



MANCHESTER-BY-THE-SEA

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To: Greg Federspiel, Town Administrator

From: Chuck Dam, DPW

Date: Tuesday, January 04, 2022

Subject: Traffic Calming Policy (Rev 2) (FINAL)

Background

Traffic calming is a method of employing specific measures to reduce speeding, aggressive driving, and high levels of vehicular traffic traveling through local neighborhoods. This policy as adopted by the Board of Selectman November 15, 2021 has been developed in order to establish a structured process through which the Town can respond to and address residents' concerns regarding these types of traffic issues that occur on Town maintained residential streets. For traffic issues that arise on arterials and collectors streets, each concern will be evaluated on a case by case basis. The purpose of the policy is to verify a concern once it is brought to the Town's attention, evaluate it against set criteria, provide recommendations to address the issue, and determine the effectiveness of recommendations that are implemented.

Step 1 – Report the Problem

If a resident feels that there is a speeding or traffic problem on their local residential street, they should report the problem to the Department of Public Works or Police Department. DPW and PD staff will review the concern to verify that it meets the following initial minimum criteria:

1. Location of the concern must be a Town maintained residential roadway.
2. The roadway must be a non dead-end street at least 600 feet long.
3. The majority of the property adjoining the roadway is residential.
4. The posted speed limit is not greater than 30 mph.

If the initial minimum criteria is met, the resident will be provided with a Traffic Calming Request & Petition Form (a copy of the request form to be available on the DPW/PD website). The Petition must have greater than 50% signatures of the influenced properties to be moved forward to Step 2. The influenced properties will be as

determined by the DPW/PD and provided to the applicant. Once this form is completed and submitted to the DPW/PD, an email will be sent to the Applicant with notification of the upcoming data collection.

Step 2 – Data Collection and Evaluation

After verifying that the concern meets the minimum criteria set forth above, Town staff will collect traffic volume and speed data, observe traffic patterns, evaluate existing conditions in the area such as stopping sight distances and accident histories, and summarize the findings.

Step 3 - Evaluation, and Recommendation

The DPW/PD reviews and evaluates the data. If the data meets the minimum criteria as set forth below, they may recommend Stage 1 traffic calming measures as appropriate. An email will be sent to the Applicant indicating the DPW/PD determination. Each valid request will be evaluated based on the criteria shown below. If multiple potential projects are being considered, they will be ranked by their score to help prioritize the order in which they are completed in relation to available funds and resources, and anticipated benefits.

Traffic Speeds – amount the 85th percentile speed is above the posted speed limit
0-7 mph 0 points
8-10 mph 5 points
>10 mph 10 points

Traffic Volumes – average daily traffic (ADT) measured in vehicles per day (VPD)
<400 0 points
401-1000 5 points
1000-2000 10 points
>2000 vpd 15 points

Other Considerations

School zone or pedestrian generator* – 10 points
No sidewalk on either side of street – 5 points
Safety Zone as accepted by BOS – 5 points

*for the purposes of this policy, pedestrian generator is defined as parks, beaches, and the commuter rail.

Minimum score required for traffic calming measures 5 Points

Step 4 – Stage 1 Traffic Calming

Projects that meet the minimum criteria will be eligible for Stage 1 traffic calming measures. These measures are typically low cost, can be easy to deploy, and can offer a relative easy solution to the problem. These methods may include:

Use of a speed monitoring radar trailer/speed feedback signs
Education / Public Awareness
Traffic enforcement

Signage* and/or pavement markings (*signage for Stage 1 to include “Stop” signs, however stop signs will only become permanent after making it through Stage 2)

If recommended, a Stage 1 measure will be installed at this time.

Step 5 – Follow-up Data Collection

If one or more of the Stage 1 traffic calming measures are implemented, the Town will wait approximately 3-6 months before collecting additional traffic data to determine the effectiveness of the implemented measures.

Step 6 –Data Review, Evaluation, and Recommendation

DPW/PD will review the follow-up data. If the measure was successful in addressing the concern, then the traffic calming process will end at this point. If it is determined the measure was unsuccessful, then further measures will be evaluated and additional concepts, cost estimates, and funding availability for possible Stage 2 traffic calming measures will be considered. Stage 2 measures would typically involve physical modifications to the roadway in order to control traffic. They can be rather expensive and can require extensive construction.

Possible Stage 2 measures may include:

- Bulb-outs / Curb extensions
- Center island medians
- Chicanes
- Landscape treatments
- Mid-block chokers
- Pedestrian refuge islands
- Raised crosswalks
- Realigned intersections
- Roundabouts
- Sidewalks
- Speed humps
- Speed tables

While these types of measures may address the initial traffic concerns, their implementation can also present a different set of problems such as difficulties in snow removal, impeding emergency response vehicles, and creating additional noise as in the case with speed humps or speed tables.

Step 7 - Neighborhood Support for Stage 2 Measures

Once the Applicant submits signatures of at least 75% of residents within the subject area to show support for recommended concept design, costs, and funding track, Town staff will schedule and notify the Applicant of a neighborhood site meeting.

Step 8 – Neighborhood Site Meeting

A neighborhood site meeting will be organized by Town Staff and held to present proposed Stage 2 measures which will involve physical modifications to the roadway and/ public right-of-way. This informational meeting will provide a public forum to solicit comments regarding a proposed project.

Step 9 –Review of Neighborhood Site Meeting Comments

Review feedback presented at the neighborhood site meeting and determine if design and construction of the proposed recommendations should be pursued.

Step 10 – Identify Funding

If recommended Stage 2 measures are to be implemented, funding for the design and construction of the proposed improvements will need to be identified.

Step 11 – Design and Construction

Actual implementation of stage 2 measures will be dependent on a project's point ranking as determined in Step 3 compared to other traffic calming projects (if any) and available funding. Once funding for a specific project is in place, design and construction of the proposed improvements will proceed.

Step 12 – Follow-up Evaluation

After the Stage 2 measures have been in place for approximately six months, additional data may be collected to determine their effectiveness. Unless DPW/PD determines that the installed measures are a hazard, once they are installed, measures shall remain for at least 3 years. If a neighborhood decides that it no longer wants the measures in place following the first three years, a process similar to that used for implementation of the Stage 2 measures will be followed, including demonstrating public support for their removal as evidenced by a petition signed by 75% of the residents within the defined area of the improvements, and evaluation by Town Staff.