

**A RESOLUTION TO ESTABLISH THE NEIGHBORHOOD TRAFFIC
MANAGEMENT PROGRAM ("NTMP") FOR ALL
UNINCORPORATED AREAS IN CALVERT COUNTY.**

WHEREAS, it is the desire of the Board of County Commissioners of Calvert County, Maryland to establish a policy to allow a residential homeowners' association or a majority of property owners fronting a public road as a group to apply for traffic calming measures on a County-owned and maintained, residential street;

WHEREAS, after study and evaluation, the Department of Public Works of Calvert County recommends to the Board of County Commissioners of Calvert County, Maryland a Neighborhood Traffic Management Program ("NTMP") be established to meet the negative traffic concerns of residents within an established neighborhood;

WHEREAS, the Calvert County Department of Public Works has recommended the Neighborhood Traffic Management Program attached hereto and incorporated herein by reference, outlining requirements, restrictions, and guidelines to provide a structured process for involving a community in implementing solutions for residential traffic management discussions that may be through traffic calming measures;

WHEREAS, the Calvert County Department of Public Works shall work with any homeowners' association or property owners group who has submitted a written request to identify by way of traffic engineering study, whether a residential roadway would qualify for traffic calming measures as outlined in the NTMP; and

WHEREAS, if a public residential street qualifies for the NTMP, it may be necessary for the community's residents to fund any traffic calming measures by way of Special Taxing District should County funds not be available or sufficient.

NOW, THEREFORE BE IT RESOLVED, the Board of County Commissioners of Calvert County, Maryland, that the Neighborhood Traffic Management Program attached hereto as Exhibit A and incorporated herein by reference **BE**, and hereby **IS**, adopted.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein.


BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon March 1, 2016, following recordation and publication of a fair summary.


DONE, this 9th day of February, 2016, by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5
Nay: 0
Absent/Abstain: 0


ATTEST:

**BOARD OF COUNTY
COMMISSIONERS OF CALVERT
COUNTY, MARYLAND**


Maureen L. Frederick, Clerk


Evan K. Slaughenhoupt Jr., President


Approved for form and legal
sufficiency by:


Thomas Heil, Vice-President



Michael Hart


John B. Norris, III, County Attorney


Pat Nutter


Steven R. Weems

Received for Record..... 210 2016
at 10:15 o'clock A. M. Same day
recorded in Liber KFC No. 49
Folio 60 COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.



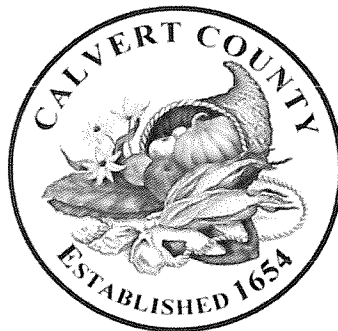
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CALVERT COUNTY MARYLAND

NEIGHBORHOOD TRAFFIC

MANAGEMENT PROGRAM

(NTMP)



DEPARTMENT OF PUBLIC WORKS

JANUARY 2016

INTRODUCTION:

The perception of speeding on local streets is the most persistent problem facing residents and traffic minded public officials. Although local or residential streets carry the lowest traffic volumes and suffer the fewest traffic crashes, they are the single largest consumer of a traffic engineer's time and energy.

The Neighborhood Traffic Management Program (NTMP) for residential streets in Calvert County portrays the commitment by the County to enhance the safety and livability of the residential neighborhoods. It provides a process to identify, evaluate, and address undesirable traffic conditions related to aggressive driving and cut-thru traffic in neighborhoods. By conducting the appropriate traffic engineering studies and by soliciting the input of a community, staff can determine the type and severity of traffic problems occurring on a particular residential street and address it using traffic calming strategies. Traffic calming strategies involve the combination of physical and traffic control measures that reduce the negative effects of motor vehicle use, alter the driver's behavior, and improve mobility conditions for all roadway users.

GOALS:

It is the goal of the Calvert County Neighborhood Traffic Management Program (NTMP) to establish procedures and techniques that will promote neighborhood livability by mitigating the negative impacts of automobile traffic on residential neighborhoods. Although livability has no precise definition, it can be thought of as encompassing the following characteristics:

- The opportunity to walk or bike within the roadway area with a feeling of safety.
- The opportunity to interact socially with neighbors without traffic related distractions or threats.
- A sense of community and neighborhood identity.
- A balanced relationship between the multiple transportation and modal uses in conjunction with the needs of a neighborhood.

OBJECTIVES:

- To promote safe and pleasant conditions for residents, pedestrians, bicyclists, and motorists on neighborhood streets.
- To reduce vehicular speeding on local neighborhood streets.
- To preserve and enhance pedestrian and bicycle access to neighborhood destinations.
- To enhance a sense of community and neighborhood identity.
- To encourage citizen involvement in neighborhood traffic management.
- To provide a process that will address neighborhood traffic management requests.
- To encourage stakeholders such as police, fire and emergency services to participate in the traffic management discussions.

POLICIES:

The following policies and guidelines provide a structured process for involving the community in implementing solutions for residential traffic management discussions that may be through traffic calming measures.

- A minimum of seventy-five (75) percent of households affronting the roadway or a Home Owners Association (HOA) that desires a traffic calming study may request one by submitting a formal Traffic Calming for Residential Neighborhoods Application (See Appendix).
- The County Public Works staff performs a traffic evaluation or study, including the Priority Ranking Criteria Table point assignment system included in this document, with the objective of determining if the concerns of the neighborhood warrant available traffic calming standards.
- Upon determining that a traffic threshold is met, the neighborhood appoints 3-5 residents to work with the County Engineering Division to develop a traffic team.
- The traffic team develops an educational and an enforcement program for the community affected by the traffic problem, which includes the Sheriff's Department.
- If the problem persists, the traffic team will look at possible traffic calming devices that could be initiated or developed within the neighborhood, in addition to their effect on emergency agencies, along with preliminary construction and maintenance costs of each option.
- The funding scenarios are reviewed and, if public funds are required, presented to the Board of County Commissioners for funding... At this stage, the private communities can partially or fully fund the traffic calming scenarios in order to expedite the construction.
- Bids are solicited for the construction of the calming devices, the contract is awarded and the construction is completed in accordance with County procurement laws.
- Upon 12 months after the calming device is constructed, the traffic team will provide the County with an evaluation of the success or failure of the device.

GUIDELINES:

- The ingress and egress of police and emergency vehicles must be maintained and not substantially hindered.
- Arterial and collector streets should not be considered for any physical traffic calming measures.
- A traffic calming study shall be the basis for deciding the appropriate measure(s) for a particular situation.
- The final location of traffic calming installations (and whether they will be installed at all) shall be determined by the Department of Public Works.
- The design of traffic calming measures should reflect the requirements of pedestrians, including senior citizens, children and local residents.
- Traffic calming solutions for identified problems should be cost effective, and conform to engineering and procedural standards established by the State of Maryland.
- Traffic calming measures implemented at intersections and on roadways shall not result in lowering the overall level of service below "D".

- Physical traffic calming measures (such as speed humps) should generally not be considered on:
 - Emergency and evacuation routes.
 - Roadways with grades of 7% or more.
 - Arterials or collector streets.
 - Dead-end streets and cul-de-sacs.
 - Through truck routes.
- Traffic calming measures should be considered:
 1. If the average daily traffic (ADT) exceeds 1,500 vehicles per day, or if the peak hour volume is greater than 150 vehicles for the roadway.
 2. When the 85th percentile speed on a street segment exceeds the posted speed limit by at least 10 mph.
- Implementation of any traffic calming measure should have the support of at least 75% of the residents within the study areas, and the road segment to be studied must be at least 1,000' long.
- Crash (accident) data for the most recent three years should be analyzed by type, severity, location, roadway condition, and time of crash. Rates should be considered significant when there are 3 or more reported cases involving pedestrian, bicycle or vehicles along a local residential street within a one year period.
- In cases where parking may have to be removed, the effect(s) on other parking facilities within the neighborhood as well as alterations to traffic patterns should be analyzed.

NTMP PROCESS:

Requests for neighborhood traffic management can be made by individual citizens, elected officials, or by neighborhood associations. A formal request for NTMP must be sent to the Department of Public Works. Blank forms are located in the Appendix. Staff in the Department of Public Works will begin the evaluation of the request as described under SCOPE OF WORK. The NTMP Point Assignment System will be used to determine the needed measures as described herein.

SCOPE OF WORK:

Staff will inspect the area and review pertinent information, such as road and land use maps to identify technical issues, and to clarify their understanding of the problem from the requester's perspective. Specifically staff will:

- Identify affected streets and intersections;
- Identify users of affected streets and intersections (stakeholders);
- Identify traffic generators;
- Analyze street use with respect to street classification; and
- Document any other factors which might contribute to the problem.

Once staff understands the scope of the problem in terms of geography and road use, the next step is to collect data which will determine whether the problem meets any of the thresholds set.

Depending on the type of problem to be analyzed, some or all of the following data will be collected:

- Traffic counts;
- Speed studies (classifier, radar, etc.);
- Origin/Destination Studies;
- Pedestrian activities;
- Crash rates and evaluations;
- Field observation;
- Sight distance information; and
- Other issues as identified.

Staff will review the results of the data collected, and compare this information with the established criteria for identifying traffic problems. At that time, staff will consider recommendations on traffic calming solutions, and present their findings to the community at a public meeting. These recommendations may include other possible solutions which were not requested, but may be warranted based on the factors surrounding each situation. Residents will be given the opportunity to air their views to work toward a consensus (at least 75% of study area households) on the most appropriate traffic calming measures, and determine the actual improvement location or locations based on the recommendations from the study. The community recommended solutions will be sent to all affected County departments, the Calvert County Sheriff's Office, Fire and Rescue, and the School District for comments. Once these comments are received, staff will determine if the subject location is a good candidate for the proposed traffic control device.

If the street either does not meet the eligibility criteria or the petition requirements are not met, staff will send a report to the community representatives with the results of the data and recommend no further action. The situation will be eligible for re-evaluation after a two year waiting period.

If the speed control measure meets the appropriate level of concurrence, the location may be placed on the list for a trial device installation. The applicant will be notified of the results and where the project is ranked on the list of eligible installations.

FUNDING:

The legitimacy of the traffic calming measure is determined by the needs expressed within the community and validated by a traffic engineering study. All qualified projects may or may not fit into the County's capital improvement budget. The legitimacy of a speed calming project does not guarantee installation in time envisioned by citizens. Since the capital improvement budget for any year is based on projects identified in previous years, funding for implementing approved traffic calming measures may have to be appropriated in the budget for the following fiscal year. In addition, projects shall fit into the priority schemes for the capital improvement budget. Thus, funding availability and timing are critical in the implementation of a program. A community may provide the funding or partial funding for a traffic calming project if the County funding source is unavailable, or the project is on an extended waiting list; cost sharing agreements will be instituted by staff and must be approved by the Board of Commissioners in public session to be binding.

DESIGN AND IMPLEMENTATION:

When a project is programmed into the capital budget, staff shall schedule and proceed with the design and implementation, provided the funding is available for the current fiscal year and staffing is available. This design and implementation may be performed by in-house staff or outside contractors. The designs will follow all nationally recognized standards (Maryland and Federal guidelines, etc.) and include the following actions:

- Preliminary engineering to determine scope of work;
- Perform site survey;
- Address drainage issues;
- Develop detailed construction drawings after the conceptual plan is agreed to by the neighborhood and the HOA;
- Acquire any necessary rights-of-way and easements;
- Schedule construction by either County sources or contractors;
- Notify affected residents of construction schedule;
- Execute construction; and
- Install any landscaping treatments and repair any damage to private property.

ALTERNATIVE MEASURES:

Some traffic calming measures may be installed or instituted on a temporary or trial basis for a particular "test period". These temporary measures would be considered if traffic flow could be severely reduced by the installation of permanent measures. Signs giving notice to the trial "test" which provide contact information for questions or comments will be erected by staff approximately two weeks prior to the installation date. The trial period for either a speed control device or a volume control device will last a minimum of 60 days for the evaluation. During the trial period, staff will conduct traffic studies similar to those performed before the trial period. Following the temporary installation period, the studies will be compiled into a report which will be made available to the property owners and the Board of County Commissioners. Written comments will be received during the evaluation period, and will be attached and summarized in the report. After the report is made available, the HOA, affected property owners and the Board will decide in public session whether to go forward with the traffic calming measures.

After the trial device evaluation process has been completed, documented and the required 75% of all property owners affected by the devices concur with the approval of the devices, the following process will occur:

- The Public Works staff will estimate the funding necessary to implement the device based on the design, right-of-way, and construction costs;
- With the costs known to all, staff will determine the funding schedule based on a number of criteria, and/or the applicant may agree to fund a portion of the costs to quicken the implementation of the project;
- Upon establishing the funding timetable, staff will notify the property owners in the affected area of the schedule for the proposed project; and
- The design and construction will commence as soon as possible once the funding for the design and construction is in place.

Notwithstanding the criteria and procedures described in this policy, the Board, at its discretion, may close, divert or reopen any public street or roadway within the County when deemed necessary to preserve or protect the public health, safety, and welfare.

NTMP POINT ASSIGNMENT SYSTEM:

A rating system will be utilized to rank projects in relation to severity, budget constraints, and anticipated benefits. The ranking system will consider total points and projected costs if multiple projects compete for funds. Each roadway will be analyzed individually within the study area according to the criteria as listed in the following table. The points will be assigned based on information gathered in the traffic calming study and only an NTMP which has been approved for implementation will be ranked.

PRIORITY RANKING CRITERIA TABLE:

Measure/Criteria Points Definition

Speed (85%)	20	5 points for every 5 mph over posted speed limit
Volume	15	Average daily count (ADT) divided by 100
Crash	5	1 point for each crash/ 3 yr. period within a non-intersection location
Residential Density	10	1 point for every 150 dwelling units/square mile of study area
Pedestrian/Bike	5	1 point each for up to 5 pedestrian/bicyclist generating facilities in or near project street
Sidewalks	5	If no continuous sidewalks
Playground or Schools Adjacent to Roadway	5	
Multiple Sight Distance Restrictions	20	5 points for every sight distance restriction within area
No Street lights	5	
Percentage of Residents Expressing Concern	10	1 point for every 10 households

TOTAL POSSIBLE: 100

APPROVED TRAFFIC CALMING MEASURES:

Some measures are available for implementation under authority of the Department of Public Works, and do not need to go through the full NTMP process such as roadway markings, placement of the SMART radar trailer, additional signage and vegetation trimming. The NTMP points assigned must be greater than 25 to be eligible for this level of implementation or as decided by the Director of the Department of Public Works.

The following physical traffic calming measures may be installed in residential neighborhoods. Other measures, including striping, bike lanes, etc. may also be considered. The NTMP points assigned must be greater than 50 for this consideration.

Center Island Narrowing - Raised islands located along the centerline of a street that narrow the travel lanes at that location. Area can be landscaped by community to provide visual amenity and neighborhood identity.

Chicane – Curb extensions that alternate from one side of the street to the other, forming S-shaped curves.

Choker - Narrowing of the fixed street, often in mid-block and sometimes near an intersection. This improvement may be done with curb extensions, landscaping or islands in the street.

Neighborhood Traffic Circle - A small circular island usually less than 26 feet in diameter, used in the middle of intersections and intended to force vehicular traffic to slow and negotiate around it. They can be landscaped for aesthetic or barrier purposes (to be maintained by the community), and they may have mountable curbs to facilitate movement of emergency vehicles.

Raised Crosswalk- Traditional pedestrian crossing area purposely raised above the normal pavement surface level in order to give motorists and pedestrians a better view of the crossing area. This is available where sidewalks exit in a community.

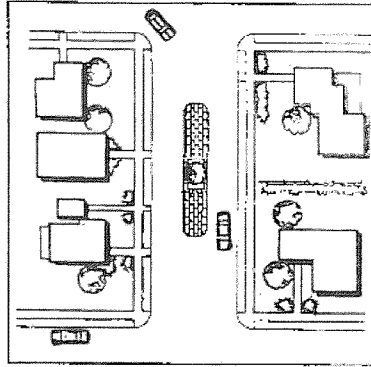
Rumble Strips – Pavement surface treatments intended to cause drivers to experience vehicular vibrations signaling an extreme caution ahead. These are only used for a hazardous condition.

Speed Humps /Tables- Speed humps/tables will only be used in a limited fashion. While these devices are effective in reducing speed, they also cause aggravation to motorists, reduce fire/rescue response time, and can cause vehicles to divert onto other local streets to avoid them.

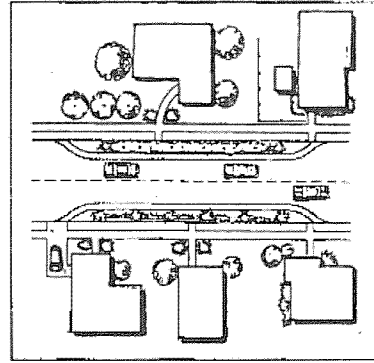
REMOVAL OF A NTMP DEVICE:

Once any NTMP measure has been installed, they will be considered permanent. The request for the removal of a NTMP measure must be accompanied by a petition signed by 75% of the community requesting the removal, and the device must have been in place for at least one year.

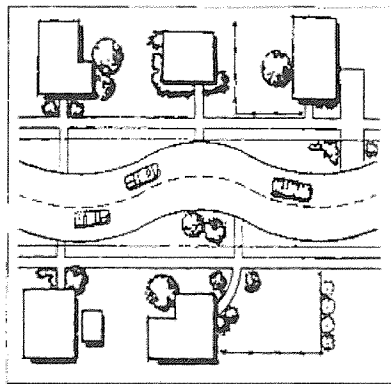
CENTER ISLAND NARROWINGS



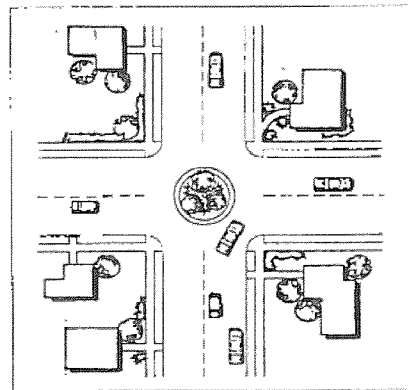
CHOKERS



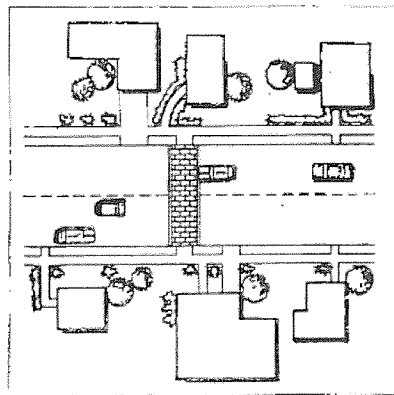
CHICANES



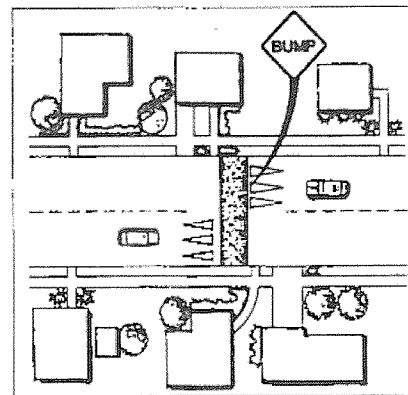
NEIGHBORHOOD TRAFFIC CIRCLES



RAISED CROSSWALKS



SPEED HUMPS



TRAFFIC CALMING TOOLBOX

MEASURE	USED FOR	CRITERIA	SUPPORT	RELATIVE COST	SPEED REDUCTION	911 RESPONSE EFFECTS
Smart Radar Trailer	Speeding	Any Complaint	As Requested	None	Moderate	None
Roadway Markings	Safety Speeding	MUTCD	None	Medium	Moderate	None
Traffic Circle	Speeding	85 th % > 10 MPH Above Speed Limit	75% property owners, Fire & Rescue	High	Significant	Significant
Rumble Strips	Warning	85 th % > 10 MPH Above Speed Limit Hazardous Condition Only	75% property owners	Medium	Moderate	Minimal
Speed Hump	Speeding	85 th % > 10 MPH Above Speed Limit Road Grades < 8% 911 Approval	75% property owners, Fire & Rescue	High	Significant	Significant
Raised Crosswalks	Speeding Pedestrian Safety	85 th % > 10 MPH Above Speed Limit Major Ped Xing 911 Approval	75% property owners, Fire & Rescue	High	Significant	Significant
Center Island Narrowing	Speeding	85 th % > 10 MPH Above Speed Limit	75% property owners, Fire & Rescue	High	Moderate	Moderate
Choker/Chicane	Speeding Pedestrian Safety	85 th % > 10 MPH Above Speed Limit	75% property owners, Fire & Rescue	High	Moderate	Moderate

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APPENDIX

TRAFFIC CALMING FOR RESIDENTIAL NEIGHBORHOODS APPLICATION

Prior to submission of an application, the applicant must meet with the Calvert County Department of Public Works (DPW) staff to discuss eligibility requirements, the Primary Affected Area of impact, the evaluation procedure and the implementation process. A completed application must be submitted to initiate the evaluation of the proposed project.

Submittal Date _____

HOA or Neighborhood Group _____
(Subdivision Name and Home Owners Association Name, if Applicable)

Brief Description of Traffic Calming Request _____
(Include Street Name(s) and address limits of requested Traffic Calming device, attach a map with limits of the desired Traffic Calming area clearly identified)

Reason for Request Attach an Applicant’s Statement to this application detailing the reason for the requested Traffic Calming device.

Application Petition Following the pre-application meeting, DPW will provide a petition form that must be signed by at least 75% of the property owners in the Primary Affected Area as determined by DPW staff to initiate a trial installation. Signatures from renters or tenants do not qualify. For consideration of a permanently-installed device, a separate poll of all impacted property owners will be conducted by DPW. A favorable vote of 75% of the ownership for speed control would be required before permanent modification of the street is considered by DPW staff and the Board of Commissioners.

HOA Acknowledgement and Applicant’s Signature I hereby certify that I am the Homeowners Association (HOA) President (or duly authorized agent of the HOA, subdivision or neighborhood); and I acknowledge this request submitted by the Applicant listed herein.
(Please print legibly or type on the lines below).

HOA / Neighborhood Representative

Applicant / Contact Person

HOA Representative Title

Title (if applicable)

Address

Address

City, State, Zip

City, State, Zip

Telephone

Telephone

Fax

Fax

e-mail address

e-mail address

Signature (must be original)

Signature (must be original)

TRAFFIC CALMING PETITION

To the Calvert County Department of Public Works:

We the following property owners hereby request the installation of traffic calming devices on _____ (Street(s))
75% signatures are required for consideration of the project related to the NTMP.

Address

Signature

Mail the completed form to:
Calvert County Department of Public Works
150 Main Street, Suite 202
Prince Frederic, MD 20678

**NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAMS
POINT ASSIGNMENT WORKSHEET**

Street Name _____

From _____ To _____

1) Designated Collector Yes _____ No _____

2) Emergency Evacuation Route Yes _____ No _____

3) Dead-end or Cul-de-sac Yes _____ No _____

4) Speed (85%) _____ Points Max 20

5) Volume/100 _____ Points Max 15

6) Crash Data _____ Points Max 5

7) Residential Density/150 _____ Points Max 10

8) Pedestrian Bike _____ Points Max 5

9) Sidewalks _____ Points Max 5

10) Playground or Schools _____ Points Max 5

11) Sight Distance Restrictions _____ Points Max 20

12) Street Lights _____ Points Max 5

13) Concerned Residents/10 _____ Points Max 10

TOTAL POSSIBLE POINTS _____