile speed is 11 miles per hour or greater than the posted speed limit; or

2) Through Volume Standard: The total number of daily trips generated by the affected area exceeds by 25% or more what would be expected based on the applicable trip generation rate(s) published in the current edition of the Trip Generation Report-An ITE Informational Report.

Sec. 8. - Notification that traffic-calming measures are not warranted.

Following the completion of the study, if the department director or designee determines that no traffic-calming measures are warranted, then the department director or designee shall notify the initiator of that conclusion in writing.

Sec. 9. - Notification to initiator for commencement of traffic-calming conceptual design

- a) Where traffic-calming measures are warranted the department shall, within a reasonable time following the completion of the traffic study, not to exceed three (3) months, prepare a traffic-calming conceptual plan and notify the initiator in writing about the traffic-calming conceptual plan.
- b) The traffic-calming conceptual plan must identify the affected area and include a recommendation for a specific traffic-calming measure or a combination of such measures included in Exhibit "A" that the department has determined to provide the most effective solution to the speeding and/or excessive volume problems identified in the traffic study for installation in the affected area. The department will consider which measures to use by considering the pavement width, grades, the physical features of the proposed location for the installation measures and any structures that facilitate drainage. The plan may also include alternative measures included in Exhibit "A" that could be installed to provide some relief to the speeding and/or excessive volume problems identified in the traffic study for installation in the affected area. The department will consider which measures to use by considering the pavement width, grades, and the physical features of the proposed location for the installation measures and any structures that facilitate drainage.
- c) A public comment period, not to exceed six (6) months, shall commence on the date that the letter of notification is sent to the initiator pursuant to subsection (a). During that public comment period, department staff assigned to work on the traffic-calming conceptual plan shall meet with the initiator(s) and other interested persons for neighborhood input and public comment on the traffic-calming conceptual plan.

Sec. 10. - Traffic-calming petition; choice of measures.

- a) Following the public comment period, the department director or designee shall provide the initiator with a traffic-calming petition form to be used for recording all of the signatures. The petition must set forth the traffic-calming measures that shall be the subject of the vote and the eligible petitioners will thereby have the opportunity to vote in favor or in opposition to the approved measures. No other measure may be included on the petition.
- b) The City will circulate the traffic-calming petition to all eligible petitioners in the affected area.
- c) A traffic-calming petition must be completed within ninety (90) days from the date the traffic-calming petition form was initiated.
- d) The traffic-calming petition shall indicate the full name, signature, home address date, and daytime telephone number for each person signing the selection petition.
- e) The tax records maintained by the City's GIS department shall control in determining whether a signatory to the petition is a real property owner and thus an eligible petitioner.
- f) In order to be eligible for the installation of traffic calming measure the initiator must secure signatures in favor of the installation of traffic-calming measures from eligible petitioners representing Fifty (50) percent +1 of properties in the affected area.

g) In the event that the petition secures the requisite percentage of signatures in favor of the approved traffic-calming measure or combination of traffic calming measures, the director of the department shall present a resolution to the City Council at a regularly scheduled meeting and the City Council shall thereafter by said resolution approve the installation of traffic calming measures. Advertising for said meeting must comply with city policy for advertising public announcements.