Fairfax County Department of Transportation
Residential Traffic Administration Program (RTAP)
Traffic Calming Program General Operating Procedures
Adopted February 19, 2019

Based on VDOT Traffic Calming Guide for Neighborhood Streets, November 2017

Intent:
The development of a traffic calming plan is a community-initiated process under the leadership of a traffic calming task force and the overall direction of the Fairfax County Department of Transportation (FCDOT). The Traffic Calming Program is administered by FCDOT in collaboration with the local District Supervisor's office, and based on guidelines established by the Virginia Department of Transportation (VDOT).

Goal:
The Traffic Calming Program develops traffic calming plans that enhance public safety, uphold standard traffic engineering principles, reflect community desires, and are financially responsible.

Initial Contact:
When a Board of Supervisors (BOS) member is initially contacted for a traffic calming project in a community, FCDOT will first determine if the street(s) meets the basic eligibility requirements for the Traffic Calming Program. To meet the basic eligibility requirements a street must:

- Be in the state system of highways owned and maintained by VDOT.
- Be classified as a local, collector, or arterial road.
- Function as a residential street.
- Have a speed limit of 25 miles per hour (MPH).

If these requirements are met, the community members may formally request to enter the street(s) into the Traffic Calming Program.

Step 1: Study Initiation
To enter into the Traffic Calming Program, a request shall be made to the District Supervisor either by the Home Owners Association (HOA) or Civic Association (CA) for the neighborhood. If there is no HOA or CA, then a request shall be made by either 10 residences or 10% of residences along the street (whichever is less). For neighborhoods where there is an association, the District Supervisor may also choose

to accept a request made by 10 residences or 10% of residences along the street (whichever is less). Once received, the request is forwarded to FCDOT.

The request needs to include the following:

- The name and termini of the street(s) being requested for a review.
- Contact information of community members, typically 4 to 5 residents, who can serve as community task force members. One resident needs to be identified as a lead contact for the task force.

Responsibilities of task force members will include:

- Informing the community of the request for a traffic calming study.
- Providing community expectations to FCDOT prior to the development of the conceptual traffic calming plan.
- Reviewing and approving the conceptual traffic calming plan.
- Securing affected property owners' signatures.
- Building community support for the conceptual traffic calming plan.
- Distributing, by mail or in person, the ballots to the property owners in the defined ballot area.
- Arranging all costs associated with the production, distribution, and return postage of the ballots.

Step 2: Traffic Count and Speed Study

FCDOT conducts an engineering review, a traffic count, and a speed survey of the study area to determine if the street(s) have an existing speeding concern.

- A preliminary field review is made to determine if the geometry of the street(s) can accommodate traffic calming measures. FCDOT considers features including road grade, sight distance, drainage, and location of road access points.
- The street(s) must have a traffic volume between 500 and 6,000 vehicles per day.
- The recorded 85th percentile speed of vehicles must be equal to or greater than 35 MPH in at least one direction of travel.

FCDOT provides the results of the study to the District Supervisor. If a street(s) does not qualify, the community may request that FCDOT conduct one additional study within the next two years.

Step 3: Conceptual Plan Development and Task Force Meeting

After the street(s) qualify, FCDOT develops a conceptual traffic calming plan, taking into account device spacing and sight distance requirements, roadway geometry, existing traffic control devices, and existing utility locations. Based on its conceptual

plan, FCDOT will identify the ballot area for the project. The ballot area comprises residences and businesses on the street identified for traffic calming and residences and businesses on other streets whose sole or primary access is the street identified for traffic calming, and who would be considerably inconvenienced if they chose an alternate route.

Program criteria require a minimum distance of 400 feet between proposed or existing vertical traffic calming devices or stop conditions. The minimum spacing for horizontal traffic calming devices is 200 feet between other traffic calming measures. In addition, FCDOT requires a minimum of 150 feet of sight distance to a device to ensure that drivers will have adequate time to take precautionary measures.

FCDOT may consider locating a horizontal traffic calming device at or near the location of another measure when it believes doing so would provide a significant enhancement to the effectiveness of the measure.

FCDOT may allow one measure to be placed on a single block or in an area of high pedestrian activity (e.g. a school or park entrance) that is not long enough to meet the minimum spacing requirements. This will be determined on a case-by-case basis.

After the draft plan is developed, FCDOT meets with the task force and District Supervisor's staff, to review the conceptual plan and available options, solicit feedback, and seek concurrence of the plan from the task force members. Adjustments to the conceptual plan may be made at this time.

Once the conceptual plan is finalized, FCDOT identifies directly affected properties and provides Affected Property Forms to the task force. FCDOT considers a property to be directly affected if a physical device is proposed to be placed in the roadway such that it is directly adjacent to the property's boundaries. Task force members are responsible for obtaining concurrence signatures from the directly affected property owners. If necessary, further adjustments to the conceptual plan may be made by FCDOT. If adjustments are made, consultation with the task force members and District Supervisor is required.

In addition to obtaining concurrence on the Affected Property Forms, FCDOT recommends that the task force begins building community support for the traffic calming plan during this step. Early community engagement is critical to developing a plan that will be both effective and garner widespread support in the neighborhood.

Step 4: Community Meeting

Once the task force has obtained the signatures from all directly affected residences and has determined that significant community support has been developed, then the task force, FCDOT, and the District Supervisor's office determine a suitable date and location for a community-wide informational meeting. The task force must advertise

the meeting to the entirety of the ballot area at least two weeks in advance, and must coordinate with FCDOT to ensure that an acceptable advertising method was used. Examples include US mail, community newsletters or listservs, flyers, or road-side signage.

The task force and FCDOT present the proposed traffic calming plan at the informational meeting, explain the ballot process, and solicit feedback from the community. Based on this feedback, the task force determines whether to amend the conceptual plan or proceed to a community vote. If the task force chooses to amend the plan, then another community-wide informational meeting must be held before proceeding to the vote.

Step 5: Community Vote

After the community information meeting, representatives of the task force, in collaboration with the District Supervisor's office, conduct a vote to approve or disapprove the proposed traffic calming plan. The following rules will govern the approval of any traffic calming plan:

- Voting shall be conducted by ballot, with only one vote per occupied residence or business allowed.
- Wording on the ballot must be approved by FCDOT. A sample ballot template will be provided by FCDOT.
- Accompanying the ballot shall be voting procedures, a copy of the plan, and a letter providing information about the types and locations of all traffic calming devices being proposed.
- Ballots must be received (or postmarked) by a date - as pre-determined by the task force - to the appropriate District Supervisor's office. **Ballots must be submitted by the person being balloted. Task force members or any person helping with the distribution of ballots may not collect and return ballots.**
- A person who is a renter of a particular residence may vote in lieu of the owner of a particular residence, if such owner currently does not reside at the address, and approved by the HOA/CA and District Supervisor's office.
- Properties that are vacant, bank-owned properties, and properties in foreclosure may be considered as unoccupied and will not be included in the ballot process.
- The proposed traffic calming plan shall be approved as one integrated plan, i.e., a "YES" vote indicates approval for all measures in the proposed traffic calming plan; a "NO" vote indicates disapproval for all measures in the proposed traffic calming plan.
- Ballots received after the official postmark or 'received by' dates are to be unopened and not counted.
- Blank ballots or ballots marked with more than one vote are to be considered a "NO" vote.

- More than 50% of the occupied residences or businesses in the ballot area must support the traffic calming plan for the plan to be implemented.
- All costs for ballot production, distribution, and return postage are the responsibility of the task force.

If the ballot measure is successful, FCDOT will take the proposal to the BOS for its endorsement. In the event of a failed ballot measure, a community must wait 2 years from the date the voting period closed before requesting entry back into the Traffic Calming Program.

Step 6: Fairfax County Board of Supervisors Endorsement
If the proposed traffic calming plan is approved by the community, BOS action is required to endorse the plan. Upon BOS endorsement, the BOS resolution and traffic calming plan are then conveyed to VDOT. After VDOT reviews and confirms the plan, FCDOT will schedule installation of the devices.

Modification of Existing Measure(s)
Modification of an existing traffic calming plan includes the addition of new measures, relocation of existing measures, and/or changing the type of devices installed on the roadway.

A community must wait a minimum of 2 years after the installation of traffic calming measures before requesting its modification. After 2 years but prior to 5 years, a request by the HOA/CA or a petition signed by greater than 50 percent of residences along the candidate road will be required to start the process for modification of existing traffic calming measures. After 5 years have elapsed, the community can make such a request using the same criteria as is used to initiate a new traffic calming project.

Requirements for entry into the program and the traffic calming process remain the same.

Removal of Existing Measure(s)
Removal of existing traffic measures entails the elimination of one or more installed devices without replacing them with a different type of measure or moving them to a new location on the same roadway.

A community must wait a minimum of 2 years after the installation of traffic calming measures before requesting its removal. After 2 years but prior to 10 years, a request by the HOA/CA or a petition signed by greater than 50 percent of residences along the candidate road will be required to start the process for removal of existing traffic calming measures. After 10 years have elapsed, the community can make such a request using the same criteria as is used to initiate a new traffic calming project.

The traffic calming process will remain the same, with the exception that a community seeking to remove installed traffic calming devices does not need the road to meet the speed and volume qualification criteria. (FCDOT will still collect this data, however.) The community must identify which specific traffic calming devices it wishes to have removed. The proposal will be presented at a community information meeting, and then the task force will conduct a vote to approve or disapprove the plan to remove the traffic calming devices. If the ballot measure is successful, then FCDOT will take the proposal to the BOS for its endorsement.

Appendix A: List of Traffic Calming Devices

FCDOT categorizes its traffic calming devices as either vertical or horizontal measures. Below are measures that are part of the Traffic Calming Program.

Vertical traffic calming devices:

- Raised crosswalk
- Speed cushion
- Speed hump
- Speed table

Horizontal traffic calming devices:

- Bulb-out
- Chicane
- Choker
- Crosswalk refuge
- Pavement markings (to narrow travel lane)
- Raised median