

devices, determine the project's impact area, prepare maps, petition documents & property owner lists for the parcels within the project impact area, and prepare any necessary presentation boards and/or materials.

#### **STEP 6. PRESENTATION OF FINDINGS & PROPOSED CALMING PLAN**

The traffic calming plan is presented to the traffic committee (or to the neighborhood). Adjustment to the plan can be considered at this step. Once the neighborhood and the City agree on the proposed plan the committee is presented with copies of the plan, the official petition and property owner address information. Also at this time the traffic calming concept plan is circulated internally within the City (i.e. Police, Fire, Sanitation, etc...) and externally to outside agencies / companies ( i.e. utilities, etc...) for review and comment.



#### **STEP 7. PETITION OF SUPPORT**



Before the project can go forward the City must receive a petition of support signed by 65% of the property owners within the designated impact area. Each parcel / address is entitled to one property owner signature. The traffic committee is responsible for circulating the petition among the affected property owners (including non -resident property owners) and returning it to the Transportation Engineering Division within 180 days. If the petition is not returned or is returned without the required number of signatures the project ends at this point. If the petition is returned with the required number of signatures the petition is considered successful and moves forward to the

next step.

#### **STEP 8. PREPARATION OF THE FINAL DESIGN PLANS**

Final construction documents are prepared, reviewed and approved for future construction.

#### **STEP 9. FINAL FUNDING APPROVAL & AUTHORIZATION**

At this step staff confirms the Commissioner's approval to use the appropriate District's Neighborhood Traffic Management funds for construction of the traffic calming devices. Once authorized, the package of construction documents is prepared for transmittal to the contractor. The neighborhood contact person or traffic committee is then notified that the project has been approved and will move forward to the construction phase.

#### **STEP 10. PROJECT CONSTRUCTION**

Once the contractor receives the package of construction documents he provides the City with an estimated date range for the actual construction to begin. The contractor also provides the residents in the designated project impact area with a letter to explain the estimated schedule and other construction details.



#### **STEP 11. POST-CONSTRUCTION**

##### **PROJECT EVALUATION**

Typically 180 days after construction is complete, the Transportation Engineering Division evaluates the effects of the traffic calming project (i.e. the traffic speeds and traffic diversion onto other local service streets). If any unacceptable impacts are identified, corrective measures are taken.

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City of Orlando

## **STEPS FOR A SUCCESSFUL TRAFFIC CALMING PROJECT**

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[www.cityoforlando.net/public\\_works/traffic](http://www.cityoforlando.net/public_works/traffic)

# Steps for a Successful Traffic Calming Project

## Introduction

Citizen involvement is an important part of all traffic calming projects. Procedures are in place to ensure that property owners are given the opportunity to participate throughout the Neighborhood Traffic Management process and show support for a proposed traffic calming project before it is constructed. Each of the steps outlined in this brochure allow us to thoroughly investigate traffic concerns and effectively & efficiently design and implement proposed traffic calming projects.

### STEP 1. PROBLEM IDENTIFICATION

The process starts with a citizen's initial contact with the Transportation Engineering Division to discuss traffic problems in their neighborhood such as speeding and cut through traffic. Staff and the requestor identify the details of the concerns such as specific problem locations, time of day that the problem occurs most frequently, possible causes or contributing factors, etc... Staff informs the requestor that the concerns will be investigated and that they will be contacted upon completion of the initial study to discuss the findings and recommendation.



If requested, staff may also discuss the Neighborhood Traffic Management Program with the requestor and provide them with additional literature through the mail.

### STEP 2. INITIAL INVESTIGATION & DATA COLLECTION



Staff investigates the requestor's concerns through the following methods (as applicable): field study, research of previous traffic studies, review of crash history, traffic data collection (i.e. daily volumes and vehicular speeds), etc... Based on the result of the traffic investigation countermeasures may be taken such as concentrated police enforcement, additional traffic signs, pavement markings, speed display trailer placement, etc... Staff contacts the requestor to discuss findings, recommendations and actions to be taken. Many times a combination of these measures is successful in mitigating the reported problem and the investigation can be considered complete. As a follow up, the area of concern is periodically monitored to determine the effectiveness of any "passive measures" that were implemented.

### STEP 3. REQUEST FOR TRAFFIC CALMING STUDY

If the traffic problem persists after "passive measures" have been tried for a reasonable period of time, citizens can request to be officially entered into the Neighborhood Traffic Management Program by submitting a "Traffic Calming Study Request Form" signed by ten (10) concerned citizens. Upon receipt of this completed form, the Neighborhood / Subject Street is added to the Neighborhood Traffic Management study request list for the appropriate City District.



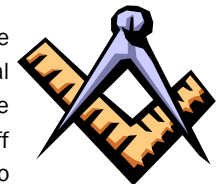
### STEP 4. ESTABLISHMENT OF A PRIMARY NEIGHBORHOOD CONTACT OR TRAFFIC COMMITTEE



At this step, the City asks that a property owner within the requesting Neighborhood volunteer to act as a primary neighborhood contact who will coordinate the neighborhood's traffic calming petition drive and disseminate information about the process to his or her neighbors. By request, a City staff person may also attend a neighborhood meeting to present general Neighborhood Traffic Management Program information and answer general questions. The neighborhood may also wish to form a small traffic committee with a representative from each of the subject streets or street segments to work with the City during the Neighborhood Traffic Management process.

### STEP 5. FEASIBILITY STUDY & PRELIMINARY DESIGN

With consideration given to the information gathered in the initial traffic investigation and the current budget balances, staff works with the Commissioners to establish a priority for each of the traffic calming requests on their district's list. Once the order of priority is established a feasibility study is initiated, either in-house or by a consultant, to further identify the specific traffic problems, determine appropriate and feasible traffic calming strategies to address the problems, develop a preliminary traffic calming plan to show the locations of the proposed



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