

# CITY OF KISSIMMEE POLICY MANUAL



## TRAFFIC MANAGEMENT PROGRAM CC10-01

**DATE APPROVED:** October 19, 2010

**APPROVED BY:**

  
Mike Steigerwald, City Manager

**ATTEST:**

  
Desirée Matthews, Assistant City Manager

These guidelines provide a procedure to consider, evaluate and implement requests for traffic calming measures. Residents are encouraged to contact the Development Services – Planning Division (407-518-2146) to discuss traffic concerns and to review the process of implementing traffic calming prior to initiating a request.

**PURPOSE:**

It is the policy of the City to preserve and enhance, where practicable, mobility within the community for all modes of transportation, while achieving an appropriate balance among traffic circulation, traffic safety, public safety response, and quality of life, particularly within residential areas, through measures deployed to affect travel routes, traffic volumes, and speeds. In the event of substantial conflict between public safety response and such measures, observed or projected, preserving public safety response shall be given priority.

**INITIATION:**

A traffic calming study may be initiated through one of the following:

- City staff may initiate a study to verify if traffic calming is appropriate to solve a specific concern with respect to traffic, pedestrian, or bicycle safety or operations. This concern may be identified through staff monitoring or through citizen complaints.
- If a Homeowners Association (HOA) or neighborhood civic association for the subdivision exists where the subject street resides, the association must initiate the request upon receipt by the City of Kissimmee of the "Traffic Management Program Application" (Attachment A). The application must be accompanied by a duly authorized letter from the homeowners association or neighborhood civic association which clearly demonstrates the HOA's purview over the area and the manner in which the association body has duly affirmed the request. It is understood that

the petitioned street(s) must fall within the HOA boundaries. The letter must also state that “We hereby release the City from and waive any claims we now or in the future may have relating to the correct installation of any traffic calming devices that we agreed to be installed.”

- If a homeowners association or neighborhood civic association does not exist where the subject street resides, adjacent property owners may initiate the request upon receipt by the City of Kissimmee of the “Traffic Management Program Application” and “Citizen Petition” (Attachment A) signed by at least one member of twenty (20) percent of the property ownerships facing the street(s) on which the traffic calming study is requested. A block shall consist of every developed property having frontage on the street to be studied between successive intersecting streets. A typical traffic calming petition shall include, at a minimum, a description of the street or streets which are to be included in the calming study and the signature of at least one of the property owners on those street(s). Where more than one person is listed as owner for each property, only one person shall be entitled to vote or sign a petition. Likewise, if multiple properties are owned by the same person or persons, the owner(s) will only be entitled to one vote or signature on the petition.

Applications must be submitted a minimum of one month prior to the scheduled quarterly Traffic Calming Committee meeting.

#### **APPLICABILITY:**

The objective of traffic calming is to achieve uniform driving patterns at reduced travel speeds. That objective is consistent with resident expectations on local roads where lower speeds are desired to enhance safety and livability in communities and neighborhoods. But that objective is not tenable on roads where higher speeds are desired. Consequently, traffic calming should not be used on roads intended for higher speeds or to clear off large volumes of traffic. Therefore, traffic calming devices will not be considered on arterial or collector roads or for any road that has a speed limit of 40 mph or greater, unless it's preceding a round-about or in the downtown district.

#### **Speeding Problem Thresholds:**

- In order for a request to be considered, tabulated vehicle speeds must exceed the eighty-fifth (85<sup>th</sup>) percentile by more than 5 mph over the posted speed limit.

#### **Volume/Cut-through Problem Threshold:**

- In some cases, the reported problem is related to the volume of traffic on the residential street instead of the speed. In order for these types of request to be considered, the street volume must carry more than 300 vehicles per day and the number of vehicular trips per day must exceed more than 200% of the anticipated number of trips the road segment is to serve.

#### **Other Issues:**

- Some traffic problems do not fit neatly into the speeding or cut-through categories. City staff will evaluate on a case-by-case basis if a unique issue warrants traffic calming.

**TRAFFIC CALMING  
STUDY PRIORITY &  
DESIGN GUIDELINES:**

The following guidelines shall be used in establishing priorities for traffic calming projects:

- Speed limit – the posted speed limit may not be more than forty (40) miles per hour.
- Lanes of traffic – generally limited to streets having one traffic lane in each direction.
- Emergency routes – streets must not be a primary route for fire and rescue equipment.
- Traffic volumes – street must be classified as a minor local street having a projected traffic volume of three hundred (300) vehicles per day or less. The total number of trips generated is calculated upon the typical daily average number of trips identified in ITE’s Trip Generation Manual for all of the adjacent and surrounding lots and uses which the road serves.
- Traffic speeds – priority shall be given to streets where the speed limit is exceeded by the highest amount and the most vehicles:

0-4 mph above speed limit	No problem. Traffic control measures not required.
5-7 mph above speed limit	Moderate problem. Consider enforcement measures (i.e. signing/markings, traffic enforcement actions, radar speed trailer, neighborhood speed watch program).
8 mph above the speed limit	Excessive. Consider traffic calming measures.

- Sight distance – certain traffic calming devices may not be used if curves or obstacles would create an unsafe condition for motorists driving at normal speed under average driving conditions.
- Community facilities – priority shall be given to streets that do not provide direct access to schools or other community facilities.
- Bus routes – streets with mass transit routes may be considered for traffic calming if such routes can be redirected to other streets
- Pedestrian/bicycle safety – the traffic calming plan shall not adversely affect pedestrian or bicycle safety.
- Drainage – the traffic calming plan shall not adversely affect street drainage.
- Traffic diversion – if a traffic calming project diverts more than ten (10) percent of the traffic to another residential or local street, such street shall also be considered for traffic calming.
- Design criteria – the latest Florida Department of Transportation (FDOT) and City of Kissimmee standards shall be used where applicable. Installation of any traffic control device shall conform to traffic control and design standards such as those contained in the MUTCD.
- Separation criteria – devices shall be located a minimum of 25 feet from driveways, manholes, fire hydrants, drain inlets, water valves, street monuments and other appurtenances.

## DATA COLLECTION:

If the request exceeds the established thresholds, City staff will schedule the request for the next available quarterly Traffic Calming Committee meeting. Prior to the meeting date, City staff will collect traffic volume and speed data for the street and observe traffic patterns necessary to evaluate the request. These measurements will be provided to the committee in order to assist with their findings.

## TRAFFIC CALMING COMMITTEE REVIEW:

The Traffic Calming Committee, which shall meet quarterly each year, shall consist of at a minimum one staff member from the following City of Kissimmee Departments:

- Public Works & Engineering Department
- City Manager Offices
- Fire Department
- Police Department
- Development Services Department – Planning Division

After review of the study and any other supporting documentation, if the City finds that the street(s) qualifies for mitigation then a design schematic solution shall be developed. The City staff will first suggest possible solutions that do not involve the use of physical controls or impediments on the roadway system. These are primarily education and enforcement based traffic calming measures. These include but are not limited to:

- **Neighborhood Awareness Campaigns and Education** - Many people drive too fast in their own neighborhoods. “Speeders” are not always bad guys from somewhere else -- many are neighbors and friends, responsible people who want safe, peaceful neighborhoods. Several creative methods of reducing traffic problems in neighborhoods can be undertaken by residents to remind their neighbors to pay attention to driving habits:
  - Write letters to local newspapers or publish articles in neighborhood newsletters.
  - Hold a “slow down” block party to get people to think about their driving habits.
  - Walk the neighborhood with door hangers and talk to neighbors about neighborhood traffic safety.
- **Radar Speed Trailer Deployment** — This is a temporary device that is primarily used to educate motorists regarding the fact that they may be significantly exceeding the posted speed limit.
- **Traffic Enforcement Actions** — This is traditional enforcement activity on the part of Public Safety’s traffic enforcement officers. The intent is to modify behavior to result in a safer situation for all drivers and neighbors.
- **Traffic Signing and Pavement Markers** — Public Works & Engineering staff will review all of the traffic signing and pavement markings in the area. If necessary, staff will install additional signing or striping. When appropriate, changes and additions will be reviewed with interested neighbors.

If it after review of the study or after the education and enforcement based measures listed above do not significantly address the problem, then the Traffic Calming Committee could authorize physical modifications of the street

intended to control traffic speeds and/or volumes. Possible modifications might include the following:

- Bulbouts / Curb Extensions
- Center island medians
- Chicanes
- Landscape treatments
- Mid-block chokers
- Neighborhood traffic circles
- Pedestrian refuge islands
- Raised crosswalks
- Realigned intersections
- Roundabouts
- Sidewalks
- Speed humps
- Speed tables

The Traffic Calming Committee shall consider the following traffic calming measures prior to determining the applicable traffic calming device:

1. The construction and installation of some traffic calming devices may be expensive. The least costly form of traffic calming should be considered as the primary modification in any specific case. When expensive devices are approved, the neighborhood may need to wait an extended time for installation.
2. The design of traffic calming devices will follow recommended Institute of Transportation Engineers (ITE) or other national recommended guidelines, if available.
3. Streets that have traffic calming devices installed may be excluded from street cleaning activities, depending on the type of device installed.
4. Emergency vehicle access within and through neighborhoods will be carefully considered in the evaluation process and selection of traffic calming devices. Certain traffic calming devices may result in increased emergency response times on some streets and these impacts should be carefully considered.
5. Traffic calming measure shall not result in lowering the overall level of service below "D".

If the committee concludes that a traffic calming measure is warranted, surveys must be sent to all property owners whose lot is adjacent to the subject roadway. At least one-third of the surveys sent must be returned and of those at least 75% of the surveys must be in favor of the approval. Surveys not returned to the Development Services Planning Division within 90 days of postmarked date of the survey will be will not be counted. Signatures are final and may not be added or removed from a survey once the petition has been received by City staff.

If the surveys are favorable and are received before the 90 day deadline, installation of the traffic calming measure will be scheduled.

In the event the request is not consistent with the policy or it was determined that traffic calming measures is not warranted, the applicant shall be notified, and no further action can be taken for a period of at least one year from the original submittal date.

**PRIORITIZATION &  
FUNDING:**

Funding for traffic calming will, in general, be identified as appropriations for specific projects within the annual operating and capital improvement budget of the Public Works & Engineering Department. Funding for implementing undesignated projects, following final approval to proceed, will be on a “first come, first serve” basis with respect to budget availability.

If the road is privately owned, the HOA and/or adjacent lot owners shall pay for the device(s) prior to installation.

Cost sharing will be required in situations where neighborhood residents express a traffic calming preference that is more costly than the most economically feasible traffic calming measure deemed acceptable by the Traffic Calming Committee. The difference between that recommendation and the residents’ preferred alternative will be absorbed by area residents.

**PROJECT EVALUATION,  
MODIFICATION, AND  
REMOVAL:**

In the event a hazardous situation or condition created by the traffic calming project has been discovered, City of Kissimmee staff shall evaluate the traffic calming project from a safety standpoint.

Residents may request removal of traffic calming device or devices upon receipt by the City of Kissimmee of the “Traffic Management Program Removal Application” and “Petition for Removal” (Attachment B) signed by at least one member of seventy-five (75%) percent of the property owners on the street on which the traffic calming project is located. The removal process may not be started until the improvements have been in place for at least a one year (365 day) period.

**APPEAL:**

The Traffic Calming Committee’s decision may be appealed to the City Manager by the applicant or by the City Manager within 10 calendar days of the committee’s decision. The City Manager shall use the review criteria and state reasons for the decision. A \$100 fee shall apply to all appeals.

**REPEAT APPLICATION:**

Once a request has been denied, an application cannot be submitted for one year for the same road. Upon good cause of proof that circumstances have changed, the Traffic Calming Committee, in its discretion may waive this provision.

**DEFINITIONS:**

*Average speed.* The sum of all speeds divided by the sum of all vehicles recorded.

*85<sup>th</sup> Percentile speed.* That speed, and less, traveled by 85 of 100 motorists. It is recognized by the engineering and enforcement communities to be that

speed, and less, that is traveled by the “reasonable majority” of motorists for the given conditions. Fifteen out of 100 are considered to be “unreasonably” speeding. It is these 15% that are usually targeted for enforcement.

*HOA, or Homeowners Association.* In this document, any neighborhood which has established a residents’ dues-paying organization, and for which the organization has decision making authority, shall be assumed to speak on behalf of all residents therein. The board of directors, et al, or their delegate shall constitute the “Agent,” and the board is responsible to obtain majority approvals, etc., per the HOA’s bylaws and rights.

*Peak hour.* Usually meant to be either the morning or afternoon (or both) hours when traffic volumes are greatest, usually coinciding with daily commute hours and patters. The peak hour is the four consecutive 15-minute intervals that usually occur sometime between the 6-9 a.m. and 4-7 p.m. “windows.”

*Residential cut-through traffic.* Traffic which uses local streets to travel through a residential neighborhood without having an origin or destination within the neighborhood.

*Speed study.* A study using equipment to measure, collect, and statistically analyze the speeds and volumes of vehicles.

*V.P.D. Vehicles Per Day.* i.e., a 24-hour, two-way count of how many vehicles pass over that location in an average day.

**EXEMPTIONS AND  
EFFECTIVE DATE:**

The effective date of this policy is October 20, 2010.

Any locations where traffic calming measures have been installed prior to October 20, 2010, are deemed exempt. However, the procedures of this policy shall apply if a traffic calming device is altered from its original approval or if a petition to remove a device has been submitted.

ATTACHMENT A



## CITY OF KISSIMMEE TRAFFIC MANAGEMENT PROGRAM APPLICATION

The City of Kissimmee’s traffic management program has been established to enhance the quality of life in our neighborhoods. At the request of citizens, the neighborhood traffic management process is initiated upon completion of this application. Prior to completion and submittal of this application, it is recommended that applicants review the *City of Kissimmee Traffic Management Program Policy* or contact the Development Services – Planning Division staff at 407-518-2146 to verify qualification and threshold requirements are met.

Applications must be submitted by one of the following:

- If a homeowners/neighborhood civic association exists for the subdivision where the subject street resides, the association must initiate the request. The application must be accompanied by a duly authorized letter from the association which clearly demonstrates the association’s purview over the area and the date and manner in which the association body has duly affirmed the request.
- If an association does not exist, a minimum of 20% of the adjacent property owners may initiate the request. The application must be accompanied by a petition that is signed by at least one member of 20% of the property owners who face the street(s) on which the study is requested. A block shall consist of every developed property having frontage on the street to be studied between successive intersecting streets.

Contact information of representative submitting application:	
Contact name:	
Phone #:	E-mail:
Address:	

Homeowners/neighborhood civic association information <i>(if applicable)</i> :	
Name of association:	
Association representative:	
Phone #:	E-mail:
Address:	

Street name(s) to be reviewed: \_\_\_\_\_

Addresses of all properties located adjacent to road to be reviewed: \_\_\_\_\_

*If addresses are not available, a map depicting the location and segment of the road to be evaluated would be accepted.*

What is the primary concern (check all that applies):

- Speed
- Cut through traffic
- Other: \_\_\_\_\_

Is there a particular time of day that these concerns occur? If so, when? \_\_\_\_\_

Provide justification/reason why you feel that this segment of road should be evaluated:


**Incomplete information will not be processed. Once an application is submitted, the request will be reviewed by the traffic calming committee which meets quarterly throughout the year. The committee consists of representatives from Development Services, Police, Fire and Public Works & Engineering Departments. The meetings are internal and not open to the public. Once the committee has evaluated the request, results of the meeting will be provided to the contact representative listed above. Results could include but are not limited to requiring additional information, authorization of adjacent owners, approval, or denial. Please note: approval of traffic management devices are contingent upon authorization of adjacent owners, priority of request in relationship to other approved requests and available funds. In the event that devices are installed, these devices will be installed to industry standards and may be located in front of your property.**

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

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



CITY OF KISSIMMEE  
TRAFFIC MANAGEMENT PROGRAM  
CITIZEN PETITION

All persons signing this petition do hereby certify that they own property adjacent to the subject road and have read and agree with the completed application as defined above. Where more than one person is listed as owner for each property, only one person shall be entitled to vote or sign the petition. Likewise, if multiple properties are owned by the same person or persons, the owner(s) will only be entitled to one vote or signature on the petition. Identifying a favorable or non-favorable answer will not in itself determine the installation of any traffic calming device.

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and am in favor of the City conducting a traffic study of my street.	
<input type="checkbox"/> No, I am not in favor.	
<i>(Owner Printed Name)</i>	<i>(Owner Signature)</i>

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and am in favor of the City conducting a traffic study of my street.	
<input type="checkbox"/> No, I am not in favor.	
<i>(Owner Printed Name)</i>	<i>(Owner Signature)</i>

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and am in favor of the City conducting a traffic study of my street.	
<input type="checkbox"/> No, I am not in favor.	
<i>(Owner Printed Name)</i>	<i>(Owner Signature)</i>

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and am in favor of the City conducting a traffic study of my street.	
<input type="checkbox"/> No, I am not in favor.	

Address:

(Please check one)

- Yes, I have read the application and am in favor of the City conducting a traffic study of my street.  
 No, I am not in favor.

A blank petition may be duplicated if additional signature page(s) are needed.

I Certify that all information supplied with this petition is true and accurate

(Printed Name of representative submitting the application)

(Representative Signature)

Witness:

(Printed Name of Witness)

(Witness Signature)

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_.

He/She is personally known to me, or has

produced his/her driver's license, or his/her \_\_\_\_\_ as identification, and did/did not take an oath.

\_\_\_\_\_  
Notary Public, State of Florida

ATTACHMENT B



CITY OF KISSIMMEE  
TRAFFIC MANAGEMENT PROGRAM  
REMOVAL APPLICATION

Residents requesting removal of traffic calming device(s) must complete the following application and must be accompanied by a petition signed by at least one member of 75% of the property owners on the street on which the traffic calming device is located.

Contact information of representative submitting application:

Contact name:

Phone #:

E-mail:

Address:

Street name(s) where existing traffic device(s) is located: \_\_\_\_\_

Provide justification/reason why you feel that existing traffic calming device(s) should be removed:

**Incomplete information will not be processed. The removal process may not be started until the improvements have been in place for at least one year. Once an application is submitted, the request will be reviewed by the traffic calming committee which meets quarterly throughout the year. The committee consists of representatives from Development Services, Police, Fire and Public Works & Engineering Departments. The meetings are internal and not open to the public. Once the committee has evaluated the request, results of the meeting will be provided to the contact representative listed above. Results could include but are not limited to requiring additional information, authorization of adjacent owners, approval, or denial. Please note: approval of traffic management devices are contingent upon authorization of adjacent owners, priority of request in relationship to other approved requests and available funds.**

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

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



CITY OF KISSIMMEE  
TRAFFIC MANAGEMENT PROGRAM  
PETITION FOR REMOVAL

All persons signing this petition do hereby certify that they own property adjacent to the subject road and have read and agree with the completed application as defined above. Where more than one person is listed as owner for each property, only one person shall be entitled to vote or sign the petition. Likewise, if multiple properties are owned by the same person or persons, the owner(s) will only be entitled to one vote or signature on the petition. Identifying a favorable or non-favorable answer will not in itself determine the removal of any traffic calming device.

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and would like the existing traffic calming device removed.	
<input type="checkbox"/> No, I am not in favor and would like the existing traffic calming device to remain.	
<i>(Owner Printed Name)</i>	<i>(Owner Signature)</i>

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and would like the existing traffic calming device removed.	
<input type="checkbox"/> No, I am not in favor and would like the existing traffic calming device to remain.	
<i>(Owner Printed Name)</i>	<i>(Owner Signature)</i>

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and would like the existing traffic calming device removed.	
<input type="checkbox"/> No, I am not in favor and would like the existing traffic calming device to remain.	
<i>(Owner Printed Name)</i>	<i>(Owner Signature)</i>

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and would like the existing traffic calming device removed.	
<input type="checkbox"/> No, I am not in favor and would like the existing traffic calming device to remain.	
<i>(Owner Printed Name)</i>	<i>(Owner Signature)</i>

<i>Address:</i>	
<i>(Please check one)</i>	
<input type="checkbox"/> Yes, I have read the application and would like the existing traffic calming device removed.	
<input type="checkbox"/> No, I am not in favor and would like the existing traffic calming device to remain.	
<i>(Owner Printed Name)</i>	<i>(Owner Signature)</i>

*A blank petition may be duplicated if additional signature page(s) are needed.*

I Certify that all information supplied with this petition is true and accurate

<i>(Printed Name of representative submitting the application)</i>	<i>(Representative Signature)</i>

Witness:

<i>(Printed Name of Witness)</i>	<i>(Witness Signature)</i>

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_.

He/She is personally known to me, or has produced his/her driver's license, or his/her \_\_\_\_\_ as identification, and did/did not take an oath.

\_\_\_\_\_  
Notary Public, State of Florida