



Traffic Calming Plan Development and Approval Process

Mission Statement

The City of Knoxville is committed to strengthen and protect its neighborhoods by improving the quality of life in residential areas. The desirability of Knoxville neighborhoods as places to live and raise a family is directly affected by local traffic conditions. The City allocates a portion of its resources annually to address neighborhood traffic safety. The resources are divided among education, engineering and enforcement initiatives through the promotion of neighborhood friendly design, community awareness and effective enforcement. Knoxville also depends on commitment and support from many partners including neighborhood organizations, City, County and state administrations, and law enforcement agencies for success of these initiatives.

It should be noted that the traffic-calming program is in large measure a community driven venture. A community, which requests assistance, must remain active in the process and ensure that all of its members are kept informed of the process.

Plan Development and Approval

Step 1:

A homeowners/neighborhood association or resident (in the case where no association exists) requests City Engineering to start the traffic calming process. City Engineering will recommend one or more facilitating agencies, such as the East Tennessee Community Design Center, to aid the neighborhood in building consensus and developing their plan. Facilitating agencies should be independent third parties to avoid conflict of interest. City Engineering must approve any facilitating agency. If an association does not exist, a written request is needed with residents representing at least ten homes signing the requesting letter.

At this time this process is forwarded to the neighborhood leadership. The neighborhood leadership can request any alternative available in the Public Awareness Alternative (Education) 3A without going through any further steps in this process, even the 3E meeting (Step 2).

Step 2:

A "3E" neighborhood meeting is held with residents and the facilitating agency to discuss education, enforcement and engineering alternatives and decide which alternatives the neighborhood wishes to pursue as a solution for their traffic problems.

It should be noted that, in general an engineering solution will not be implemented until after education and / or enforcement approaches have been utilized.

Step 3:

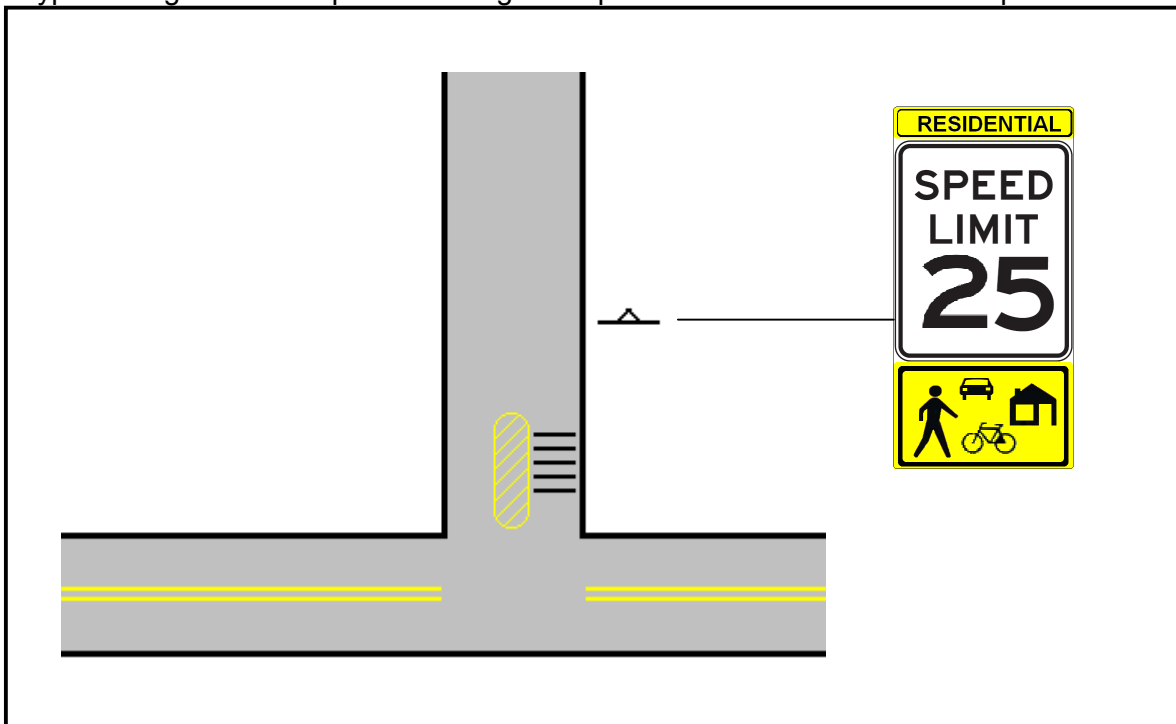
Traffic Calming Alternatives

A. Public Awareness Alternative (Education): A public / neighborhood awareness campaign is conducted to increase drivers awareness of speeding problems in neighborhoods, of neighborhood boundaries, of existing laws and their personal responsibilities. This is done by

- Speaking to the neighborhood group (step 2)
- Enhancing neighborhood entrances via plantings, banners, even rumble strips (see below)
- Speaking with area commercial traffic generators whose patrons or employees might be a part of the issue
- Articles in neighborhood newsletters
- Yard signs, handouts, bumper stickers and flyers

Residential speed limit assembly signs that lower the speed limit to 25 mph, painted neighborhood median entrance markings and / or Rumble strips can be installed with a written request from the neighborhood association subject to approval by the City Engineering Division (1400 Loraine Street; Knoxville, TN 37921). Please note specific locations need to be noted in this written request.

Typical Neighborhood Speed Limit sign with painted median and rumble strips.



B. Neighborhood Enforcement Alternative: A neighborhood enforcement campaign is conducted dedicated to enforcement of neighborhood traffic regulations. There are two possible steps to be taken here:

- KPD officers are assigned to the neighborhood for assigned blocks of time. To receive this the neighborhood should call specific contacts noted in the 3E presentation and be specific about location and time of day. Police presence will provide some immediate relief to impacted communities and will provide direct

police observation of the nature and magnitude of the problem. This information will be utilized to determine continuing need for enforcement and possible need for engineering solutions.

- Neighborhood Enforcement Zone signing can be installed under existing or new 25 or 30 mph speed limit signs. These signs are to be requested by the neighborhood by using the Neighborhood Enforcement Zone sign request form on the City's traffic calming web page. Please note these signs will not be installed at locations that have not or will not receive KPD enforcement as noted above.

C. Engineering Alternative: A traffic study petition drive is conducted in order to confirm that there is support for physical street design changes to slow vehicle speeds and reduce traffic volumes in the area. At least 25% of the homes in the area must indicate their approval by signature in order to proceed. This petition asks for approval for a traffic study and a design to be developed that later will need neighborhood approval by survey before it can be implemented.

Step 4:

A meeting between representatives of the neighborhood, the facilitating agency, and City Engineering is held to define the traffic study area. At this meeting the 25% petition is delivered to the facilitating agency along with a check for \$250 by the neighborhood. For neighborhoods that are economically distressed, grant or block grant funds may be available. The City covers all further costs of this process.

Step 5:

City Engineering will conduct traffic counts and studies in the traffic study area, identify problem areas and develop a comprehensive solution to address them. Before any plan is shown to the neighborhood residents or their representatives, it will be reviewed with and approved by the program director and the facilitating agency.

Communities should keep in mind that problem areas and the appropriate traffic calming solutions may exceed neighborhood boundaries or may impact only a portion of a neighborhood, since neighborhood boundaries may not properly reflect those who will be impacted by traffic calming solutions.

Step 6:

City Engineering and the facilitating agency will present study results and the proposed design remedies to a meeting of neighborhood residents. At this time communities can have input, and request changes to be considered. It is incumbent upon neighborhood leaders to share the information from the meeting with neighbors who are unable to attend.

Step 7:

The facilitating agency mails a traffic calming survey to all residents in traffic study area that will determine the approval or disapproval of the plan. Please see below for details on how the votes will be totaled. In this survey, the facilitating agency will include a cover letter that explains the survey process, a copy of the proposed traffic calming plan and a list of advantages, disadvantages and unknowns prepared by City Engineering.

A minimum of 50% of homes must return surveys for it to be considered representative of community wishes. Also, a two-thirds majority of homes returning surveys must approve the plan in order for it to move forward.

Rental Property:

One vote is given to each residential home in the traffic study area. Multi-family residential properties, with up to four apartments, will have surveys mailed to the renters. The votes of each apartment are tallied and one vote for the property is assigned based on simple majority. If the renters' votes are split 50/50, then the vote for the property counts neither for nor against the traffic plan, but is counted in the percentage of homes needing to respond.

If the rental property owner wishes to vote, his vote supersedes rental votes for that home, however rental property owners will receive a ballot only if they request it. Multi-family residential properties, with more than four apartments, are considered commercial and the residents will not receive ballots, however the property owner may place one vote for the property if they request a ballot. Ballots may be requested from the facilitating agency.

Voting Period:

Surveys are returned to the facilitating agency. The survey process lasts for six weeks from the date of mailing. If a survey fails, this traffic calming plan development and approval process may be repeated at the discretion of the facilitating agency, City Engineering Division and the Program Director.

Step 8:

Final results of the survey are communicated to the neighborhood leadership, the City and the Program Director by letter from the facilitating agency.