



## **TRAFFIC CALMING POLICY**

ADOPTED by the Farragut Board of Mayor and Aldermen on September 24, 2020.

### **PURPOSE STATEMENT**

It is the purpose of this policy to establish a uniform procedure for identifying and resolving problems related to speeding motorists and other moving traffic related issues in residential areas. This policy is not intended to make streets play areas for children or adults. Implementation of this policy should generally improve safety for motorists, pedestrians, and cyclists. Only interior residential streets and local collector streets (as defined in the Town's Major Road Plan) that are primarily residential shall be eligible for traffic calming. Primarily residential is defined as a local collector with a minimum of 50% of the parcels adjacent to the roadway containing residential frontage with a driveway access. Upon adoption of this policy, all former policies and procedures will be repealed.

### **RELATED DOCUMENTATION / REFERENCE MATERIALS**

- A. Traffic Calming Application
- B. Town of Farragut Municipal Code: Title 15: Motor Vehicles, Traffic, and Parking.
- C. Town of Farragut Municipal Code: Title 16: Streets, Sidewalks, Etc.
- D. Town of Farragut Major Road Plan

### **BUDGETARY RESOURCES**

During the annual budget process, the Town of Farragut may resolve to allocate funds to implement residential traffic calming measures.

### **DEFINITIONS**

1. Speed Zone - The street or portion of street where speeding occurs. The Speed Zone is determined by the requestor with concurrence by the Town Engineer.
2. Affected Area - Residences that are expected to be impacted by installation of Traffic Calming Measures. This includes all residents living within the Speed Zone as well as residents that would be expected to regularly enter/exit the subdivision via the Speed Zone. The Affected Area is determined by the Traffic Team with concurrence by the Town Engineer.

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## **POLICY PROCEDURE IN SEQUENTIAL ORDER**

### **1. Application Submission**

- a. A formal Traffic Calming Application (TCA) shall be submitted to the Town Engineer for review.
  - i. The TCA must identify the Speed Zone where Traffic Calming Measures (TCM) are being requested.
- b. For residential areas governed by a Homeowner's Association (HOA)
  - i. Traffic concerns shall be initially reviewed through the appropriate HOA Board.
  - ii. The HOA Board, by majority vote, shall resolve to submit a TCA. A copy of the meeting minutes signed by the HOA Secretary shall be submitted with the application.
- c. For residential areas not governed by an HOA
  - i. A TCA shall be submitted by a Group of residents (minimum 2 households) located within the Speed Zone

### **2. Application Review**

- a. Upon receipt of a TCA, the Town Engineer or their designee shall review the application for completeness and eligibility.
  - i. Valid, eligible TCA's shall be logged into the Town Engineering Office's Traffic Calming Log and proceed to the next step according to:
    1. Severity of the traffic issue
    2. Town budgetary resources and
    3. Date of the TCA submission
  - ii. Incomplete applications shall be returned to the originating HOA/Group with instructions for completion. When completed, these applications may be resubmitted.
  - iii. Ineligible applications (major collectors, arterials, and local collectors with less than 50% residential frontage) as designated by the adopted Major Road Plan shall be returned to the originating HOA/Group with a letter from the Town Engineer describing the reason(s) for ineligibility and any alternate recommendations for improving/resolving the traffic issue.

### **3. TCA Data Collection/Staff Analysis**

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- a. Eligible TCAs, when determined ready for action by the Town Engineer, will be analyzed by:
  - i. Physical inspection of the Speed Zone
  - ii. Uniform Traffic/Speed Studies in accordance with the Town Engineering Department standards
- b. A written analysis of the Speed Zone listed in the TCA will be completed by the Engineering Department. The analysis shall include:
  - i. Traffic/Speed Study results
  - ii. Other road and/or safety issues (as identified by the applicant) in the subject area
  - iii. Determination for eligibility for Traffic Calming Measures
- c. The written analysis shall be attached to the TCA, logged into the file, distributed to the originating HOA/Group with the Town Engineer or his/her designee's determination.
- d. If the Speed Zone is deemed eligible for Traffic Calming Measures, the TCA will proceed to the next step. If the Speed Zone is deemed ineligible for Traffic Calming Measures (low speed/traffic count, no special or unusual road or safety issues), a letter will be sent to the HOA/Group outlining the reason(s) for ineligibility and any alternate recommendations for improving/resolving traffic issues.

Note: Unless the characteristics of the Speed Zone have substantially changed, the application cannot be reconsidered for 2 years from the date of denial of the original application.

#### **4. Traffic Team/Traffic Calming Evaluation**

- a. The Town Engineering Department will contact the HOA/Group in writing requesting designated representatives to serve on the Traffic Team to further evaluate traffic calming measures.
  - i. The Traffic Team will consist of 2-5 members of the HOA/Group and member(s) of the Town Engineering Department.
  - ii. Once the representatives are assigned, the HOA/Group will contact the Engineering Department to set up a kick-off Traffic Team meeting.
- b. The Traffic Team will be charged with:
  - i. Discussing, in-depth, the traffic issues associated with the Speed Zone
  - ii. Reviewing the Staff Analysis/Traffic Study
  - iii. Evaluating constraints
  - iv. Soliciting comments, as appropriate, from utility companies, Fire Department, Police/Sheriff's Department
  - v. Formulating a recommendation on a proposed solution



- c. The Traffic Team shall submit their recommendation to the Town Administrator, through the Town Engineer, for evaluation and determination.
  - i. The Town Engineer and Town Administrator shall evaluate the recommendation of the Traffic Team
    - 1. If the Town Engineer and Town Administrator concur with the recommendation of the Traffic Team, their signatures shall be affixed to the TCA which will then proceed to the next step.
    - 2. If the Town Engineer and Town Administrator do not concur with the Traffic Team recommendation, the TCA will be sent back to the Traffic Team for an alternate recommendation or denied and closed.

## **5. Public Notification**

- a. For HOA submitted applications:
  - i. The Traffic Team will present the findings from the evaluation and their recommendation(s) to the HOA Board.
  - ii. The Traffic Team and HOA Board will determine the date, time, and location of a subsequent HOA meeting at which the findings and recommendation will be presented to the residents governed by the subject HOA.
    - 1. Notification will be posted by the HOA Board for the residents via the usual notification method at least two weeks prior to the meeting
    - 2. Notification will be publicly posted by the Town in a newspaper of general circulation at least two weeks prior to the meeting
- b. For Non-HOA submitted application:
  - i. The Traffic Team will determine the date, time, and location of a meeting at which the findings and recommendation will be presented to the residents within the Affected Area.
    - 1. Notification will be sent to all residents within the Affected Area via 1<sup>st</sup> class mail to the address listed on the county Tax Roll. The letter shall indicate the subject matter, date, time, and location in which the meeting will be held.
    - 2. Notification will be publicly posted by the Town in a newspaper of general circulation at least two weeks prior to the meeting

## **6. Affected Area/Speed Zone Vote**

- a. The Traffic Team (through the Town Engineering Dept.) will send out voting cards to each resident within the Affected Area.

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- i. A form letter with instructions and one (1) 1<sup>st</sup> class stamped Town Addressed voting card will be sent by the Town to each address as listed on the County Tax Roll
- ii. Voting cards will be sent by 1<sup>st</sup> class mail; all on the same day
- iii. The notification list and date of notification will be logged into the TCA file

## **7. Vote Tabulation/Determination**

- a. The voters will have thirty (30) calendar days to return the vote cards. Cards received after the deadline will not be considered. The Traffic Team will tabulate the votes, log their findings into the TCA file, and report their findings to the Town Engineer.
- b. An affirmative tabulation of the votes must include:
  - i. 50% approval by the Affected Area **and**
  - ii. 65% approval by the Speed ZoneBoth of these percentages are based upon the number of returned votes.
- c. If the required affirmative tabulation of votes is not met, the Traffic Calming Measures as proposed by the Traffic Team will be considered ineligible for further consideration. The TCA case will be closed and future TCA's will not be considered for the same traffic issue for at least two calendar years from the date of denial.
- d. If the proposed TCA is affirmed by vote, the Traffic Team, in coordination with the Town Engineer, will develop plans for engineering, design, and construction of the traffic calming measures. This will include cost estimates and schedule for completion.

## **8. FMPC Consideration/Recommendation**

- a. Once the design plans and cost estimates are complete, The Traffic Team will present the findings from the evaluation and their recommendation to the Farragut Municipal Planning Commission (FMPC).
- b. The FMPC shall review the findings and recommendations, Staff analysis and Public Comments at their regularly scheduled meeting.
- c. The FMPC shall make a recommendation to the Board of Mayor and Aldermen for final determination.

## **9. Board of Mayor and Aldermen Determination**

- a. The Board shall review the Traffic Team's findings, FMPC recommendation and Public Comments at their regularly scheduled meeting.
- b. The Board shall make the final determination on the proposed solution. The Board shall either:

- i. Approve the recommendations and installation of Traffic Calming Measures as proposed
- ii. Approve the recommendations and installation of Traffic Calming Measures with conditions and/or modifications
- iii. Remand the recommendations for Traffic Calming Measures back to the FMPC for further review and consideration
  - 1. The Traffic Team in coordination with the Town Engineer may return to step 7d to continue
- iv. Deny the TCA
- c. The subject Board meeting minutes will be attached to the TCA and logged into the file

#### **10. Traffic Calming Measures Installation/Follow-up Study**

- a. Upon approval by the Board of Mayor and Alderman, the Town Engineering Department shall coordinate the purchase/construction and installation of any Traffic Calming Measures in accordance with the approved design and adopted Town Purchasing guidelines.
  - i. All expenditures shall be charged to the Traffic Management line item as designated by the Town Administrator in the Annual Town Budget
- b. Within six (6) months of completion of the installation of the Traffic Calming Measures, the Town Engineering Department shall conduct a follow up analysis of the subject area. The follow up analysis shall be documented and logged into the TCA file. Upon completion, a copy of the analysis shall be forwarded to the subject HOA Board or Group. The follow up analysis shall include:
  - i. Physical inspection of the subject site
  - ii. Traffic Counts/Speed Study
  - iii. Public (affected residents) comment if solicited
  - iv. Overall opinion of the review engineer
- c. The Town Engineer shall review the analysis and make a final determination of the effectiveness of the Traffic Calming Measures with notification to the applicant and recommendation to the Board of Mayor and Alderman

#### **11. Traffic Calming Measures Review/Modification/Removal:**

- a. After two years from the date of installation, the HOA Board/Group may request to have the traffic calming measures evaluated for effectiveness/feasibility. A report in accordance with 10.b shall be generated and sent to the HOA Board/Group.



- b. Independent of the option in 11.a, after two years the HOA Board/Group may submit a written request to have the traffic calming measures removed. The following actions must occur and be submitted to the Town for consideration of removal:
  - i. Written request to the Town Engineer describing the issues and concerns with regard to the Traffic Calming Measures
  - ii. HOA Board/Group shall conduct a vote of the HOA membership/residents within the original Speed Zone and prove at least 65% of the respondents voted to have the traffic calming measures removed. HOA meeting minutes indicating the vote, results of the vote, and resolution by the HOA Board requesting the removal of the traffic calming measures shall be submitted to the Town. All vote documentation from the Group shall be submitted to the Town.
  - iii. The Board of Mayor and Aldermen shall make the final determination on removal of the traffic calming measures
- c. The Town of Farragut may remove the Traffic Calming Measures at any time should they be determined, by the Board of Mayor and Aldermen, to be ineffective or to not further promote the health, safety, and welfare of the citizens of the Town.