

# TOWN OF LEWISVILLE: RESIDENTIAL TRAFFIC CONTROL

## Mission Statement

1. The Town of Lewisville wishes to have a procedure whereby its' residents can petition the Town to incorporate traffic calming devices and systems in order to alleviate speeding, excessive traffic volume, dangerous intersections or other conditions that are of a public safety nature.
2. Residents who live on or near local town controlled roads may perceive a danger to children playing, vehicle traffic, crime or hazards to walkers, joggers and bicycle riders. Such concerns can lead neighborhoods to organize in an effort to convince elected officials to take action to alleviate these situations.
3. The purpose of this document is to present ways in which residents can find solutions to residential traffic problems as approved by the Lewisville Town Council. Consideration is given to a variety of residential traffic concerns and to the characteristics of these concerns on a case-by-case basis. Each situation is reviewed with respect to the available traffic control measures that have been, or could be, found effective to alleviate the neighborhood traffic concern.
4. The following outlines these guidelines and procedures which can be used to develop the optimum solution or solutions to each particular situation. There are many factors taken into consideration when reviewing residential traffic concerns to determine the most feasible traffic control measure. These factors include: the surrounding roadway network, resident access, speeds and/or volume of traffic, accident history, neighborhood response and budget considerations.
5. Note: Public health and safety concerns are always the overriding consideration when installing or removing traffic control devices.

## General Information

1. What Roads are Covered in this Program? The control measures provided in this document are specifically designed for neighborhood roads and streets that come under the control of the Town of Lewisville. Roads and streets which are classified as State controlled or private are not covered by this document
1. Defining the Traffic Concern: Upon receiving a request about traffic concerns on a residential street, the Public Safety Committee will require staff to perform an investigation. Based on findings from the initial investigation, additional traffic studies may be scheduled. The purpose of these additional studies is to determine if the traffic concern is related to speeding or volume and to quantify the severity of the traffic concern. These studies will indicate whether the traffic concern qualifies for traffic control measures.
2. Who pays for Control Measures?
  - a. Installation of traffic mediation (traffic calming) devices is considered a street improvement and eligible for special assessments in accordance with North Carolina General Statute § 160A-216(1).
  - b. In addition to the canvass requirements stated herein at section 5, a petition for street improvements, in accordance with special assessment statutes of North Carolina General Statutes 160A Article 10, shall be required for all traffic mediation device installation projects estimated to cost more than \$1,000 (one thousand dollars).
  - c. It shall be the policy of the town to require property owners of the affected area to bear 50% of all actual costs over \$1,000 of the described and approved traffic mediation device(s) installation project and that such costs may be assessed in accordance with

- North Carolina General Statutes.
    - d. The property owners (versus household representation) of the affected area as described herein at section 5 shall sign the assessment petition in addition to the canvass form(s).
    - e. Sufficiency of the assessment petition shall be in accordance with requirements of North Carolina General Statute 160A Article 10. Note that the determination of majority is different for assessment purposes compared to the canvass 65 percent or 70 percent requirement stated herein at section 5.
- 4. Speed Control Measures (not listed in any particular order)
  - a. Reduce Speed Limit
  - b. Speed Humps/Narrowed Speed Humps
  - c. Roundabout
  - d. Street Narrowing/Intersection Threading
  - e. Chicane
  - f. Texture Changes to Pavement
  - g. Turn Restrictions and One-Way Streets
  - h. Median Modifications
  - i. Diverters and Partial Diverters
  - j. Signs
  - k. Pavement Markings
  - l. Other Traffic Control Devices
- 5. Standard Procedures for Implementation of Traffic Control Measures
  - a. STEP 1: Initiation: Traffic Control Measures can be requested by any of the following methods:
    - i. A written request from the Board of the Homeowners Association acting for the neighborhood or a minimum of five signatures from the owners of five separate properties in the neighborhood will be required before studies will be initiated.
    - ii. Staff Field Reviews
    - iii. Request by the Public Safety Committee
  - b. STEP II: Committee Review/Town Staff Review/Traffic Engineering Analysis-Classification
    - i. The Public Safety Committee or a Subcommittee of the Public Safety Committee will review the concern(s) with the neighborhood group, homeowner association, or individuals initiating the request to assure that the scope and details of the concern are clearly identified. A traffic study may include any or all of the following, depending on the scope of the concern:
      - (1) Traffic conditions at the location
      - (2) Existing traffic signs and pavement markings
      - (3) Motorist travel patterns
      - (4) Effect of the roadway system in the vicinity
      - (5) Traffic or roadway plans for the vicinity and contributing roadway system
      - (6) Time of day, day of week relationship
      - (7) Apparent cause of concern
      - (8) History of the location
      - (9) Determination of roadway classification (local, collector or arterial)
      - (10) Emergency access concerns
      - (11) Other considerations
    - ii. Traffic studies may be necessary to obtain the following information:
      - (1) 24-hour traffic count to determine the average daily traffic
      - (2) Vehicle speed check
      - (3) Vehicle turning movement counts
      - (4) Origination/Destination study

- (5) Pedestrian counts
- (6) Accident report summary
- (7) Collision diagram studies

- c. STEP III: Public Safety Committee Recommendation: The Town Staff analyzes traffic data, field information and other available information pertaining to the particular area of concern in determining appropriate traffic control measures for recommendation to the Public Safety Committee. Should the staff determine that there are other potentially impacted local roads or streets in the area, additional traffic studies on those roads or streets may be conducted. As a result of the traffic studies, road or street classification (and applicable measures) are determined as follows provided that a “no further action” decision is not made by the appropriate authority (staff, committee, town council):
- i. Class A
    - (1) Speed - minor excessive speed or,
    - (2) The Town may request the Sheriff’s Department to increase enforcement on a random basis during the hours when the majority of the speeding violations seem to occur.
  - ii. Class B
    - (1) Speed - Excessive speed, or
    - (2) Volume - Excessive traffic volume, or
    - (3) Residents may petition for control measures if recommended by the Public Safety Committee
- d. STEP IV: Notice of Public Information Meeting
- i. Residents within the community of a proposed traffic control measure will be given notice of a Public Information Meeting so that their views and opinions may be expressed regarding the traffic control measures proposed. Notification may include:
    - (1) Newspaper Advertisements
    - (2) Legal Notice
    - (3) Letters sent to the residents/property owners
    - (4) Posted on Public Bulletin Boards and at the Public Library
  - ii. Purpose of Public Information
    - (1) A public information meeting is conducted by the Public Safety Committee or subcommittee of the Public Safety Committee to advise residents which traffic control measures are being considered on the road or streets in the area. Residents of those additionally impacted roads or streets are also given the opportunity to request traffic control measures.
    - (2) The Public Safety Committee or subcommittee will conduct a public information meeting after notification. Some of the committees’ duties will include:
      - (a) Review of data
      - (b) Receive comments from concerned residents and obtain pertinent information on the proposed traffic control measure and its effect on residents and motorists.
      - (c) Determine boundaries of the affected area for the purpose of the petition process.
      - (d) Act or modify staff recommendation and present to the Town Council
- e. STEP V: Public Safety Recommendation and Canvass
- i. When traffic control measures are proposed, the Committee’s recommendation will be stated on the canvass form. The canvass form will then be distributed by the contact entity for signatures of property owners in the affected area.
  - ii. Temporary traffic control measures may be recommended at the discretion of

the Public Safety Committee. The objective of such an installation in a residential community would be to test the effectiveness and demonstrate the benefit of the traffic control measure. The use of temporary devices also may be advantageous when budget constraints delay the installation of the permanent device.

iii. A canvass form to obtain neighborhood consensus for the recommended control measure will be issued by the Public Safety Committee to the persons or homeowners association initiating the request. The contact person will receive a map highlighting the area to be canvassed. The area map will depict the residential property that is adjacent to th or directly affected by any changes to the road in question. The Town Staff will determine the area of affected residents to be canvassed. Any expansion of the area to be petitioned other than the subject travel route will be determined by the Public Safety Committee and Town Staff.

iv. The contact person is required to obtain signatures of 70 percent of all households in the affected area for or against consideration of traffic control measures. Each affected household shall be counted as one vote, regardless of the number of separate properties owned. In the case of multiple owners, only one vote shall be counted for that property. A minimum of 65 percent of the households within the affected area must be in favor of the proposed traffic control measures before the Public Safety Committee will forward a request with a recommendation for approval. A simple majority of the Town Council is required for implementation of residential traffic control measures. All vacant property within the affected area should be listed on the canvass form as vacant by the contact person. A sufficient number of non-resident owners must be contacted if the minimum petition threshold cannot be met because of an excessive amount of vacant properties.

Example:	Affected area	-	26 lots
	Less: Vacant Lots		2 lots
	Less: Half of double lot owners		4 lots
	Number of households		20
	70 percent of canvass required		14
	65 percent favorable required		13

v. The contact person or homeowners association has 90 days to return completed canvass forms. Canvass forms not received within the 90 day period will be deemed null and no further action will be taken. Prior to the expiration of the initial 90 day period, a one-time extension of the 90 days will be granted by the Public Safety Committee. However, in no case will canvass forms be accepted later than 180 days from the beginning of the initial signature period. Positive identification may be required at the time of signature of the canvass form. Signatures are final and may not be added or removed from a canvass form once the canvass forms have been received by the Town Staff.

vi. If a location fails to achieve the necessary majority within the signature period, the location shall not be considered for a period of three years from the date the signature period expires unless conditions change significantly.

f. **STEP VI: TOWN COUNCIL MEETING:** Upon receipt of a canvass form with the required minimum percentage of affirmative signatures, the Public Safety Committee’s recommendation will be scheduled for Town Council action at a regularly scheduled Town Council meeting.

6. Emergency Procedures

- a. The Town of Lewisville may, at its option, install traffic control measures in emergency situations as recommended by the Public Safety Committee, the Sheriff’s Department, the Department of Transportation or other agency or as supported by traffic studies.
- b. Recommendation by the Sheriff’s Department or other agency as an emergency situation shall be

in writing, and shall state that the imminent health and safety of the public are at risk. Emergency situations typically exist where bodily injury or severe property damage has occurred as a result of speed or volume on a street which qualifies for consideration of Residential Traffic Control Measures. The recommendation must describe the nature of the emergency and its direct relation to an affected area's traffic speed or volume concern. This recommendation must be signed by the Sheriff or his/her designated representative or a Department Head.

7. Removal of Speed and Volume Traffic Control Measures

- a. A petition for the removal of traffic control measures may be accepted if it alleges a public safety hazard or provided that the following conditions are met:
  - i. The traffic control measure to be removed must be in place for a minimum of a three year period.
  - ii. A request for a removal petition must be signed by the owners of five separate properties in the neighborhood.
  - iii. The new petition must include the same affected area as the original petition.
  - iv. Approval of 65 percent of the property owners in the original affected area is required for the Public Safety Committee to recommend approval of the requested removal.
  - v. Subsequent steps shall be the same as the current procedure to install traffic mediation devices.
- b. If a location fails to achieve the necessary petition majority within the signature period, the location shall not be reconsidered for a period of three years from the date the signature period expires unless conditions change significantly.