

<b>ADMINISTRATIVE REGULATION NO. 2024-02</b> ( <i>supersedes 1996-1</i> )	<b>Page 1 of 4</b>
Subject: Procedures for New Traffic Calming Requests	
Effective Date: July 1, 2024	<i>Approved by Council Resolution 2024-19</i>

**PURPOSE/SCOPE:**

To provide written procedures for the administration of *Takoma Park Code* Chapter 13, Vehicles and Traffic, as amended, pertaining to the request, design and installation of traffic calming devices.

Traffic calming devices include signs, pavement markings, speed humps, raised walkways, flat top speed humps or speed tables, and other physical devices placed or installed on a roadway which use vertical deflections, horizontal shifts, roadway narrowing, closures, or high-visibility queuing to limit access, restrict traffic flow, or channel or slow vehicle movement for the purpose of reducing traffic hazards and improving pedestrian safety.

**LEGAL CONSTRUCTION:**

These regulations are subordinate to applicable City, County, State, and Federal law and shall be construed as being consistent with said applicable laws.

**PROCEDURES:**

- I. Request for Traffic Calming Installation.
  - A. Project Initiation.
    - 1. A Takoma Park resident(s) may submit a request to the City Manager for a new traffic calming device within one-quarter (1/4) of a mile from their primary residence.
    - 2. An individual Takoma Park City Councilmember may submit a request to the City Manager for a traffic calming device within their ward boundaries.
    - 3. Any request submitted pursuant to paragraphs 1 and 2 above may include a description of the preferred specific location and design elements of the proposed traffic calming device, although the final design will be determined by the City Manager in consultation with residents pursuant to these regulations.
    - 4. Nothing in these regulations shall be construed as preempting the City from installing, altering, maintaining, or removing a traffic calming device on its own initiative.

<b>Proposed: Daryl Braithwaite, PW Director and Ira Kowler, HCD Director</b>	<b>Date: 6/5/2024</b>
<b>Approved: Robert DiSpirito, City Manager</b>	<b>Date: 6/5/2024</b>

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**B. City Evaluation of Request**

1. Upon submission of the request, the City Manager will cause an evaluation of the request to be conducted. Alternatively, the City Manager may determine that the scope of a project exceeds the design and installation of traffic calming devices and seek to identify a broader strategy instead of proceeding with the traffic calming evaluation.
  
2. The City’s evaluation will consider the request in light of the following factors:
  - a) Pedestrian and Vehicle Safety, such as crash and speed data;
  - b) Social Equity Across Neighborhoods, such as data on race, income and age;
  - c) Facilities that Generate Pedestrian and Vehicle Trips, such as community facilities, public transit stations and parks;
  - d) Roadway Characteristics such as existing traffic control installations and configuration;
  - e) Project Physical Feasibility; and
  - f) Any other consideration the City Manager, in their sole discretion, deems relevant.
  
3. If City Manager determines that the project meets the criteria established in Section B.2 above, then the proposed project will be added to the Department of Public Works’ general project queue based on priority ranking determined through the evaluation process mentioned in Section B.2.

**C. Procedures for Community Project Input and Approval.**

1. When a request for a new traffic calming device advances through the evaluation process to the Department of Public Works’ general project queue, the City Manager shall convene a public community meeting for all community stakeholders.
  - a) Notification of the meeting shall be posted publicly by the City Clerk at least fourteen (14) days in advance of the meeting.

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- b) The meeting shall be scheduled in coordination with the availability of City staff and consultants.
  - c) The meeting will include a review of the City’s evaluation of the project and a broader discussion about design considerations for the project.
  - d) The comments and feedback collected during this preliminary meeting will inform the preliminary designs for the new traffic calming device. All comments shall be shared with the City or external staff working on the designs of the project.
2. Comments gathered during the community meeting should be consolidated and posted publicly within fourteen (14) days of the meeting date.
  3. Annually and prior to the City Council’s budgeting process, City Staff will publish the list of evaluated requests, including prior projects not yet implemented.
  4. A prioritized list of requested projects will be submitted to the City Council for review during the budget process for funding that fiscal year.
- D. Procedures for New Project Design and Implementation.
1. The City Manager shall develop a preliminary design for the project, based on the feedback gathered during previous stages of the request process. The design may be developed by City staff or with the support of external consultants.
  2. Upon completion of a preliminary design, the City Manager will host a community meeting to share the proposed designs and to collect additional feedback on the preliminary design. Notification of the meeting shall be posted by the City Clerk at least fourteen (14) days in advance of the meeting.
  3. After the community meeting to review the preliminary design, City staff or an external consultant may develop technical project designs. Upon completion of the final technical designs, the project would be added to the Department of Public Works’ construction queue, and the Department will commence the process to acquire any additional permits or approvals from local, County, or State agencies or utility companies.

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II. Implementation Responsibility

- A. The City Manager or their designee shall be responsible for the proper placement of traffic calming devices on City streets, and for overseeing the installation and maintenance of traffic calming devices in the City.
  
- B. Nothing in these regulations shall be construed as preempting the City from installing, altering, maintaining, or removing a traffic calming device on its own initiative.

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