

Township of Cheltenham

Montgomery County, Pennsylvania

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MEMORANDUM

TO: Public Safety Committee
FROM: Bryan T. Havir, Township Manager
RE: Traffic Calming Policy
DATE: July 6, 2018

Attached please find a draft copy of the Traffic Calming Policy completed by the Police Department and subsequently reviewed by the Township staff and recommended for approval at the last Staff meeting on June 26, 2018. Page 8 outlines an implementation process which involves the Township staff reviewing petitions being submitted by property owners requesting traffic calming measures. Perhaps the Public Safety Committee, as an alternative would prefer creating a Traffic Advisory Committee consisting of (five (5) to seven (7) members) volunteer citizens (Engineers, Planners, Traffic Experts/Consultants) in place of Township staff to review the petitions. The Traffic Advisory Committee would meet on an as-needed basis to review the petitions and make recommendations to the Public Safety Committee.

We can discuss the implementation process in detail at the Public Safety Committee meeting on July 11, 2018.

Respectfully,

BTH/sg 
Attachment

cc: John Frye, Chief of Police
John Weed, Deputy Chief

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CHELTENHAM TOWNSHIP

TRAFFIC CALMING POLICY

INTRODUCTION

This Traffic Calming Policy reflects the commitment of Cheltenham Township to address a wide range of community goals and objectives, which include transportation mobility, efficiency and safety. While our community strives to be more sustainable and livable, a comprehensive traffic calming program will help harmonize transportation mobility with other community values.

This Traffic Calming Policy identifies the procedure that will be followed when a resident of the Township inquires about traffic calming. This policy in no way limits the Township's authority to erect traffic control devices in accordance with Section 6122 of the Vehicle Code.

PURPOSE AND GOALS

Cheltenham Township's Traffic Calming Policy is designed to address traffic concerns in residential areas of the Township, such as speeding or cut-through traffic. The Township's traffic calming program, working in cooperation with neighborhoods, promotes the preservation of the residential character of the Township's neighborhoods and helps to improve the overall quality of life.

The Traffic Calming Program incorporates the following goals:

- Create safe and attractive streets;
- Reduce the negative effects of motor vehicles on the environment; and
- Increase the quality of life in the Township.

Traffic calming goals should be developed with specific objectives planned on an area-wide basis. These traffic calming goals are achieved by including the following objectives:

- Achieve safe, slow speeds for motor vehicles;
- Reduce transient traffic;
- Improve the safety and the perception of safety on the street;
- Reduce and redirect the need for traffic police enforcement; and
- Reduce crash frequency and severity.

The Township's traffic calming goals and objectives are achieved by meeting minimum criteria in established principles and planning concepts to ensure proper implementation. The traffic calming principles are therefore achieved by adopting the following:

- Traffic calming planning and development process must be community-based and supported;

- Traffic calmed streets must incorporate a degree of self-enforcement of motor vehicle speeds through the design of physical features;
- Traffic calming must directly affect driver behavior; and
- Traffic calming must improve the safety of the street for all roadway users, including pedestrians and bicyclists.

DEFINITIONS

“85th Percentile Speed” shall mean that speed at which 85 % of the free flowing vehicles are traveling, or below.

“Arterial Road” shall mean a roadway of considerable continuity used primarily as a main traffic artery and having the capability of carrying high volumes of traffic. Arterial roadways within Cheltenham Township are not eligible for traffic calming features through the Traffic Calming Policy described herein. Traffic calming features may be constructed on an Arterial roadway as part of a Township sponsored streetscape or similar enhancement project.

“Collector Road” shall mean a road that carries traffic from minor roads to arterial roads and may include the principal entrance roads of a residential development and roads for circulation within such development.

“Consensus Plan” shall mean a proposed traffic calming plan detailing the locations of specific traffic calming features developed by the Township. The consensus plan will become the traffic calming plan proposed for the neighborhood during a final vote.

“Generally Affected” shall mean all properties within a neighborhood area, the boundaries of which are determined by Township staff, petitioning for traffic calming including those adjacent to roads on which traffic calming features may not be located.

“Local Road” shall mean a roadway with relatively low traffic volumes that serves short trips at low speeds. For purposes of this program, local roads are typically residential roadways.

“Primary Access Route for Emergency Services” shall mean those state owned roadways, determined by The Fire Marshall and the Township Manager that serve as primary access into neighborhood areas requiring their services. For purposes of the Traffic Calming Program, “Primary Access Routes for Emergency Services” shall not be eligible for traffic calming features that include vertical deflections such as speed humps and speed tables. These routes shall be shown on a map maintained by the Township Engineer.

“Property Owner” shall mean the person(s) or agency that possesses title to a parcel of land, as determined by the Township. Renters or residents other than the property owner are not included.

“Specifically Affected” shall mean properties adjacent to roadways within a neighborhood area, as determined by Township staff, petitioning for traffic calming that are directly affected by traffic problems

and the installation of traffic calming features. A specifically affected property must have at least one side or portion of the parcel abutting the roadway on which traffic calming features are being considered.

“Traffic Calming” shall mean the combination of mainly physical features that reduce the negative effects of motor vehicle traffic use, alter driver behavior and improve conditions for non-motorized street users. Traffic Calming features are not traffic control devices, but rather physical parts of a roadway’s design characteristics.

“Transient Traffic” shall mean non-local vehicular traffic using neighborhood streets as a short-cut to other areas or to by-pass an alternate route on a main collector and/or arterial; also referred to as “cut-through” traffic.

APPLICABILITY

Township residents are often very concerned about traffic problems, real or perceived, in their neighborhood. Reports from citizens are sometimes the only way the Township becomes aware of specific traffic concerns in residential areas. These concerns may involve speeding, transient traffic, real or potential risk from vehicle crashes, safety, or other issues. Because the character of residential neighborhoods is a Township-wide concern, and because traffic calming programs affect daily living patterns of area residents and may involve public safety issues, the generally affected area (the whole neighborhood) should be informed and involved in the development of any plan which involves a major change or expenditure of public funds. All residents in a neighborhood area are provided opportunities to offer their opinions on proposed traffic calming plans. A minimum number of specifically affected properties must then formally agree by voting on the proposed traffic calming plan in order for it to be implemented. Specifically affected residents are eligible for the formal vote because they live directly along the roads most affected by traffic problems and traffic calming.

ELIGIBLE STREETS

A street will be considered for the installation of traffic calming features, provided that the street meets all of the following criteria:

- The street is located in an area zoned residential.
- The posted speed limit is 25 mph or less.
- The block is at least 500 feet in length and the road grade is 8% or less.
- Two thirds of the street must front on residences, parks, and/or schools.
- The 85th percentile speed is 31 mph or greater (for streets where speeding is a concern).
- The street is not part of a public transportation route.
- The street is owned and maintained by the Township.
- The street is not an alley.
- The street has an average daily traffic (ADT) volume which exceeds the calculated average of weekday trips based on the ITE Trip Generation Manual (8th edition or latest) for the number of units along the street being considered, or the peak hour volume exceeds the calculated average peak hour of adjacent street traffic trips based on ITE Trip Generation Manual (8th edition or latest) for the number of units along the street being considered.

LOCATION GUIDELINES

The minimum distance from an intersection to a traffic calming device shall range from 150 feet for un-signalized intersections to 250 feet for signalized intersections. Any traffic calming feature shall be visible to oncoming traffic for at least the minimum safe stopping sight distance based on the 85th percentile speed. Traffic calming shall take into account existing drainage features and bicycle facilities. Where possible, features shall be located to minimize the impacts to on-street parking. The following shall apply where feasible: features should be placed near street lights for improved nighttime visibility of the feature and required signage should be placed on property lines as opposed to directly in front of a residence. When possible, a required sign will be installed on an existing light pole/utility pole.

AMERICANS WITH DISABILITIES ACT

Traffic calming measures must be designed to accommodate all people in the community. To accomplish this goal, features that are implemented to improve pedestrian safety, or have an effect on pedestrian travel, must be designed to meet the requirements of the federal Americans with Disabilities Act. 5

TRAFFIC CALMING FEATURES

ELEMENTS OF TRAFFIC CALMING

The selection of traffic calming features should be based on:

1. The features potential to address traffic problems on affected roadways;
2. The type of roadway; and
3. Physical constraints.

Specific measures can be grouped into categories based upon the means by which they impact traffic. The following is a description of the categories:

- *Horizontal deflection* – refers to two types of traffic calming measures. The first type hinders the driver’s ability to drive in a straight line by creating a horizontal shift in the roadway. This shift forces drivers to slow their vehicles in order to safely navigate the measure. The second type of horizontal deflection measure is designed to narrow the width of the travel lane. Doing so reduces the usable surface of the roadway causing drivers to slow their vehicles to maintain an acceptable level of comfort. Although horizontal deflection measures are mainly used to address speed concerns, applications that narrow the travel lane can improve pedestrian safety by reducing the width of the crossing. Horizontal deflection measures may also have the secondary effect of reducing volumes; however, the effects will typically be minor.
- *Physical Obstruction* – refers to features that prevent particular vehicle movements, thereby discouraging or eliminating cut-through traffic. The overall traffic volume reduction depends upon the nature of the traffic calming feature and the number of movements obstructed.
- *Landscaping* – refers to the installation of trees, bushes, shrubbery and/or other plant materials as part of a Traffic Calming plan. The Township will maintain a list of acceptable plantings to be used and determine which types of plantings would be best suited for the adjacent neighborhood area. The installation of landscaping in conjunction with the raised curbing will prevent drivers from driving around the traffic calming features and help reinforce the narrowed pavement width, also narrowing the drivers’ field of vision and encouraging them to reduce travel speeds. The curbing also helps protect the landscaping.
- *Change in texture and color* – refers to the use of specialty concrete, asphalt or paver bricks to aid in notifying the driver of a change in pavement design and to provide an aesthetic value.
- *Alternative education and enforcement tools* – refers to information on education methods to increase awareness of neighborhood traffic concerns. These alternative education tools include, but may not be limited to: neighborhood awareness brochures on traffic issues, such as speeding and its impacts, prepared and approved by the Township, and distributed by area residents; increased neighborhood enforcement by the Police Department; and the use of a mobile speed-alert sign posted by the Police at problem locations to advise motorists of the speed at which they are traveling.

SPECIFIC TRAFFIC CALMING FEATURES

Traffic calming features that may be considered by the Township are described briefly below. All designs are subject to the approval of the Township.

- *Mini-Traffic Circles:* Raised circular structure constructed in an intersection that horizontally deflects the flow of traffic entering the intersection to slow traffic and help reduce the number and severity of crashes. All approaches become a “Yield” condition.
- *Medians:* Elongated, curbed median islands constructed approximately midway in a roadway segment to separate driving lanes and reduce lane widths.
- *Entrance Way Features:* Treatments that provide landscaping at the entrances to the neighborhood to help give identity and remind drivers to maintain slow speeds throughout the residential area. Also referred to as “gateway features”.
- *Roadway Narrowing:* Reduction in pavement width of a roadway section while maintaining two-way traffic. Landscaping planted in conjunction with the narrowing reinforces the impression of limited pavement area and narrows field of vision.
- *Semi-diverter:* A partial (“directional”) closure of a roadway created by physically blocking half the street. Creates a narrowed roadway section, which is designated for one-way traffic.
- *Textured Crosswalks:* The use of paver bricks or other materials to demarcate crosswalks and alert motorists that they are entering a pedestrian-friendly area.
- *Intersection Redesign:* Consists of several different possible designs based on the specific needs and unique characteristics of the location. May involve eliminating excess pavement areas, creating horizontal deflections on approaches or realigning intersection to 90-degrees.

SIGNAGE

Standard signing and pavement markings shall be in accordance with the Federally adopted Manual of Uniform Traffic Control Devices (MUTCD) and PENNDOT regulations. Signage shall include a yellow warning sign at each feature. In the event a series of features are installed without intersecting side street conflicts, one advance warning sign may be used to warn motorists of the series. Minimal additional signage and/or pavement markings, such as white edgeline striping and raised pavement markers (small reflector buttons) may also be necessary.

Township staff will review each neighborhood traffic calming plan for signage needs and will develop a signage plan accordingly. In an effort to reduce the number of overall warning and regulatory signs in neighborhoods, the existing and proposed signs will be reviewed to determine if existing signs can be removed. When a new sign is required, the location of the sign will be reviewed to determine a location that least impacts the neighborhood while satisfying the sign placement requirements.

IMPLEMENTATION

PROCESS

The following eight steps are followed throughout the Traffic Calming Program:

1. ***Inquiry:*** Initial contact made by residents inquiring about traffic calming; petitions, forms, and other documents will be available for distribution.
2. ***Informational Presentation:*** If requested by 20% of the specifically affected property owners, staff will schedule a preliminary public meeting to present background information on traffic calming and explain the Township's traffic calming policy. This will be an open public meeting.
3. ***Petition:*** After staff reviews minimum petition requirements (50% of generally affected property owners) with residents, petition submitted.
4. ***Traffic studies:*** Accident history reviewed and speed and volume traffic studies performed.
5. ***Develop Plan:*** Neighborhood traffic calming plan developed by Township staff.
6. ***Public meeting:*** One public information meeting held with all generally affected residents to disseminate information on proposed traffic calming plan and receive input, after which the neighborhood traffic calming plan will be finalized.
7. ***Vote:*** Specifically affected property owners vote. Minimum return of 60% of ballots required, and of those 70% must vote in favor of project to proceed with implementation.
8. ***Implementation:*** If result of vote is favorable, neighborhood traffic calming plan is placed on a schedule for the installation of the traffic calming features. The traffic calming plan will progress as funding allows, subsequent to The Board of Commissioners passing a resolution in favor of implementing the plan.

1. Inquiry: Upon initial contact made by a resident or property owner inquiring about traffic calming in their neighborhood, Township staff will discuss the program procedures and petition requirements. The resident or property owner will be required to submit a Traffic Calming Inquiry form through the Cheltenham Township webpage. The Traffic Calming Inquiry form may also be obtained from the Township Administration building and returned to the Township Manager. Staff will then determine the area affected and neighborhood boundary lines. Typically a resident will have concerns with traffic problems on one specific roadway section. However, if the implementation of traffic calming on one roadway section may transfer the problems to a parallel local roadway, the affected neighborhood area shall be addressed as a whole. This affected neighborhood area is called the generally affected area and will be determined by Township staff, taking into consideration the natural, constructed, and traffic boundaries of an area. The generally affected area will be determined based on proximity to the proposed traffic calming feature, likelihood of traffic diverting onto adjacent roadways as a result of the proposed traffic calming feature, and roadways where residents will be impacted by the feature. Township staff will then discuss with the inquiring parties the minimum petition requirements, as well as the boundaries of the generally affected area and the specifically affected area via the telephone. A preliminary field review by Township staff may be required and a meeting with the inquiring parties may also occur if needed. Petition forms, informational brochures and maps detailing the generally affected area boundaries shall be provided to the inquiring party.

2. **Informational Presentation:** Staff will provide a public informational presentation to present background information on traffic calming and explain the Township's traffic calming policy if requested by 20% of the specifically affected property owners. Notification of the public meeting will be made through the Cheltenham Township webpage and Township email notification system. In addition, the residents initiating the request for traffic calming may produce and distribute flyers at their own cost with the Township's approval. Any other advertisements initiated and paid for by neighborhood residents must be approved in advance by the Township.

3. **Petition:** Staff will provide information on the boundaries of the generally affected neighborhood, minimum petition requirements, petition forms, and any informational brochures to residents wishing to pursue traffic calming in their area.

Property owners will notify the Township should they request a petition. The Public Safety Chairperson or his/her designee will act as the liaison that serves as the main contact person between the Township and the property owners of the neighborhood. The Public Safety Chairperson or his/her designee will, among other duties, coordinate with Township staff on the development of the traffic calming plan, help contact property owners adjacent to potential traffic calming feature locations, distribute appropriate information to neighbors as needed, be available to answer questions from area residents about traffic calming, help organize the public meeting, and present the proposed traffic calming plan to their neighbors.

In order for a neighborhood to proceed with the traffic calming program, a petition shall be submitted to the Township signed by property owners from a minimum of 50% of the total number of generally affected properties within the neighborhood boundaries determined by Township staff. In the event there are multiple owners of a property, only one property owner shall be counted for that parcel. The purpose of obtaining signatures from owners of a minimum of 50% of the generally affected properties is to verify there are a significant number of residents interested in traffic calming before proceeding through the remainder of the traffic calming program. Signatures from generally affected property owners within the neighborhood boundary are required so that representatives from multiple streets within the neighborhood may be included. Although only specifically affected property owners may vote on the final traffic calming plan, all generally affected property owners should remain informed during the development process and be provided opportunities for input.

4. **Traffic studies:** After the petition has been received, Township staff will schedule traffic studies on the critical roadways to determine 85th percentile speeds and average daily traffic volumes as funding permits. A review of the crash history will also be performed for a period of three (3) years. Only the roadways with an 85th percentile speed that exceeds the speed limit by 6 mph will be considered for traffic calming measures. Township staff will analyze the traffic data and evaluate it based upon the criteria and point system detailed in Appendix A.

Points will be totaled per street. In areas involving multiple roadways, the neighborhood will be prioritized based on the street with the highest single point value. After this analysis, petitioning neighborhood areas which score less than (3) points minimum from the combined ranking scale for crash history, traffic volumes, and vehicle speeds will be not eligible for the construction of traffic calming features through this program. Petitioning neighborhood areas that score (3) points or more will be eligible for the construction of the enhanced traffic calming features through this program and may

proceed with the remaining steps described herein. If initial traffic studies show that there are other potentially impacted roads in the area, additional traffic studies on those roads may need to be conducted. These studies will be conducted as funding permits. Examples of streets that would satisfy the minimum points criteria, as detailed in Appendix A, are as follows:

1. Street A
 - a. 85th percentile Speed of 34 mph (1.5 points)
 - b. ADT of 510 vehicles/day (1.5 points)
 - c. 1 crash in the last 3 years (0 points)

2. Street B
 - a. 85th percentile speed of 31 mph (1 point)
 - b. ADT of 300 vehicles/day (1 point)
 - c. 3 crashes in the last 3 years (3 points)

3. Street C
 - a. 85th percentile speed of 37 mph (2 points)
 - b. ADT of 100 vehicles/day (0.5 points)
 - c. 1 crash in the last 3 years (1 point)

Petitioning neighborhood areas which score less than the minimum (3) points who wish to re-petition at a later time shall wait a minimum of three (3) years from the date the previous petition was received by Township staff before submitting a new petition for the same area, unless Township staff determines a change in traffic conditions has significantly impacted the neighborhood area since the previous petition was reviewed. Such significant changes may include new construction, roadway improvements, changes in land use, or similar changes creating regional impacts. Petitioning neighborhood areas that score less than the minimum (3) points may pursue alternative education methods to increase awareness of traffic concerns within the neighborhood as described in this Policy.

5. **Develop Plan:** Township staff will develop a proposed traffic calming plan. For a particular roadway section, traffic calming features may be most effective if applied in a series. The locations will be determined by Township staff and will depend on several factors, including but not limited to adequate spacing between features, driveways connections to road right-of-ways, intersecting side streets, horizontal or vertical curvature of the roadway, and drainage. Selection of locations must also take into consideration existing infrastructure such as fire hydrants, drainage inlets, utility boxes, manholes, poles, etc.

The property owners will be informed of where traffic calming features are proposed to be located and how the locations were determined. Input from the Public Safety Chairperson or his/her designee will also be sought during the decision-making process, and he or she will help contact area residents during the review of alternative traffic calming feature locations. They will also help field questions from residents. Field reviews or meetings may occur as needed.

Where applicable, Township staff will coordinate development of the traffic calming plan with representative of PENNDOT and adjacent municipalities. If required, additional traffic studies will be

completed to assess the impact of constructing traffic calming measures and to obtain any required permits.

6. **Public Meeting:** All generally affected property owners within the neighborhood area being considered for traffic calming will be given notice of a public hearing through a Township mailing so that their views and opinions may be expressed regarding the proposed traffic calming plan for their neighborhood. The notice will include the purpose of the public meeting and a description of the proposed traffic calming plan for the neighborhood.

Notification of the public meeting will also be published on the Township webpage and be made through the Township email notification system. In addition, the residents initiating the request for traffic calming may produce and distribute flyers at their own cost with the Township's approval. Copies of information brochures describing the traffic calming program may be made available to the Public Safety Chairperson or his/her designee for distribution to affected residents in the area.

On occasion, signs advertising the public meeting may be posted in Town Square and news releases may be provided to local media. Any other advertisements initiated and paid for by neighborhood residents must be approved in advance by the Township.

All Township residents are welcome to attend the public meetings and provide their opinion.

Township staff will conduct the public meeting. Township staff will:

- Briefly present background information on traffic calming in general and the Township's traffic calming program and process.
- Review the boundaries of the generally affected area and identify specifically affected properties.
- Review results of the traffic studies from the affected area and other applicable data as needed.
- Explain the further steps required to implement the plan.

The Public Safety Chairperson or his/her designee will:

- Review the neighborhood concerns which initiated the traffic calming process and any other background information as needed.
- Help present the proposed traffic calming plan developed for the affected area.

At the public information meeting, official minutes may be taken if deemed necessary by Township staff. Those Township staff present at the meeting will receive and record any concerns of the residents in the generally affected area. After the public meeting, Township staff will consider any concerns brought up at the meeting and investigate any issues necessary before the neighborhood traffic calming plan is finalized.

7. **Vote:** A notice which describes in detail the finalized proposed traffic calming plan will be mailed by the Township to the owner of each parcel of property in the generally affected area, defined by the boundaries previously determined by Township staff. Those specifically affected parcels eligible to vote

will receive a ballot along with a copy of the finalized traffic calming plan. Property ownership will be determined from the most recent general update of the records of the Township. The notice will contain the following information as applicable:

- Written and graphic description of the proposed traffic calming plan.
- Summary of data which support implementation of traffic calming.
- Description of boundaries of the generally affected area.
- Identification of specifically affected properties.
- Estimated cost of the traffic calming plan and funding sources.
- Timeline for implementation of traffic calming plan.
- Notice that a minimum of 60% of the specifically affected properties must return a vote and that of those returned, at least 70% must vote in favor of the project for it to go forward.
- An official voting ballot form for specifically affected properties eligible to vote to be returned to Cheltenham Township, and the voting deadline.

All notices and voting ballots will be mailed by Cheltenham Township through regular United States Postal Service to the mailing address on record for the property owner. In order for the proposed traffic calming plan to be implemented, at least 60% of the properties in the specifically affected area must return a vote and at least 70% of the votes returned from the specifically affected properties must be in favor of the proposal. Each specifically affected property parcel shall be counted as one vote. In the case of multiple property owners for one parcel, only one vote signed by one of the owners shall be counted for that property. In the case of a property owner owning multiple properties within the specifically affected area eligible to vote, one vote for each property owned will be accepted. If an agency or group entity (such as a real estate company) is the official property owner on record other than an individual person, an official agent of the company may sign the official voting ballot.

Only official ballots will be accepted; no copies or duplicates will be accepted. A replacement ballot may be provided upon the property owner's request. A property owner requesting a replacement ballot shall contact Township staff directly, and another official ballot will be prepared by Township staff and mailed through regular United States Postal Service to the address of the property owner on record. No replacement ballots will be mailed to alternative addresses. Replacement ballots may also be given out in person to a property owner if proper identification and proof of homeownership is provided. If a new homeowner is not included on the most recent general update of the Township's records, they may request a replacement ballot upon providing proof of homeownership. In such a case, a duplicate ballot for the same parcel mailed to the previous homeowner will not be accepted.

Votes are final once received by Township staff. If a property owner wishes to change his or her vote after submitting the official ballot to the Township and it is within the voting period, the property owner may request a replacement ballot as previously described. No ballots or replacement ballots shall be received after the official voting deadline has passed. Votes mailed to the Township must be received before the expiration of the voting period.

The Public Safety Chairperson or his/her designee will be responsible for contacting area residents eligible to vote in order to obtain the required majority approval. This may include follow-up contact with owners of any vacant specifically affected property or the owners of a specifically affected property that

may reside out of town. Updates may be given to the Public Safety Chairperson or his/her designee if requested on the status of the number of votes received before the end of the voting period. If needed, the Township will provide the Public Safety Chairperson or his/her designee with copies of mailing lists or a list of those property owners who have yet to return a ballot as the voting deadline approaches, as appropriate.

The voting period shall be 60 calendar days from the date of the official ballot. No votes will be accepted after the expiration of the voting period. A one-time extension of an additional 30 days may be granted according to the following criteria: If, at the time of the original voting deadline, at least 50% of the votes from specifically affected properties have been returned and 45% of the votes returned are in favor of the traffic calming plan, a one-time extension may be requested by the Public Safety Chairperson or his/her designee in order to obtain the required minimum 60% return and 70% majority. The extension must be requested by the Public Safety Chairperson or his/her designee with the Township within five (5) calendar days from the expiration of the voting period. If an extension is granted, the additional 30 days will be measured from the previous voting deadline.

Voting ballots may be returned by mail or hand delivered directly to the Township prior to the voting period deadline. At the conclusion of the voting period, official ballots received by Township staff will be verified. If at least 60% of the specifically affected properties have returned ballots and 70% of those returned are in favor of the traffic calming plan, the neighborhood traffic calming project will be implemented and scheduled for construction. After the conclusion of the voting period, Township staff will notify the Public Safety Chairperson of the final voting result. It will be the responsibility of the Public Safety Chairperson to notify all specifically and generally affected property owners of the results at a Public Safety Committee meeting. Township staff will provide any available information to the Public Safety Chairperson for this purpose, but will not directly contact each property owner in the traffic calming neighborhood.

If the necessary voting majority has not been achieved within the full voting period provided or the results of the vote are not in favor of the proposed traffic calming plan, the area shall not be reconsidered for traffic calming for a period of three (3) years from the date the petition was received by Township staff, unless the Township determines that a significant change in area conditions affecting traffic has occurred. Such significant changes may include new construction, roadway improvements, changes in land use, or similar changes creating regional impacts. A new petition will be required after the three-year waiting period to initiate the traffic calming process again.

8. Implementation: If the vote results in favor of traffic calming, the neighborhood traffic calming plan is placed on a schedule for the installation of the traffic calming features. The traffic calming plan will progress as funding allows, subsequent to The Board of Commissioners passing a resolution in favor of implementing the plan. If there are multiple neighborhoods that have voted for traffic calming, a waiting list may be developed by Township staff until such time as the features can be constructed.

During the initial phases of the traffic calming measures, necessary temporary signs or other warning devices may be installed as needed to alert drivers to an upcoming traffic calming project or that traffic calming features have been installed in a neighborhood.

PRIORITIZATION

A point system shall be used for evaluating and prioritizing traffic calming requests. The point system criteria are based on traffic volume studies, 85th percentile vehicular speeds, and historical crash report data. The point total or rank received will determine the priority for the allocation of funding and scheduling construction of traffic calming projects. A minimum of (3) points is required for a traffic calming petition to be considered for traffic calming. Petitioning neighborhood areas which score less than (3) points or do not meet the minimum threshold for speed and/or volume will not be eligible for traffic calming through this program unless group of property owners provide full funding for a proposed traffic calming project (see “Funding Section”, below).

A priority list for the purposes of distributing funds for traffic calming projects and scheduling them for construction shall be maintained by the Township, which lists the order of neighborhoods to receive traffic calming. Future petitions received will be ranked according to severity based on the above-mentioned traffic engineering studies.

Each year, the priority list will be readdressed to re-rank those petitions that have been waiting for one or more years. One additional point will be added to the point total of those petitions waiting more than one year from the date the voting period expired. If a neighborhood petition waits a second year or more, it will receive an additional point that next year the prioritization list is readdressed.

It is anticipated that multiple neighborhoods may develop proposed traffic calming plans through the Traffic Calming Program simultaneously and can be scheduled for implementation on an on-going basis. Therefore, the prioritization list shall be used as a guideline for the installation of traffic calming features. However, if one neighborhood requires additional time to complete the development of their traffic calming plans but has a higher point total than another neighborhood that has completed its plan and voting process, construction of the traffic calming project should proceed in the neighborhood ready to go so that the Traffic Calming Program continues in an efficient and timely manner Township-wide. It is anticipated that the streamlined process described within this Traffic Calming Policy will greatly reduce the time it takes to schedule the construction of an approved traffic calming plan and relying on the prioritization list to schedule projects if a waiting list develops should rarely be necessary.

FUNDING

The Township supports the Traffic Calming Program on an on-going basis by allocating funds, when available, through the budgetary process. All projects are conditioned on funding being available. A successful vote does not guarantee the installation of a traffic calming measure.

Developers may also contribute funding on a voluntary basis to a specific project in an effort to address community concerns. For a development or redevelopment project that impacts an adjacent residential roadway in a neighborhood that has petitioned for traffic calming, the developer may install one or more traffic calming features, such as an enhanced speed hump feature, mini-traffic circle or other during the construction of the project. If it is not feasible for a developer to install traffic calming as part of their project, the developer may donate funds to the Township that will be reserved for use when the Township installs traffic calming in the adjacent affected neighborhood area. Any contributions to the traffic calming program by developers will be on a voluntary basis.

OTHER TRAFFIC CALMING PROGRAM ISSUES

CONTINUAL MONITORING

After the implementation of each neighborhood traffic calming plan is complete, follow-up traffic studies will be performed to continuously monitor the project for effectiveness and any remaining traffic problems for a period of one (1) year. A summary report of the results in each neighborhood may be compiled for informational purposes and be made available on the Township's webpage as appropriate.

REMOVAL OF TRAFFIC CALMING FEATURES

The property owners of an area in which traffic calming has been implemented may request the removal of the traffic calming features. A petition to remove the traffic calming features may be considered by Borough staff, subject to the following conditions:

- The traffic calming features have been in place for at least three (3) years;
- A request for the removal of the traffic calming features must be signed by at least 50% of the generally affected property owners within the same neighborhood boundaries used for the petition initiating the original traffic calming process;
- A 70% majority vote from the specifically affected property owners is required for the removal, with a minimum of 60% of the votes returned (same voting requirements as above for installation); and
- The removal of one or more traffic calming features may not make the remaining overall traffic calming plan less effective, unless the entire traffic calming project is being petitioned to be removed.

If the Township Manager has determined that specific traffic calming features are no longer fulfilling their intended purpose or that a traffic calming feature installed under these guidelines has become a hazard, Township staff may arrange their immediate removal or work with the specifically affected property owners to develop alternate traffic calming plans.

RECONSIDERATION OF TRAFFIC CALMING PETITIONS

Should a neighborhood fail to achieve the required voting majority within the specified voting period, the area shall not be considered for traffic calming for at least three (3) years from the date the voting period expires. A new petition will be required after the three-year waiting period to initiate the traffic calming process again. The Township may allow the area to submit a new petition prior to this three-year waiting period if it is determined that significant change has taken place affecting traffic conditions in the area. Such significant change may include, but not be limited to, new development, roadway modifications, and changes in land use or similar changes creating clearly defined neighborhood impacts.

GENERAL DEVELOPMENT CONSIDERATIONS

In an effort to encourage motorists to slow down and drive responsibly, traffic calming purposely introduces additional self-enforcing features in the design of the roadway to effectively change the design speed. Traffic calming features are generally implemented retroactively and traditional design standards may require interpretation and modification. A set of guidelines and policies to follow, engineering judgment and coordination with neighborhood property owners are key elements in the development of traffic calming plans.

Traffic calming measures are design features, intended to modify the character of the roadway. They are not traffic control devices, and therefore State or Federal specifications, warrants or regulations may not apply.

EMERGENCY SERVICES

Studies show traffic calming features may cause delay in emergency response times to residences in neighborhood areas where traffic calming projects have been installed. Property owners participating in the Traffic Calming Program will be provided information regarding the potential delay of emergency services due to traffic calming features. However, traffic calming features and reduced vehicular speeds may also reduce the number of incidents requiring emergency services, due to the increased safety on the roadways within a traffic calmed area.

Traffic calming is not permitted on roads designated as “Arterials”. Traffic calming is limited to features that do not include vertical deflection on roadways designated as “Collectors” and “Primary Access for Emergency Services”. The Fire Marshall and Township Manager will determine the state owned roads designated as “Primary Access Routes for Emergency Services”. The Police Department, Fire Marshall and Township Manager will participate in the planning process and will be notified when and where the construction of traffic calming features occurs.

LIGHTING

Street lighting installations shall not be required with the installations of traffic calming features in neighborhoods. Adequate signing and pavement markings will be installed with each feature that will be reflective at night to sufficiently warn and guide a motorists traveling over a traffic calming feature.

If area property owners desire to request street lighting in areas where traffic calming is proposed to be installed and no street lighting exists, they may request the installation of street lighting separately. Street lighting installations will not be required in conjunction with this Traffic Calming Policy.

SUMMARY

The Traffic Calming Policy allows Township staff and property owners in Cheltenham Township to work together to develop neighborhood traffic calming plans. It also provides a fair and balanced prioritization process and a streamlined procedure for the development of traffic calming plans.

This Traffic Calming Policy shall serve as the supporting guidelines for Cheltenham Township's Traffic Calming Program. It supports Cheltenham Township transportation, planning, environmental, economic and social goals, objectives and principles.

APPENDIX A

RANKING SYSTEM

The following are criteria to be used for the evaluation of traffic data in neighborhoods petitioning for traffic calming. Each roadway will be analyzed individually within the petitioning neighborhood area according to the below criteria. The highest point value received on an individual roadway segment within the area petitioning for traffic calming will be the point total assigned to the neighborhood petition for the purposes of ranking and prioritizing.

Vehicular Travel Speeds:

85th Percentile Speeds on an average weekday:

POINTS	85 th % SPEED
1	31 mph
1.5	32 mph – 36 mph
2	37 mph – 41 mph
2.5	42 mph – 44 mph
3	45 mph and greater

Motor Vehicle Traffic Volumes:

Average Daily Traffic (ADT) over 24-hours
On average weekday

POINTS	ADT VOLUME
0.5	100 to 250 vehicles per day
1	251 to 500 vpd
1.5	501 to 1000 vpd
2	1001 vpd or greater

Crash Report History:

Review of reportable vehicle crashes over a three (3) year period. Non-reportable crashes receive half weight. Reportable crashes, as defined by PENNDOT, include those with injuries or substantial damage, requiring tow.

POINTS	AVG CRASHES ANNUALLY
1	1.00 to 1.99
2	2.00 to 2.99
3	3.00 to 3.99
4	4.00 to 4.99
5	5.00 to 5.99
6	6 or greater