



Application Process for Traffic Calming Device

1. **Meet with the Traffic Commission liaison** about the application process, assessment measures that will be used to evaluate the application, and the required cost share if the request is approved.

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trafficcommission@cityofrockhill.com

During this meeting, the Traffic Commission liaison also will determine whether the City needs to arrange for a speed study prior to the application being submitted.

2. **The Traffic Commission liaison will determine the “zone of influence”** for the application, which will include all properties impacted by the traffic calming. The Traffic Commission liaison will provide you with a list of physical and mailing addresses for the properties within the zone of influence.
3. **Notify every property owner within the established zone of influence about the application** at least 30 days before submitting it.
 - a. The content of your communication materials must be approved in advance by the Traffic Commission liaison. They must include a description of the proposed improvements as well as detailed information about the required cost share that must be submitted by the zone of influence if the request is approved.

Traffic Calming Devices on State and County roads

Many roads in the City of Rock Hill are actually owned and maintained by the South Carolina Department of Transportation (SCDOT) or York County, even within residential neighborhoods.

If the road for which you are requesting traffic calming devices, is owned by York County, you will need to use [York County’s speed table application process](#).

If the road is owned by the SCDOT, you will need to use the City’s application process, and if the City approves the request, then the City will apply for the device on your behalf through the State’s traffic calming program.

City Council may at its discretion decide to help fund the installation of the devices on County-owned or SCDOT-owned roads in accordance with the chart on the following page if funding is available to do so.

b. You may make initial contact any of these ways:

- in person;
- by regular mail;
- by email;
- by certified mail, return receipt requested, at your expense.

However, if any property owners do not sign a petition in favor of the request, you must send them a certified letter, return receipt requested, at your expense. You must provide copies of the return receipts from that mailing as well as copies of any returned envelopes as part of the application packet.

Home owners associations and property owners associations

Home owners associations and property owners associations are not required to complete steps 3 and 4, provided that:

- a. All properties within the zone of influence are under the jurisdiction of the association; and
- b. The association will pay any cost share on behalf of the property owners within the zone of influence if the request is approved.

The only exception for impacted property owners within the zone of influence is property owned by the City of Rock Hill or City of Rock Hill-affiliated organizations including but not limited to the Rock Hill Economic Development Corporation, the Housing Development Corporation or Rock Hill, and the Rock Hill Housing Authority. These properties will be excluded from consideration as being an impacted property within the zone of influence unless all properties within the zone of influence are owned by the City of Rock Hill and / or City of Rock Hill-affiliated organizations.

4. Gather signatures of support.

- a. The application must include a petition on the attached form in favor of the request that is signed by at least 75% of property owners within the zone of influence. Only one signature per household will be counted towards the 75% threshold.

5. Submit the application via email to trafficcommission@cityofrockhill.com or submit a hard copy to the Traffic Commission liaison.

6. Applications will be considered according to the following schedule:

November 1st	Deadline for applications each year
November & December—Staff review	The Traffic Commission liaison will review the applications using the attached assessment form and rubric at the end of this packet. The liaison also will notify any Council member whose ward includes properties within the zone of influence of the application being received.

January— Traffic Commission meeting	Public hearing: The Traffic Commission will make a recommendation to City Council regarding which applications to fund based on the attached assessment and rubric at the end of this packet, and the amount of available funding. The City has allocated \$25,000 to help fund traffic calming improvement requests this year.
February— City Council meeting	City Council will decide which applications to fund.

7. Submit the required funding match to the Traffic Commission liaison. Requests that are funded require a match from the zone of influence according to these charts:

Requests from single-family detached or attached residential property owners		
Average assessed property value of residential properties within the zone of influence	Zone of influence share	City share
Greater than \$500,000	100%	0%
\$400,000-\$499,999	80%	20%
\$300,000-\$399,999	60%	40%
\$200,000-\$299,999	40%	60%
\$100,000-\$199,999	20%	80%
Less than \$100,000	0%	100%
Requests from non-residential property owners and multi-family property owners		
	Zone of influence share	City share
	100%	0%

You are responsible for collecting the required cost share from the zone of influence property owners. You will need to determine whether to ask each property owner to pay an equal amount, to collect only from those who supported the petition, or to come up with a contribution system of your own.

Examples of items that are eligible to be considered through this application process, and their *approximate* costs, include:

- Speed hump: \$3,000
- Speed table: \$5,000
- Chokepoint: \$3,000
- Raised sidewalk (speed table): \$5,000
- Mini-roundabout: \$10,000

See attached document *Types of Traffic Calming Devices* for more information.

8. The Traffic Commission liaison will coordinate the implementation of the funded solutions from the relevant Department(s). If a request is not funded, the applicant may make the request again the next application cycle.



Application for Traffic Calming Device

Applicant name: _____

Phone number: _____ Email: _____

Neighborhood or business group (if applicable): _____

Location of requested project: _____

Description of concern(s): _____

Description of proposed improvement(s) (you may also attach a diagram, aerial photograph, or any additional information that you feel would support this application):

Attach certified mail receipts and returned undeliverable envelopes for the public notification process.

Attached petition signed by at least 75% of property owners within the zone of influence.

I have read and understand the application process for this type of request, including but not limited to the requirement to submit the required amount of cost share if the request is approved.

Signature: _____

Date: _____



Application for Traffic Calming Device: Petition of Support

We request that the City of Rock Hill install the improvements that are detailed in the attached Application for Traffic Calming Device at the locations described in the application.

We have read and understand the information sheet regarding the application process, which also is attached to this petition for our reference.

We understand that if the requested improvements are approved by City Council, the property owners within the “zone of influence” as shown on the attached diagram will be required to share in the cost of the requested improvements. We understand that the applicant may choose to request an equal portion of the cost share from every property owner, from only those property owners who signed this petition of support, or through other means.

We understand that the requested improvements are estimated by the Traffic Commission liaison to cost approximately \$_____ total. Based on the sliding scale that is listed on the application process information sheet, we understand that the zone of influence’s estimated cost share will be \$_____.

We understand that this amount must be submitted to the City before the Traffic Commission liaison will coordinate the implementation of the improvements.

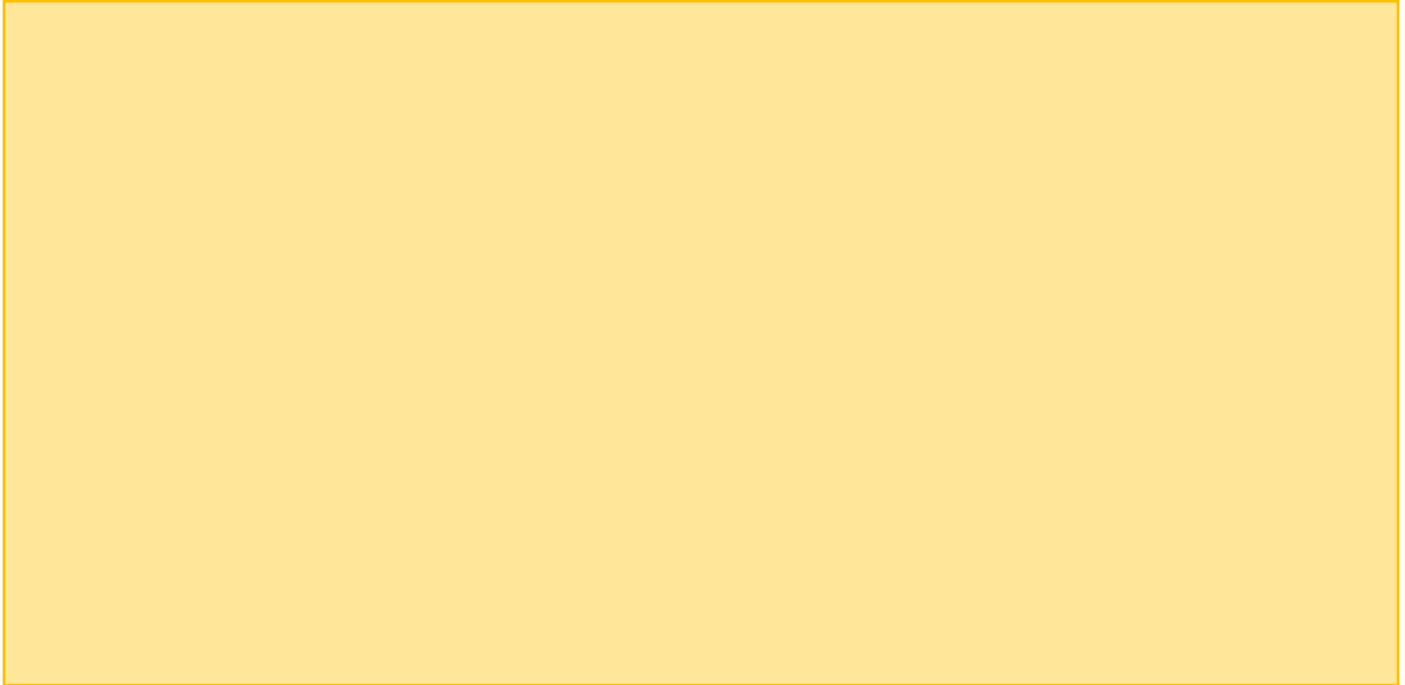
We understand that any cost that is above the estimated amount will be subject to the same cost share ratio.

We understand that the City of Rock Hill will install the improvements and will be responsible for their maintenance. It should be noted that installed improvements will be replaced at City expense for a period of 5 years from the original date of installation should a design or maintenance-related issue be identified and/or a street resurfacing occur.

We understand that when the street is resurfaced beyond the 5-year time period, the zone of influence will be required to submit another petition at that time to confirm that continued support exists for the re-installation of the improvements. We understand that the same zone of influence as originally defined will be required to share in the cost of any re-installation expenses for the improvements at that time.

We understand that if at any point the zone of influence requests removal of the improvements through a new petition with at least 75% of signatures, the City may elect to assess the property owners within the zone of influence the total cost for removal of them, unless the City has evidence of a safety problem and/or other design-related issue that was unforeseen when the improvement was installed. In such a case, there will be no cost to the owners of property in the zone of influence for removal.

Zone of Influence Map



Property Owners Within Zone of Influence

Property address	Property owner(s)	Property owner() address, if different from property address

Signatures in Support of Petition

Notes:

1. Only property owner signatures will count towards the 75% threshold. Tenants may support the application by signing in support as well, but their signatures will not count towards the 75% threshold in order not to indicate support from the property owner for cost sharing.
2. Only one signature per household will count.

Name (Printed): _____
Signature: _____ Date: _____
Address: _____ Property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: _____ Email: _____
Name (Printed): _____
Signature: _____ Date: _____
Address: _____ Property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: _____ Email: _____
Name (Printed): _____
Signature: _____ Date: _____
Address: _____ Property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: _____ Email: _____
Name (Printed): _____
Signature: _____ Date: _____
Address: _____ Property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: _____ Email: _____

Types of Traffic Calming Devices

Speed Hump

A raised hump (a pavement undulation) in the roadway with a parabolic top, extending across the road at right angles to the direction of traffic flow. The spacing between humps shall be appropriate to achieve the desired 85th percentile speed. Speed humps must be easily visible for 200 feet and placed at least 200 feet from intersections.

- Advantages: Effectively reduces speeds.
- Disadvantages: Slows emergency vehicles and buses; increases noise and maintenance costs.



Speed Table

A flat-topped speed hump often constructed with brick or other textured materials on the flat section. Speed tables are long enough for the entire wheelbase of a passenger car to rest on the flat section. Their long fields, plus ramps are more gently sloped than Speed Humps.

- Advantages: Smoother on large vehicles (such as fire trucks). Effective in reducing speed, though not to the extent of Speed Humps.
- Disadvantages: Textured material, if desired, can be expensive. They may increase noise levels.



Raised Crosswalk

A raised hump (a pavement undulation) in the roadway with a flat top, extending across the road at right angles to the direction of traffic flow. Used where significant number of pedestrians cross the roadway. Speed hump placing considerations apply.

- **Advantages:** Effectively reduces speeds; provides improved visibility for crossing pedestrians
- **Disadvantages:** Slows emergency vehicles and buses; increases noise and maintenance costs.



Crosswalk Refuge

A physical constriction (a median) built in the middle of the roadway with a cut provided for the crosswalk. Also referred to as a pedestrian island. Used where significant number of pedestrians cross the roadway.

- **Advantages:** Provides refuge for pedestrians when crossing the roadway; effective lane narrowing results in lower speeds.
- **Disadvantages:** Increases maintenance costs.



Choke Points

A physical constriction built at the curbside of the roadway effectively reducing the width of the travel lane. Normal turning radii shall be accommodated. Visibility shall be a key design consideration with features such as advance warning signs, reflective channelization, reflectors on curbs, and elevated landscaping.

- **Advantages:** Effective lane narrowing results in lower speeds, provides parking protection, and shortens pedestrian crossing distance.
- **Disadvantages:** Potential drainage problems; increases maintenance costs.



Chicane

Physical constrictions (three per set) built at the curbside of the roadway to create a 45-degree bend in a formerly straight street. This forces cars to negotiate the narrow street in a snake-like fashion. The 45-degree bend can also be achieved by alternating parking from one side of the street to the other. Normal turning radii shall be accommodated. Sets are to be placed 400 to 600 feet apart. Visibility should be a key design consideration with features such as advance warning signs, reflective channelization, reflectors on curbs, and elevated landscaping.

- **Advantages:** The snake-like alignment and the lane narrowing results in lower speeds; parking protection is provided; pedestrian crossing distance is shortened.
- **Disadvantages:** May contribute to head-on collisions; potential drainage problems; higher maintenance costs.



Traffic Circle

Provides circular, counter-clockwise operations at intersections by placing an elevated area in the middle of the intersection. Approaching vehicles yield to traffic already in the circle. Street grades approaching the intersection shall not exceed ten percent.

- **Advantages:** Effectively reduces speeds; reduces left turn accidents; can be visually attractive.
- **Disadvantages:** Placement of circle may require parking removal.





Traffic Calming Device Application Evaluation

(provided in packet for example purposes only—staff will complete this section)

Applicant name: _____

Neighborhood or business group (if applicable): _____

Location: _____ Date: _____

Traffic volume: _____ Functional classification: _____ Number of lanes: _____

Total score from rubric on next page: _____

Other project-specific considerations that the rubric does not take into account: (examples: proximity to funded project, etc.):

Is the subject road area owned and maintained by the City? Yes No

Is the proposed solution likely to completely resolve the issue of concern? Why or why not?

How many residences or businesses would benefit from the proposed improvements? _____

Estimated cost of proposed improvement(s): \$ _____

How much of the Traffic Commission's budget remains available to allocate towards public application requests this funding cycle? \$ _____

If the improvement is approved by City Council:

- Estimated amount of City contribution: \$ _____
- Estimated amount of requestor contribution based on the cost sharing chart from the public application information sheet: \$ _____

(provided in packet for example purposes only—staff will complete this section)

Proposed Project: _____						
Criteria	Assessment					Score
	5	4	3	2	1	
Scope and severity of issue						
Number of vehicle collisions within past 5 years	More than 20	15-19	10-14	5-9	Fewer than 5	
Severity of collisions within past 5 years	One or more fatalities; or one or more pedestrians/cyclists involved	N/A	N/A	N/A	0 fatalities, and 0 pedestrians and 0 cyclists involved	
Number of citations and warnings issued within past 5 years	More than 20	15-19	10-14	1-9	0	
If speeding is the concern, vehicle operating speeds—85 th percentile	More than 15 MPH beyond speed limit	N/A	7-15 MPH beyond speed limit	N/A	Within 7 MPH of speed limit	
If speeding is the concern, vehicle operating speeds—50 th percentile	5 MPH beyond speed limit	N/A	N/A	N/A	Within 5 MPH of speed limit	
Cut-through traffic	yes	N/A	N/A	N/A	no	
Number of people affected						
Traffic volume	6,000 or more	3,000-5,999	1,500-2,999	100-1,499	Fewer than 100	
Pedestrian volume	Frequent use by pedestrians	N/A	Some use by pedestrians	N/A	Low use by pedestrians	
Cyclist volume	Frequent use by cyclists	N/A	Some use by cyclists	N/A	Low use by cyclists	
Truck Volume	7%+	4-7%	2-4%	1-2%	Below 1%	
Proximity to sensitive areas						
Proximity to transit stop (MyRide and/or school bus stop)	Directly at transit stop	Not directly at transit stop, but closest stop is 500 feet away or less	Closest stop is between 501 feet and ¼ mile	Closest stop is more than 1/4 mile but less than ½ mile away	Closest stop is more than 1/2 mile away	
Proximity to public park or neighborhood recreation area	Directly at park/neighborhood recreation area	Not directly at park/neighborhood recreation area, but closest park/neighborhood recreation area is less than ¼ mile away	Closest park/neighborhood recreation area between ¼ and ½ mile away	Closest park/neighborhood recreation area between ½ and 1 mile away	Closest park/neighborhood recreation area is more than 1 mile away	
Proximity to school	Within area not eligible for bus transportation (1.5 miles or closer, unless situation deemed hazardous)	N/A	N/A	N/A	Area eligible for bus transportation	

Total: _____