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**MEMORANDUM**

**To:** Mayor and City Council

**From:** Cecil McLendon, City Attorney

**Date:** November 18, 2019

**Subject:** **Resolution to Amend the Traffic Calming Policy to Adjust the Traffic Calming Annual Fee**

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**ITEM DESCRIPTION**

Resolution to revise the annual, per parcel traffic calming fee from \$25 to \$60 for new traffic calming districts and to adjust the fee annually for all districts based on the municipal price index.

City of Dunwoody  
Policies and Procedures

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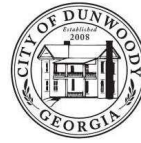
Article 3.6

CITY OF DUNWOODY  
PUBLIC WORKS DEPARTMENT

*TRAFFIC CALMING POLICY*

Article 3.6

Version: Final



# City of Dunwoody Policies and Procedures

## Article 3.6

### I. Introduction

Because of increased congestion on the City’s arterial and collector road network, combined with driver’s desires to find shorter travel routes, drivers frequently seek alternate travel routes. Frequently, the routes include the City’s local and residential subdivision streets. Many of these streets have experienced increases in volume and speeding that has diminished the quality of life and the safety of residents, pedestrians, bicyclist, and other motorists.

Traffic Calming as defined by the Institute of Transportation Engineers (ITE), is the use of physical and psychological devices “to reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.” The use of Traffic Calming techniques may return the quality of life and safety in a neighborhood by alerting drivers to share the road, drive with more care, drive more slowly, and, in some cases, divert to more appropriate routes.

While each neighborhood and each situation may be somewhat unique, a systematic approach is taken by the Traffic Calming Program. Thus, the same definitions and criteria, as outlined in this policy, are applied in all cases. As a part of that approach, the transportation system of the City needs to be considered as a whole. Solving a problem on one neighborhood or street should not cause another problem to appear somewhere else.

### II. Minimum Requirements

In order for the installation of Traffic Calming Measures to be considered, the following criteria must be met:

1. Only local residential subdivision streets with a speed limit of 30 mph or less are eligible for the Traffic Calming Program.
2. Streets classified as Arterial, Collector, and/or Thoroughfare are not eligible for Traffic Calming.
3. The 85<sup>th</sup> percentile speed as measured by a speed study must be 11 mph greater than the posted speed limit of the street for residential subdivision streets with a measured two-way, 24-hour traffic volume less than 1,000 vehicles per day. On residential subdivision streets with volumes above this threshold, the 85<sup>th</sup> percentile speed must be 9 mph greater than the posted speed.
4. The traffic study must show that the Traffic Calming techniques will not divert traffic on to other residential subdivision streets in the study area.
5. Impacts to emergency vehicle response times must be considered and minimized.
6. Pedestrian and Bicycle access must be preserved
7. The neighborhood Traffic Calming plan shall be designed using sound planning practices and engineering judgment.

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**III. Definitions**

For purposes of this Policy, certain terms and words are defined. Where words have not been defined, but are defined in a subsequent section of this Policy, those words shall have the meaning as defined therein. The following words, terms and phrases when used in this Policy shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**AASHTO** means the American Association of State Highway and Transportation Officials.

**Affected area** means a geographic portion of a neighborhood consisting of all property owners whose quality of life as a resident in the neighborhood, and not necessarily as a traveler through the neighborhood, is being directly impacted by the cut-through or speeding traffic problem being addressed. The affected area will include all lots from which residents must traverse the traffic calming measure. The affected area will also include all lots from which residents may have an alternate route without traffic calming measures but whose lots have driveways that access the segment of the residential subdivision street for which traffic calming measures are sought.

**Department** means the Public Works Department.

**Eligible Petitioner** means the person whose name is recorded as the owner or co-owner of real property in the tax records maintained by the DeKalb County's Tax Commissioner and Board of Tax Assessors for the address listed on the petition within the affected area or an alternate individual who is legally authorized to act as an agent for the individual, trust, or organization listed as the owner or co-owner.

**Neighborhood Coordinator** is an eligible petitioner who has initiated a request for traffic calming measures and/or has assumed a primary role in circulating the subsequent traffic-calming petition and undertakes to serve as the City's sole contact with respect to the progress of any subsequent traffic study and traffic-calming petition.

**ITE** means the Institute of Transportation Engineers.

**MUTCD** means the Manual on Uniform Traffic Control Devices.

**Owner of Real Property** means homeowners or other real property owners as indicated in the tax records maintained by the DeKalb County Tax Commissioner and Board of Tax Assessors.

**Local Residential Subdivision Street** means a street within a platted residential subdivision.

**Traffic-calming measures** means those methods and processes, prescribed by "AASHTO" or other nationally recognized organizations, that the City may use to reduce aggressive driving behavior that impairs the quality of life of its citizens in any neighborhood in which the posted speed limit is no greater than thirty (30) miles per hour. Such measures include, but are not limited to, speed humps, bicycle lanes, center traffic islands, splitter islands, and striping and turn restriction lanes.

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**Traffic study** means the process by which data pertinent to the flow, rate of speed and density of traffic, collected over a defined period of time, is measured and analyzed to determine its impact on the safety of citizens within a neighborhood or affected area.

#### IV. Traffic Calming Process

1. A Homeowners' Association, neighborhood group, or individual can request a Traffic Calming Project for their neighborhood or street. The Public Works Department will discuss with them the:
  - Application Process
  - Responsibilities of the Neighborhood Coordinator
  - Traffic Study Process
  - Petition Requirements
  - Financial Participation
  - Potential Passive Traffic Calming Solutions
2. Upon establishment of the Neighborhood Coordinator, the Department of Public Works will define the affected area and provide a list of owner names and addresses to the Neighborhood Coordinator.
3. To establish initial interest from the neighborhood, the Neighborhood Coordinator must submit an Initial Petition Form with signatures showing support for a Traffic Calming project from a minimum of 20% of the property owners within the affected area. (See Appendix B for example petition forms.)
4. The Public Works Department will then conduct appropriate studies to determine the existence and extent of the problem.
  - If the results of the study indicate that the minimum requirements established in Section II of this document are not met, the neighborhood coordinator will be informed in writing.
  - If the results of the study indicate that the street meets the minimum requirements of Section II, Public Works staff will develop recommendations, including suggested passive and active traffic calming measures.
5. For qualifying streets Public Works staff will schedule a neighborhood meeting and invite the households within the affected area to discuss study findings, suggested passive and active measures, definition of the affected area, anticipated costs, and the petition process.
6. Public Works will prepare a preliminary design of the proposed traffic calming measures and provide it to the neighborhood coordinator for distribution. A petition deadline date will be established 90 calendar days from the date of distribution and communicated to the neighborhood coordinator.
7. To show awareness and support for the proposed traffic calming plan, the neighborhood coordinator must submit a petition to Public Works with signatures of 65% of the property owners within the affected area approving the proposed plan.



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- 8. Public Works shall verify the signatures on the petition and, once verified, will develop a final project design and cost, based on the suggested passive and active measures.
- 9. Final design and cost for any active measures will be presented to the Mayor and City Council for funding and approval.
- 10. The City will fund 100% of the cost necessary for construction of any active traffic calming measures. Funding will be allocated to neighborhoods in the order that their petition is approved by the City Council. Any neighborhoods that are approved for the construction of active traffic calming measures after the current budget has been expended will be funded out of future year's budgets.
- 11. Passive measures and/or any needed modifications or temporary measures may be implemented and studies for effectiveness before active measures are installed.
- 12. Upon City Council approval and the allocation of funds in the City budget, the traffic calming project will be implemented at the direction of the Public Works Department.
- 13. Each property in the affected area before January 1, 2020, will be assessed a \$25 fee per year on their property tax bill for maintenance of the Traffic Calming Devices, beginning the year after the devices are installed. Annually the Public Works Department will compare the annual revenue generated by the fee to the replacement cost of the traffic calming measures and recommend adjustment recommendations to the city council if costs increase beyond the revenue generated. For all districts created after January 1, 2020, each property in the affected area will be assessed a \$60 fee per year on their property tax bill for maintenance of the Traffic Calming Devices, beginning the year after the devices are installed. Annually the fee shall be adjusted based on the amount of the increase, if any, in the Municipal Price Index.
- 14. Within 6 months of project installation, Public Works staff will conduct follow-up studies to measure project effectiveness.
- 15. In the case of resurfacing, most existing traffic calming devices will need to be removed in order for resurfacing to take place. However, existing traffic calming devices will be considered as grandfathered and will be replaced following completion of the resurfacing project. No additional neighborhood funding or petitions will be required.

**IV. Removal of Traffic Calming Devices**

If the neighborhood decides that they no longer want previously installed traffic calming devices, they must follow the same procedure to obtain 65% support by petition as listed above for installation. Active traffic calming devices should remain in place at least 12 months before removal. If devices are removed, the road must also be brought back to City standards. The City of Dunwoody reserves the right to remove speed humps for any reason.

APPENDIX A - OMITTED

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**A RESOLUTION TO AMEND THE CITY OF DUNWOODY GEORGIA’S PUBLIC  
WORKS DEPARTMENT’S TRAFFIC CALMING POLICY**

**WHEREAS**, the City of Dunwoody adopted a Traffic Calming Policy effective September 28, 2009; and

**WHEREAS**, Section IV. Item 13. of that policy calls for an annual assessed fee of \$25 from each property in the area of a traffic calming device on their tax bill for maintenance of same; and

**WHEREAS**, on an annual basis, the Public Works Department compares the annual revenue generated by the assessed fees against the current costs of device replacement and makes recommendations for possible adjustments to the city council if costs increase beyond revenue generated; and

**WHEREAS**, the City of Dunwoody has considered the current Traffic Calming Policy with regards to assessed fees and believes an increase is needed in new districts; and

**WHEREAS**, the City of Dunwoody will increase the assessed fee per property to \$60.00 (Sixty and no/00 Dollars) for all new traffic calming districts created after January 1, 2020; and

**NOW THEREFORE BE IT RESOLVED** the Mayor and City Council Adopt the policy as amended on Exhibit "A":

**SO RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2019.

Approved:

\_\_\_\_\_  
Denis L. Shortal, Mayor

Attest:

\_\_\_\_\_  
Sharon Lowery, City Clerk  
(Seal)