

TRAFFIC CALMING PROGRAM INSTRUCTIONS

1 INTRODUCTION

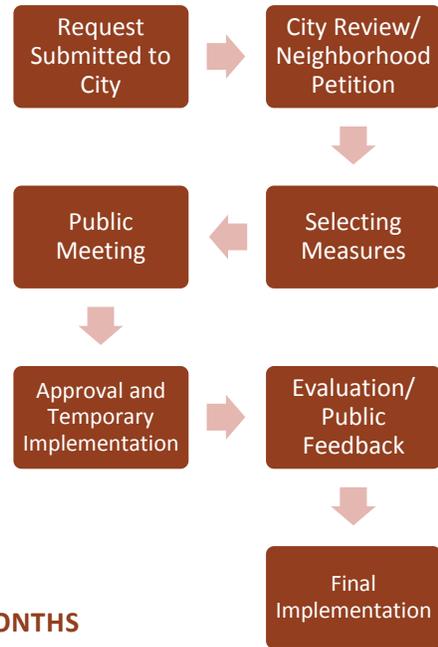
Welcome to the American Fork City traffic calming program! These instructions outline the steps in the traffic calming request process. Please read and understand these instructions before filling out the Request for Traffic Calming form or Petition.

2 IMPLEMENTATION PROCESS/TIME FRAME

The implementation process and time frame depend on the number of traffic calming requests running concurrently and the complexity of the traffic analyses. The time frames shown here represent the estimated maximum time taken from neighborhood request to installation. American Fork City will accept traffic calming requests at any time throughout the year. Requests will be processed in the order they are received. However, in order for traffic calming measures to be properly budgeted the timeframe from petition to project implementation may vary.

Request submitted in person or online.

- City to accept and review request: 1 month
- Petitioner completes petition: 2 months
- City reviews petition and confirm signatures: 2 months
- City accepts petition and performs traffic study: 4 months
- City presents calming options to neighborhood and presents recommendations to City Council: 4 months
- Temporary measures installed: *3-5 months
- Permanent installation if temporary measures are deemed effective: *2-6 months



POSSIBLE TOTAL TIME FRAME: 18-24 MONTHS

**Some traffic calming measures may be beyond the budget of the traffic calming program and require the project to be added to the Capital Improvement Program (CIP). This could extend the project timeline by 12 months in order to be considered in the next fiscal year’s CIP funding.*

3 TRAFFIC CALMING REQUEST

3.1 ESTABLISHING A NEIGHBORHOOD REPRESENTATIVE

Communication with the City will be through a “Neighborhood Representative” and neighborhood meetings.

The neighborhood representative **MUST BE A HOME OWNER, 18 YEARS OF AGE OR OLDER, LIVING ON THE STREET WHERE TRAFFIC CALMING IS BEING REQUESTED.** Endorsement from other neighborhood residents is NOT required for someone to initiate a traffic calming request and become the neighborhood representative. The neighborhood representative fills out the **REQUEST FOR TRAFFIC CALMING** form and will work with his/her neighbors to sign the **AMERICAN FORK CITY TRAFFIC CALMING PETITION.**

3.2 REQUEST FOR TRAFFIC CALMING

The **REQUEST FOR TRAFFIC CALMING** form (request form) establishes communication between the City and the neighborhood representative. The request form is to be completed by the neighborhood representative and needs to be filled out completely in order for the City to review it. Please attach any other supporting pictures and/or drawings as needed to explain your traffic calming request. Written forms should be returned to the American Fork City Engineering Department at:

American Fork City Engineering
275 East 200 North
American Fork, Utah 84003

3.3 MINIMUM QUALIFYING CRITERIA

Once the request form is completed and submitted to the City, the City will confirm that the request meets the following minimum criteria:

- a. The study street is classified as a neighborhood street by American Fork City.
- b. The roadway must front residential, park, and/or schools over 66% of its length.
- c. The posted speed limit does not exceed 25 mph.
- d. The street is **NOT** a major emergency response route as determined by emergency response agencies and the City.
- e. The longitudinal grade of the roadway or intersection approaches does not exceed 5%.

For assistance, please contact the American Fork City Engineering Department at American Fork City Public Works (801-763-3060).

Once the City determines that the above minimum criteria are met, the neighborhood representative will be informed to proceed with the petition process.

3.4 NEIGHBORHOOD PETITION

The purpose of the **TRAFFIC CALMING PETITION** is to establish minimum neighborhood support to proceed with the American Fork City traffic calming program. One petitioner per household may sign the petition and petitioners must reside on the street where traffic calming is requested. A minimum of ten (10) signatures are required for the City to perform a traffic study and start reviewing traffic issues on the study street. A completed petition doesn't necessarily ensure that calming measures will be

installed on the study street, but it does allow the City to continue with a traffic study and scoring process. The City Engineering Department accepts traffic petitions at any time during the year and petitions are processed on a first-come first-served basis.

The neighborhood representative should be the first to sign the petition and is the liaison between the City and the neighborhood and is responsible for obtaining the required minimum number of signatures (ten) for the traffic calming request to be accepted by the City.

3.5 REVIEW AND RANKING

3.5.1 Traffic Study

American Fork City will verify petition signatures and perform a traffic analysis to evaluate neighborhood concerns. Depending on the traffic issues in the neighborhood various traffic study components may include: traffic volumes, travel speeds, signing and striping, circulation, vehicle queuing, intersection operations, driver sight distance, accidents, proximity to sensitive facilities, pedestrian safety, etc.

3.5.2 Scoring

The purpose of the scoring process is to determine which neighborhood traffic calming project has the most need. If there are multiple traffic calming requests being processed by the City concurrently a scoring and ranking system will be used to prioritize projects. Scoring will be performed by City staff after the traffic analysis is complete.

3.5.3 Ranking

Once the traffic study is complete and the request has been scored, projects are ranked. The highest ranked projects will be accommodated first depending on the availability of funding resources.

3.6 SELECTING MEASURES

Based on the character of the traffic problem and the collected data, the City will develop possible calming measures. Public neighborhood meetings will be held to discuss the appropriate measure. The neighborhood representative, original petitioners, other impacted residents, home owner association representatives, police, fire, etc., shall be in attendance. Certain measures may affect more residents than the original petitioners. If this is the case, the City will notify the affected residents and an additional public meeting may be required.

The affected neighborhood residents (as determined by the City) will then vote on whether the chosen measure and location is acceptable. **SEVENTY-FIVE PERCENT (75%)** or more of the residents need to approve the recommended measure in order to proceed with submittal to the City Council. In instances where a temporary measure is to be installed, **FIFTY PERCENT (50%)** of affected residents must

approve a temporary measure and **SEVENTY-FIVE PERCENT (75%)** are needed to approve permanent installation.

3.7 APPROVAL AND IMPLEMENTATION

The selected traffic calming measure will then be presented to the City Council for approval. Large traffic calming projects may be required to be included in the next years Capital Improvement Plan (CIP).

3.8 CONSTRUCTION

Some measures may require temporary installation in order to evaluate the effectiveness and impact to an area prior to final design. Other measures may be able to be installed permanently without a trial period. This decision is left to the discretion of the City Engineer and City Council.

3.9 EVALUATION

After the traffic calming measure has been constructed, American Fork City may evaluate the effectiveness of the installed traffic calming device. This is to ensure the effectiveness of the measure. If ineffective, the City may decide to remove the traffic calming measure or in the case of temporary installation the City may decide not to install a permanent measure.



PETITION

Please read *“Traffic Calming Program Instructions”* before starting the traffic calming request process!

Come Now, the residents on _____ (street) located between _____ (cross street) and _____ (cross street), hereinafter referred to as the “Petitioners”, hereby petition American Fork City to consider the installation of traffic calming measures to mitigate traffic issues on our above referenced street and detailed on the submitted “Request Form”.

Petitioners must be at least 18 years of age and reside in separate households. By signing this petition you agree to allow traffic calming measures to be installed on your street that may permanently restrict access or parking along your street. There must be a minimum of ten petitioners to process this request.

	Signature	Printed Name	House #	Phone #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

Return to: American Fork City Public Works, 275 East 200 North, American Fork, UT 84003