

# **TOWN OF WAKEFIELD**

## **TRAFFIC CALMING & PARKING RESTRICTION POLICY**



**May, 2021**

# **Traffic Calming & Parking Restriction Policy**

## **Introduction**

### **Traffic Calming**

Traffic calming is a method of employing specific measures to reduce speeding, aggressive driving, and high levels of vehicular traffic traveling through local neighborhoods.

This policy has been developed in order to establish a structured process through which the Town can respond to and address residents' concerns regarding these types of traffic issues that occur on Town maintained residential streets. For traffic issues that arise on arterials and collector streets, each concern will be evaluated on a case by case basis.

The purpose of the policy is to verify a concern once it is brought to the Town's attention, evaluate it against set criteria, rank it against other known locations in Town, provide recommendations to address the issue, and determine the effectiveness of recommendations that are implemented.

Other requests for traffic controls such as stop signs, traffic signals etc. may be requested using the same process but each will be evaluated on a case by case basis. These requests must conform with MUTCD and other local, state and federal traffic standards.

A flow chart of the overall process is presented on page (2) while a description of each step is outlined in the following section.

### **Parking Restrictions**

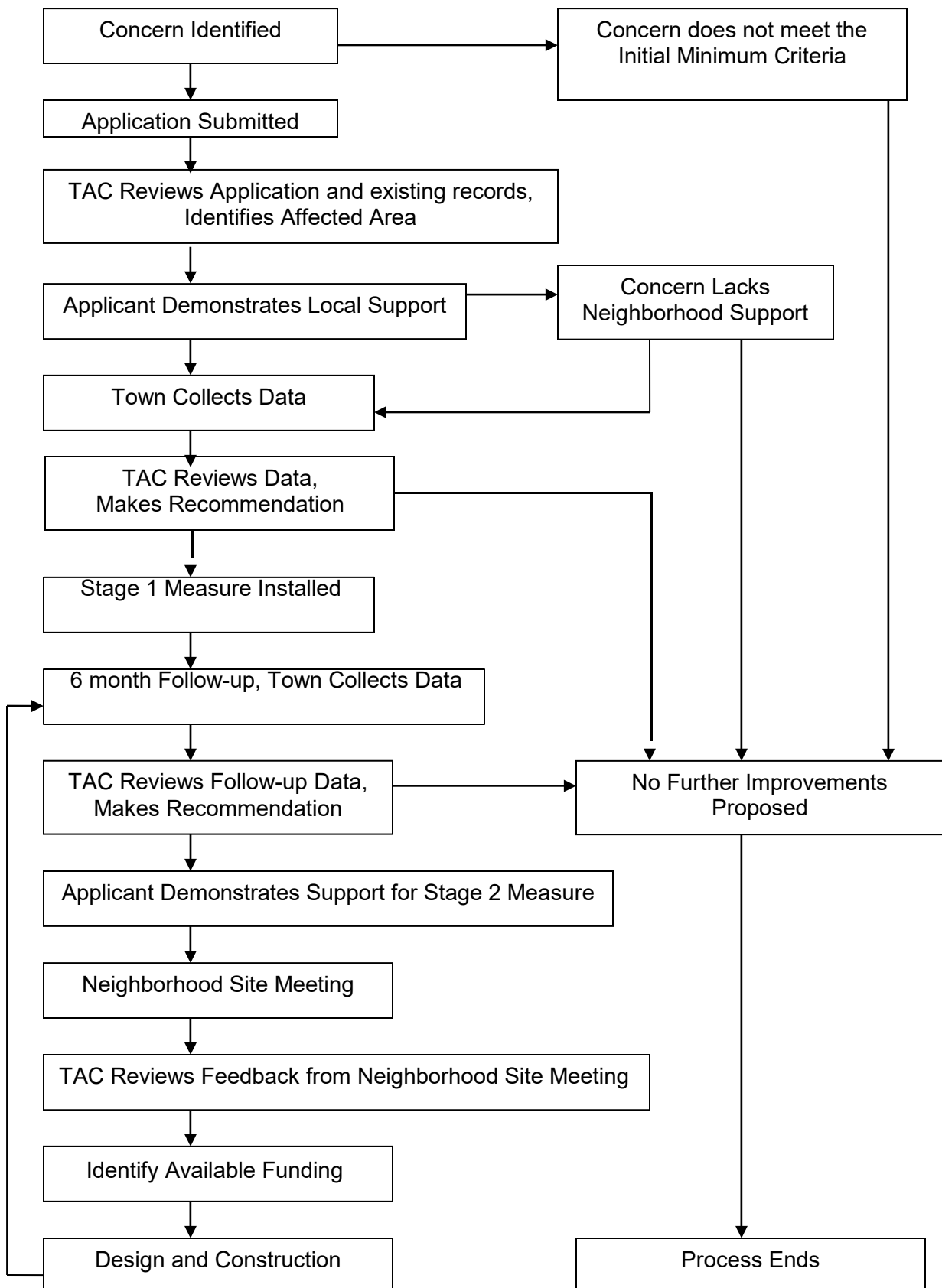
Parking restrictions are specific limitations to available on-street parking. On-street parking can be restricted on a permanent or temporary basis depending on the needs of the Town.

Parking restrictions are implemented for a variety of reasons. Some restrictions help necessitate safe and free flowing travel for motorists and pedestrians. Other restrictions facilitate an equitable distribution of available on-street parking. Specific parking restrictions may help to provide accessible and safe parking in a variety of unique situations.

This policy has been developed in order to establish a process through which the Town can respond to and address residents' concerns regarding specific types of parking issues that occur on Town maintained residential streets. For traffic issues that arise on arterials, collector streets within business districts or other public ways each concern will be evaluated on a case by case basis.

The purpose of the policy is to verify a concern once it is brought to the Town's attention, evaluate it, compare it to other known locations in Town, provide recommendations to address the issue, and determine the effectiveness of the recommendations that are implemented.

## Traffic Calming Policy Process



## **Process and Requirements for Traffic Calming Requests**

### *Step 1 – Report the Problem*

If a resident feels that there is a speeding or traffic problem on their local residential street, they should report the problem to Wakefield Police Traffic Division at (339) 219-4525 or by email to [janderson@wakefieldpd.org](mailto:janderson@wakefieldpd.org)

Staff will review the concern to verify that it meets the following initial minimum criteria:

1. Location of the concern must be a Town maintained residential roadway.
2. The roadway must be at least 600 feet long.
3. The majority of the property adjoining the roadway is residential.
4. The posted speed limit is not greater than 30 mph.

If the initial minimum criteria is met, the resident will be provided with a Traffic Calming Request Form.

Once this form is completed and submitted to the Wakefield Police Department's Traffic Division, a letter will be sent to the Applicant with notification of the upcoming Traffic Advisory Committee (TAC) meeting date.

### *Step 2 – Traffic Advisory Committee Initial Review*

The TAC will review the application to determine the limits of the affected area and will request a petition from a representative number of residents in this affected area to verify that there is a widespread concern for the speeding or traffic issue. The neighborhood shall identify and list on the petition a resident who will serve as the primary contact with the Town. A letter will be sent to the applicant with the petition forms and limits of the affected area.

### *Step 3 - Neighborhood support*

Once the applicant submits the petition signed by at least two-thirds (2/3) of the residents within the subject area, it will be reviewed by staff. If a request has met the next minimum criteria it will proceed to Step 4. A letter will be sent to the applicant indicating receipt of petition forms and that data will be collected to evaluate the concern.

Minimum Criteria – Petition must be signed by at least two-thirds (2/3) of residents within the subject area as defined by the Town in order to qualify as “widespread concern.”

In the event that the Applicant is not able to garner two-thirds (2/3) of the required signatures, the TAC may, at its discretion, continue to move the application on to the next step if it is determined that the concern is a problem area.

#### *Step 4 – Data Collection and Evaluation*

After verifying that the concern meets the minimum criteria set forth above, Town staff or contracted consultants will collect traffic volume and speed data, observe traffic patterns, evaluate existing conditions in the area such as stopping sight distances and accident histories, and present their findings to the TAC.

#### *Step 5 – TAC Data Review, Evaluation, and Recommendation*

The TAC reviews and evaluates the data. If the data meets the minimum criteria as set forth below, the TAC may recommend Stage 1 traffic calming measures as appropriate. A letter will be sent to the Applicant indicating the TAC's determination.

Each valid request will be evaluated based on the criteria shown below. If multiple potential projects are being considered, they will be ranked by their score to help prioritize the order in which they are completed in relation to available funds and resources, and anticipated benefits.

Criteria			
<b>Traffic Speeds</b> – amount the 85% speed is above the posted speed limit			
<u>0-7 mph</u>	<u>8-10 mph</u>	<u>&gt;10 mph</u>	
0 points	10 points	15 points	
<b>Traffic Volumes</b> – average daily traffic (ADT) measured in vehicles per day (VPD)			
<u>&lt;400vpd</u>	<u>401-1000vpd</u>	<u>1001-2000vpd</u>	<u>&gt;2000vpd</u>
0 points	5 points	10 points	15 points
<b>Other Considerations</b> –			
School zone or pedestrian generator – 10 points			
No sidewalk on either side of street – 5 points			

Requests must have a point total greater than 0 to be further evaluated for Stage 1 traffic calming measures. However, the TAC may, at its discretion, continue to move the application on to the next step if it is determined that there are other factors involved that indicate the concern is a significant safety hazard.

### *Step 6 – Stage 1 Traffic Calming*

Projects that meet the minimum criteria will be eligible for Stage 1 traffic calming measures. These measures are typically low cost, can be easy to deploy, and can offer a relatively easy solution to the problem. These methods may include:

- Use of a speed monitoring radar trailer
- Education / Public Awareness
- Traffic enforcement
- Signage and pavement markings

If recommended, a Stage 1 measure may be installed or employed at this time.

### *Step 7 – Follow-up Data Collection*

If one or more of the Stage 1 traffic calming measures are implemented, the Town will wait approximately six months before collecting additional traffic data to determine the effectiveness of the implemented measures.

### *Step 8 – TAC Data Review, Evaluation, and Recommendation*

The TAC will review the follow-up data. If the measure was successful in addressing the concern, then the traffic calming process will end at this point.

If the TAC deems the measure to be unsuccessful, then further measures will be evaluated and the TAC will discuss concepts, cost estimates, and funding availability for possible Stage 2 traffic calming measures.

Stage 2 measures would typically involve physical modifications to the roadway in order to control traffic. They can be rather expensive and can require extensive construction. Possible Stage 2 measures *may* include:

- Bulb-outs / Curb extensions
- Center island medians
- Chicanes
- Landscape treatments
- Mid-block chokers
- Pedestrian refuge islands
- Raised crosswalks
- Realigned intersections
- Roundabouts
- Sidewalks
- Speed humps
- Speed tables

While these types of measures may address the initial traffic concerns, their implementation can also present a different set of problems such as difficulties in snow removal, impeding emergency response vehicles, adverse impact to traffic in other areas, and creating additional noise as in the case with speed humps or speed tables.

A letter will be sent to applicant indicating the TAC's determination and the next steps, if any, to be taken. If Stage 2 measures are to be recommended, the Town will again require that there be a neighborhood wide consensus *on the proposed improvements*. The Town will require at least two-thirds (2/3) of the residents within the defined area of the improvements sign another petition describing the proposed improvements and their estimated cost. The petition for implementation of Stage 2 measures will be sent to the Applicant as necessary.

#### *Step 9 - Neighborhood Support for Stage 2 Measures*

Once the Applicant submits signatures of at least two-thirds (2/3) of residents within the subject area to show support for recommended concept design, costs, and funding track, Town staff will schedule and notify the Applicant of a neighborhood site meeting.

#### *Step 10 – Neighborhood Site Meeting*

A neighborhood site meeting will be organized by the TAC and held to present proposed Stage 2 measures which will involve physical modifications to the roadway and/ public right-of-way. This informational meeting will provide a public forum to solicit comments regarding a proposed project.

#### *Step 11 – TAC Review of Neighborhood Site Meeting Comments*

The TAC will review feedback presented at the neighborhood site meeting and determine if design and construction of the proposed recommendations should be pursued.

#### *Step 12 – Identify Funding*

Once the TAC determines that the recommended Stage 2 measures are to be implemented, funding for the design and construction of the proposed improvements will need to be identified. *Approval by the TAC does not guarantee funding or final approval by the Town.*

#### *Step 13 – Design and Construction*

Actual implementation of stage 2 measures will be dependent on a project's point ranking as determined in Step 5 compared to other traffic calming projects and available funding.

Once funding for a specific project is in place, design and construction of the proposed improvements can proceed.

#### *Step 14 – Follow-up Evaluation*

After the Stage 2 measures have been in place for approximately six months, additional data may be collected to determine their effectiveness.

Unless the DPW or TAC determines that the installed measures are a hazard, once they are installed, measures shall remain for at least 3 years.

If a neighborhood decides that it no longer wants the measures in place following the first three years, a process similar to that used for implementation of the Stage 2 measures will be followed, including demonstrating public support for their removal as evidenced by a petition signed by two-thirds (2/3) of the residents within the defined area of the improvements, and evaluation by the TAC.



## **Process and Requirements for Parking Restriction Requests**

### *Step 1 – Report the Problem*

If a resident feels that there is a parking issue on their local residential street, they should first report the problem to Wakefield Police Traffic Division at (339) 219-4525 or by email to [janderson@wakefieldpd.org](mailto:janderson@wakefieldpd.org)

Staff will review the concern. In some cases, parking issues can be addressed through education & enforcement of existing restrictions and by-laws.

If the request is for a single sign or restriction, i.e. Handicap space, No Parking here to Corner etc. the request may advance directly to a TAC meeting where the resident can present their request.

If the request has a more widespread impact i.e. No Parking this Side of the Street. Time restricted parking etc. then the resident will be provided with a Parking Restriction Request Form.

### *Step 2 – Traffic Advisory Committee Initial Review*

The TAC will review the application to determine the limits of the affected area and will request a petition from a representative number of residents in this affected area to verify that there is a widespread concern for the parking.

The neighborhood shall identify and list on the petition a resident who will serve as the primary contact with the Town.

A letter will be sent to the applicant with the petition forms and limits of the affected area.

### *Step 3 - Neighborhood support*

Once the applicant submits the petition signed by at least two-thirds (2/3) of the residents within the subject area, it will be reviewed by staff. It will proceed to Step 4. A letter will be sent to the applicant indicating receipt of petition forms.

### *Step 4 – Site Visit & Evaluation*

After verifying that the concern meets the minimum criteria set forth above, Town staff or its contracted consultants will conduct a site visit and evaluate existing conditions in the area and present their findings to the TAC.

Minimum Criteria – Petition must be signed by at least two-thirds (2/3) of residents within the subject area as defined by the Town in order to qualify as “widespread concern”.