COUNTY AGENDA REQUEST

Department:	Engineering	Presenter(s):	Phil Mallon
Meeting Date:	Thursday, November 15, 2012	Type of Request:	Old Business

Wording for the Agenda:

Consideration of a proposed Policies and Procedures document relating to the use of speed tables on select County roads.

Background/History/Details:

During the September and October 2012 BOC Workshops, staff presented a draft policy for the use of speed tables as a traffic control measure.

At each meeting, the Board provided several comments regarding details of the policy and directed staff to further refine and bring back the draft policy for additional consideration.

The proposed Policy and Procedure document for Speed Tables (see backup) reflects the Board's input and is presented for consideration and approval.

What action are you seeking from the Board of Commissioners?

Approval of the proposed Policies and Procedures document relating to the use of speed tables on select County roads.

If this item requires funding, please describe:

If approved, the Road Department will require funding for installation, repair and maintenance. Annual fees for participants in the program are proposed but these fees may not fully cover all program costs.

Has this request been considered within the past two years?	Yes	If so, when?	Wednesday, October 3, 2012
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

FAYETTE COUNTY
POLICIES AND PROCEDURES

OPERATIONAL FUNCTIONS
Public Works – Speed Tables
200.qq

PURPOSE

This *Policy and Procedure* establishes a process for the use of speed tables on select County roads and provides information on submitting a sponsor request; the traffic study and evaluation; public meetings; funding; and table installation, maintenance and removal.

POLICY

It is Fayette County policy to help maintain safe and appropriate vehicle speeds on County roads through a combination of proper road design, traffic control signs, pavement markings, right-of-way maintenance, enforcement, and, where appropriate and financially feasible, traffic calming measures. This *Policy and Procedure* addresses one type of traffic calming measure that has been shown to reduce speed and discourage cut-thru traffic.

PROCEDURE

Background Information
Slowing traffic speed is an on-going problem for cities and counties across the United States. Strategies to reduce speed include public education, enforcement, traffic signs and pavement markings, landscaping (to create appearance of a narrower corridor), traffic circles, lane-narrowing devices, speed tables, etc.

Speed tables are a raised portion of roadway, typically constructed of asphalt concrete or prefabricated rubber, designed to slow vehicles to 25 to 30 mph. Speed tables are typically 3.5 to 4 inches high with a 10-ft plateau and 6-ft inclines on either side. Tables extend across the entire road width and are marked with reflective material and signs. The delay to emergency response from speed tables is not considered a serious compromise of public safety emergency response capability. Research shows that properly placed speed tables are effective at reducing vehicle speed and discouraging cut-thru traffic[1].

For purposes of this *Policy and Procedure*, the term speed table also includes speed humps, which are similar to tables but without the flat plateau between the inclines. Speed tables are specified in lieu of humps when there is need for the device to serve as a crosswalk and/or a gentler ride is desired.

No public street or road in unincorporated Fayette County shall have speed humps, speed tables or similar devices installed without the specific approval of the Board of Commissioners.

Sponsor Request

The request for the installation of speed tables shall be initiated by a project sponsor. The sponsor shall be a property owner within the subdivision (if commonly platted) or on the road for which the traffic calming is requested. The sponsor shall serve as the primary point of contact for County staff during the project and shall be responsible for providing necessary information, petitions, funding, etc.

To start the evaluation process, the sponsor should complete and submit a *Speed Table Sponsor Request Form*, available online at www.fayettecountyga.gov or by contacting Fayette County Public Works.

Public Works
115 McDonough Road
Fayetteville, GA 30214

(T) 770-320-6010
(F) 770-719-0871
publicworks@fayettecountyga.gov

Public Works will review the request to determine if the noted roads are eligible for speed tables and look for any unusual circumstance that could preclude their installation. If none, the County will proceed to the next step.

Traffic Study and Evaluation Criteria

Upon receipt of a valid request for speed tables, Public Works will ask the Fayette County Sheriff's Office to measure directional traffic volume and speed over a 24-hour period. Data from the study will be used to determine the mode and average vehicle speed, the percent of vehicles exceeding the posted speed, and the 85th percentile of speed. This information will be shared with the project sponsor.

Unless approved otherwise by the Board of Commissioners, the following evaluation criteria shall be satisfied for speed table installation:

1. The roads identified for tables are County Local or Internal Local roads, per the County's Thoroughfare Plan;
2. The posted speed limit is 30 mph or less;
3. The 85th percentile speed is at least 10 mph over the posted speed limit;
4. At least 80 percent of all property owners within the Petition Area are supportive of the speed table(s), as demonstrated by the Petition Signature Sheet;
5. The road grade is 8 percent or less; and
6. There are no sight distance concerns around the proposed speed tables.

Speed tables are not advised for locations with 85th percentile speeds below 30 mph since the tables are designed to maintain speeds between 25 and 30 mph and would therefore provide

little benefit. Tables in series should be spaced 300 to 500 feet apart as research shows this is most effective at lowering the 85th percentile speed to the target range[2].

Petition Area and Property Owner Support

Communities impacted by proposed speed tables shall demonstrate support by collecting the required number of affirmative votes from property owners in the Petition Area using the Fayette County Speed Table Petition form. The Petition Area is determined by road configuration, as described below. Properties may not be added to or subtracted from the Petition Area for purposes of changing the percent of affirmative support.

- **Dead-End Roads and Single Entrance Subdivisions** – For traffic calming requests on dead-end roads or within subdivisions having one entrance, the Petition Area includes all properties that are "downstream" of a proposed table plus and any "upstream" properties that are entirely or partially within 100 feet of a table. The 100 feet is measured along the road's centerline and does not extend down intersecting roads. "Downstream" properties are those that would be accessible only by crossing one or more of the proposed tables. "Upstream" properties, conversely, would be accessible without crossing a speed table.

  Alternatively, the sponsor may request, in writing, that the Petition Area include all properties in the subdivision (if commonly platted) or having frontage along the road (if not commonly platted).

- **Thru Streets and Multi Entrance Subdivisions** – For traffic calming requests on thru streets or within subdivisions having two or more entrances, the Petition Area includes all properties having frontage on the road plus all properties on side streets whose sole access is off the road. The County Engineer may modify the prescribed Petition Area to account for intersections, loop roads or other configurations that justify site-specific input. Modifications to the Petition Area shall be consistent with the overall goal of getting input from property owners most affected by the proposed tables and excluding those who are not.

All property owners in the Petition Area, including undeveloped lots, shall be given an opportunity to sign the form. Properties without a valid signature will be counted as "no" votes. The vote and signature must be by the legal owner(s). Spouses cannot substitute for one another and both must sign if they are joint legal owners. Tenants may not sign for the property owner(s).

The completed petition must be signed, with witnesses, and returned to Public Works where the parcels and signatures will be checked against County tax records. In the event of a recent change of ownership, appropriate documentation may be considered in lieu of tax records. Signatures may not be withdrawn from a petition once submitted to Public Works.

Affirmative support is determined by dividing the number of "yes" votes by the total number of properties in the Petition Area. Each lot counts as one vote. Common areas and amenity areas are excluded. Petitions that meet the affirmative support requirements will be presented to the Board of Commissioners at a Public Meeting.

Public Meeting(s)

Upon receipt of a petition and confirmation of the required signatures, Public Works will prepare an agenda request for consideration by the Board of Commissioners at a Public Meeting. The agenda request will include details on the type, number and location of the proposed tables. Specifically, the County Engineer shall recommend to the Board the:

- material type and specific design of the speed tables;
- exact locations for installation; and
- number of devices to be installed.

At this meeting the public may provide written or verbal comments in support or opposition to the proposal. As appropriate, staff from Public Works may comment on the request and provide background information, including a review of the traffic study data. Ultimately, the Board of Commissioners will approve or deny the request.

Funding

Since speed tables are installed for the benefit of a select group of property owners, costs for their purchase, installation, maintenance, repair and replacement are partially offset by annual fees paid by the property owners in the Petition Area.

This fee, currently set at $15 per year per parcel, is added to the property tax bills for all lots within a Petition Area. The revenue from the traffic calming fee is tracked independent of the County's general fund and may only be used for the design, installation, maintenance, repair, replacement and removal of traffic calming measures in the unincorporated County. The annual fee is set by the Board of Commissioners and may go up or down over time based on the accumulated reserve and program costs.

Subdivisions may opt-out of a traffic calming Petition Area by following the procedures described hereafter. The removal of the annual fee will be effective in the following tax year. Tables removed from a subdivision will remain the property of Fayette County.

Installation and Maintenance

Speed tables will be purchased, installed and maintained by the Fayette County Road Department. Speed tables may be pre-fabricated or constructed in-place using asphaltic concrete. The tables will be marked with thermoplastic or other reflective material. Warning signs will also be placed around the tables.

The Road Department will procure the material for the speed table(s) only after all the above requirements have been satisfied, including approval from the Board of Commissioners.

Installation will typically be completed within three months of Commissioner approval, if funding is available.

Speed tables and associated striping and signs will be maintained by the County's Road Department.

Opt-Out Procedures

Sponsors may petition for removal of one or more speed tables at any time. The process for removal requires the same petition and number of supportive signatures as required for installation. Only property owners in the Petition Area may vote to remove a speed table. Similar to installation, removal requires approval by the Board of Commissioners. If approved, the tables, signs, and striping will be removed by the Road Department and necessary repairs/patches will be made to the road.

As noted above, the annual assessment fee will not be removed from a property's tax bill until the year after a Petition Area opts-out of the program.

Footnotes

1 *Updated Guidelines for the Design and Application of Speed Humps* by M. Parkhill, R. Sooklall, and G. Bahar.

2 *Gwinnett County Speed Hump Program Manual*. Gwinnett County Department of Transportation, Traffic Engineering and Planning Division, Traffic Studies Section. December 2008.

Other References

An internal Fayette County memorandum regarding Traffic Calming Devices dated March 27, 2007.

http://www.trafficlogix.com/en/. Traffic Logix is located in Spring Valley, NY

Manual on Uniform Traffic Control Devices, 2009 Edition with Revisions No. 1 and 2. , U.S. Department of Transportation, Federal Highway Administration.

Summary of a Proposed Recommended Practice: Guidelines for the Design and Application of Speed Humps by R. Elizer, Jr., PE. ITE Journal, May 1993.

Speed Table Sponsor Request Form

Fayette County
Department of Public Works
115 McDonough Road
Fayetteville, GA 30215
770-320-6010 (T)
770-719-0871 (F)
publicworks@fayettecountyga.gov

Fayette County maintains a speed table program as an option for helping control vehicle speeds and/or cut-through traffic on County Local and Internal Local Roads. Details of the program are defined in Fayette County's *Policies and Procedures Document for Speed Tables*, available online at www.fayettecountyga.gov or by contacting Public Works.

The first step for determining eligibility in the program is to complete this form and submit it to Public Works.

Sponsor Contact Information

Name: _____

Address: _____

Telephone: _____

Email: _____

Project Description

Location: _____
(subdivision or street name)

Problem: _____
(e.g., speed, cut-through traffic, pedestrian crossing)

Number of Tables Envisioned: _____
(leave blank if unknown)

Have you read the *Policies and Procedures Document for Speed Tables?*

Yes ☐ No ☐

Staff Use Only

Date Received: _____ Date Reviewed: _____ By: _____

Project Eligible for Speed Tables? _____

Speed Table Petition Cover Letter

Fayette County
Department of Public Works
115 McDonough Road
Fayetteville, GA 30215
770-320-6010
publicworks@fayettecountyga.gov

Petition for Speed Table

We the undersigned, all being property owners along the road of, or within the subdivision of "_____", do hereby petition for installation of speed tables.

Each of us does here by pledge and consent to the levying of a lien by Fayette County against property we own for the purpose of payment of the cost of installing and/or maintaining the speed tables. There are _____ number of lots currently in/along "_____" and each owner as shown on the tax records has affirmatively signed this petition or their indication for disapproval is noted herein.

This petition represents _____ affirmative votes or _____% of the Petition Area.

Your affirmative signature on this petition indicates that you have read and fully understand Fayette County's *Policies and Procedures for Speed Tables*, available online at www.FayetteCountyga.gov or by contacting Public Works.

Personally appeared before me, a Notary Public, the undersigned affiant, who says an oath that _____ is one of the subscribing witness to the within instrument; that each of said witnesses saw the execution and delivery of same by each grantor therein for the purpose set forth; and that each of said witnesses signed the same as purported.

Sworn to and Subscribed before me, this _____ day of _____, 20____.

_____
Notary Signature
Fayette County, State of Georgia

Fayette County Speed Table Program
Petition Signature Sheet (No. ___ of ___)

Subdivision/Road Name: _____

Notes:
1. *There is an annual fee for all parcels within a Speed Table Petition Area.*
2. *All property owners, as indicated on tax records, must individually sign and indicate Y/N for a particular parcel.*

_____
Lot Number per Final Plat (if known)

_____
Property Owner(s)

_____
Daytime Telephone Number

_____
Property Address (street & number)

Yes No (Check Y/N for each Signature)

_____
Signature & Date ☐ ☐

_____
Signature & Date ☐ ☐ _____
Witness

_____
Lot Number per Final Plat (if known)

_____
Property Owner(s)

_____
Daytime Telephone Number

_____
Property Address (street & number)

Yes No (Check Y/N for each Signature)

_____
Signature & Date ☐ ☐

_____
Signature & Date ☐ ☐ _____
Witness

_____
Lot Number per Final Plat (if known)

_____
Property Owner(s)

_____
Daytime Telephone Number

_____
Property Address (street & number)

Yes No (Check Y/N for each Signature)

_____
Signature & Date ☐ ☐

_____
Signature & Date ☐ ☐ _____
Witness