



City of Gallatin Neighborhood Traffic Management Program Guidelines

I. General purpose

The purpose of the Neighborhood Traffic Management Program is to provide procedures for application, evaluation, and implementation of traffic calming techniques on existing residential streets. All aspects of the procedure are performed with neighborhood consensus and public participation.

II. Procedures

1. Application Submittal.

A neighborhood that desires to address perceived traffic problems with traffic calming strategies must submit an application to the City Engineering Division. The application must include:

- A completed **Neighborhood Traffic Mitigation Program Applicant Questionnaire**.
- A statement of concerns about traffic in the area.
- A clearly identified location of desired improvement.
- Type of traffic calming measures desired.
- Specific boundaries of the project area (to include the properties which would potentially benefit).
- An Indication of the level of local support for the project.

Local support should be documented in the form of a petition containing signatures of residents of approximately 50% of the households in the proposed project area, records of meetings, and any other supporting information. A copy of the program **Guidelines** and **Application** should accompany petitions when circulated within the neighborhood to ensure that petitioners understand the application and program requirements.

2. Initial Review of Application

Following receipt of the completed application, the Staff will conduct an informational meeting with the applicant to explain the process, educate about traffic calming strategies, and discuss proposed projects and possible solutions in detail. The



discussion should include all probable impacts, positive and negative, local and regional as applicable.

3. Traffic Studies

Following the initial application review, Staff will conduct traffic studies as needed to verify the traffic problems identified in the traffic calming application. This analysis will be performed during free flow traffic conditions.

4. Discussion of Strategies with the Applicant Neighborhood

If the analysis shows that actual traffic problems do not substantiate residents' perceptions, the analysis data and cause(s) of the residents' perceptions should be identified and discussed with them. Strategies other than a traffic calming project may be appropriate, and can potentially be implemented by the City with the neighborhood's involvement at a minimum of expense.

However, if the traffic problems documented to exist do back up the residents' perceptions of need, the application can proceed to the next stage. A diversified review team -- the Traffic Calming Steering Committee -- consisting of appropriate officials from the city, emergency services and other public service agencies will review the application. Traffic calming strategies should be selected from proven methodologies for their specific appropriateness to the identified problems. A variety of strategies may be applicable, and may be appropriate in combination with one another. The recommended improvements will then be discussed with the applicant neighborhood and any other interested or potentially affected neighbors. If consensus can be reached about how to proceed, the application can advance again.

5. Decision to Proceed

In most situations, proposed improvements will be initially installed as temporary measures. In exceptional situations, permanent measures may be installed without having first installed and evaluated temporary measures.

The usual course is for the project application to move into design and installation of temporary improvements. After temporary trials lasting from two weeks to several months, the traffic studies should be repeated to verify the effects of the improvements and the neighborhood should review results again.

If the temporary improvements prove to be satisfactory, the project can move into design of final improvements. Prior to final design and subsequently, construction, the



city must receive a petition with signatures of either 85 percent of the property owners or 90% of the households within the project boundary, asking to construct the project. Upon receipt, the City will proceed with construction.

In the event that the City and residents are comfortable permanently constructing the recommended improvements without going through the temporary phase, the project application will move directly into final design. Prior to final design and subsequently, construction, the city must receive a petition with signatures of either 85% of the property owners or 90% of the households within the project boundary, asking to construct the project. Upon receipt, the City will proceed with construction.

6. Permanent Installations Maintained

Landscaped installations (excepting perimeter curbing and similar structural elements) must be maintained by the neighborhood.

7. Removal of Installed Devices

Removal of any installed devices will be initiated following receipt of a petition with signatures of either 85 percent of the property owners or 90% of the households within the project boundary.

III. Funding

Funding will be evaluated on a case by case basis. Alternatives may be to set up a Special Improvement District or to fund through City funds.