



# City of Bay Minette

## Traffic Calming Request & Processing Procedures

301 D'Olive Street · Bay Minette, Alabama 36507 · Phone (251) 580-1650

Effective August 19, 2019, the City of Bay Minette adopted a citywide traffic analysis by Resolution # 0819-02 in order to mitigate traffic concerns throughout the city. That analysis included a Traffic Calming Policy, Section 7.5 - Traffic Calming Request and Processing Procedure, that provides the standard procedures below for the implementation of traffic calming measures.

**Step 1: Initiation** - The traffic calming request and processing procedure will begin with a neighborhood request. A *minimum of five signatures* from the owners of five separate properties in the neighborhood will be required to initiate a study.

- Traffic calming measures may be installed in residential areas (local roads or streets) provided all of the following conditions are met.
- Private streets will not be considered for control under the guidelines of this policy.
- If a location fails to achieve the necessary petition majority within the signature period, the location shall not be reconsidered for a period of two years from the date the signature expires.

**Step 2: Petition** - Once the neighborhood request and application form have been submitted, a petition form for obtaining neighborhood consensus will be issued by the City to the person initiating the request (contact person). The contact person will also receive a map highlighting the area subject to petitioning as determined by the City.

- The contact person is required to obtain *signatures of at least 60 percent of all property owners in the affected area* indicating favorable consideration of a traffic calming project before traffic calming measures can be considered for approval (the 60 percent affirmative vote applies to the total number of affected properties, not the number of votes returned). Each affected property owner shall be counted as one vote, regardless of the number of separate properties owned. In the case of multiple owners, only one vote shall be counted for that property. The contact person should list all vacant property within the affected area on the petition as vacant.
- The contact person will have *90 days from the date of receipt* to return completed petition forms. Petitions not received within the 90-day period will be deemed null and void, and no further action will be taken. Positive identification may be requested by the City to confirm signature and address of the petitioner. Signatures are final and may not be added or removed from a petition once the petition has been received by City Staff.
- If a location fails to achieve the necessary petition majority within the signature period, the location shall not be reconsidered for a period of two years from the date the signature period expires.
- Where applicable, the petition may be endorsed by an officially incorporated homeowner's association for the subdivision or development.

**Step 3: Traffic Engineering Study** - The City may request assistance from a private consultant to conduct a traffic study of the area in question. The traffic study will usually include a 24-hour volume count and a 24-hour speed study. Other tasks may be included in the study as directed by the City.

- Traffic calming measures shall not be installed on any street with a current count of less than 500 vehicles per day. The City may remove traffic calming measures at any time in the future if the traffic count for the street exceeds 5,000 vehicles per day.

**Step 4: Engineering Analysis/Classification** - The City will analyze traffic data, field information, and other available information pertaining to a particular area of concern in determining appropriate traffic calming measures for recommendation. When it is determined that there are other potentially impacted local roads or streets in the area, additional traffic studies on those other roads or streets may be conducted.

As a result of the traffic studies, road or street Class I or Class II criteria (and applicable measures) are determined as follows:



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- **Class I: Non-qualifying Roadway**  
Volume – A weekday daily volume of less than 500 vehicles.  
Remedial Action: None.  
Speed – Measured 85th percentile speed less than 6 miles per hour above the posted speed.  
Remedial Action: The City may request the Police Department increase enforcement on a random basis during the hours when the majority of the speeding violations seem to occur.
- **Class II: Qualifying Roadway**  
Volume – A weekday daily volume greater than 500 vehicles; and Speed – Measured 85th percentile speed of 6 miles per hour or greater in excess of the posted speed.  
Remedial Action: The City may request the Police Department increase enforcement on a random basis during the hours when the majority of the speeding violations seem to occur. Petition for traffic calming will be considered.
- **Other** - The City may use other site-specific factors to determine whether a roadway should be considered for traffic calming. Volume requirement shall be reduced to 400 vehicles per day for neighborhoods with no sidewalks or within two miles of schools and or city parks.  
If a road or street fails to meet the criteria of a Class II, Qualifying Roadway, said road or street shall not be reconsidered for traffic calming for a period of two years from the date of the traffic study conducted for the area of concern.

**Step 5: Neighborhood Workshop** - If the area of concern meets the minimum criteria outlined in this document, City staff will schedule a neighborhood “workshop” meeting with the affected residents to review the results of the preliminary studies and to receive comments on the preliminary/conceptual design of the proposed traffic calming plan.

**Step 6: Recommendation to City Council** - Upon receipt of a petition with the required minimum percentage of affirmative signatures together with supporting data from traffic analysis/study and neighborhood “workshop” meeting, the staff’s recommendation will be presented to the City Council for consideration

**Step 7: Project Design** - Following approval, City staff will initiate the design and implementation process for the proposed traffic calming measures. The City staff may request assistance from a private engineering consultant firm in developing a design for the proposed traffic calming measures. Design will be based on best engineering practices, consistent with proven local and national standards.

- Emergency vehicle access must be preserved. Police, fire, and emergency service officials may disqualify a street from consideration based on emergency access concerns.

**Step 8: Installation of Traffic Calming Measures** - Upon approval by the City Council and the confirmation of availability of funds, the installation of traffic calming measures will be scheduled. The contact person (as defined in step 2) will be notified with the proposed construction schedule.

- The City shall be responsible for engineering review and cost of installing approved, budgeted traffic calming measures. The City may establish an annual budget for the purpose of installing traffic calming measures. Once the annual budget has been fully encumbered for a given budget year, the following alternatives are left as options to the affected area residents who desire traffic calming measures.
  - a) Waiting list (first come, first serve) for the next budget year
  - b) Neighborhood Association/Private Funding



# City of Bay Minette

## Traffic Calming Application

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM\_Planning@ci.bay-minette.al.us

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Site Information

Location of Request: \_\_\_\_\_

What type of Traffic calming measure are you requesting? \_\_\_\_\_

### Comments

Give a brief description of why you think the road should have a traffic calming measure implemented:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The traffic calming request and processing procedure begins with a neighborhood request. A minimum of five (5) signatures from the owners of five (5) separate properties in the neighborhood will be required to initiate a study. Please provide the required five (5) signatures below.

I/We, the undersigned, hereby request the City of Bay Minette conduct a Traffic Calming Study:

	Print Name	Address	Signature
1-	_____	_____	_____
2-	_____	_____	_____
3-	_____	_____	_____
4-	_____	_____	_____
5-	_____	_____	_____

### Office Use Only

Case No.: TC-\_\_\_\_\_ Date:\_\_\_\_\_ Received by:\_\_\_\_\_

### Minimum Petition Calculation

Total Parcels: \_\_\_\_\_ Duplicate Owners: \_\_\_\_\_

Total Owners: \_\_\_\_\_ x 60% = \_\_\_\_\_ Minimum Signatures Required

Comments: \_\_\_\_\_

\_\_\_\_\_



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## Traffic Calming Request - Petition

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TC: \_\_\_\_\_

Staff: \_\_\_\_\_

Date Received: \_\_\_\_\_

I/We, the undersigned, hereby petition the City of Bay Minette to implement traffic calming measures at the location listed below and referenced on the attached map. I/We, the undersigned, understand that if a location fails to achieve the necessary petition majority within the signature period, the location shall not be reconsidered for a period of two years from the date the signature period expires.

Location: \_\_\_\_\_ Minimum Required Signatures: \_\_\_\_\_

Signature(s) of all property owners in the affected area involved. Attach additional copies if necessary.

Print Name

Address

Signature

1-

2-

3-

4-

5-

6-

7-

8-

9-

10-

11-

12-

13-

14-

15-

16-

17-

18-