It is the policy of the Town of Matthews to consider traffic calming measures on residential streets following a petition process. The Policy below is for Town-maintained streets.

For NCDOT-maintained streets, guidance can be found online here: https://connect.ncdot.gov/resources/safety/Teppl/Pages/Teppl-Topic-Original.aspx?Topic_List=T11

PETITION PROCESS AND PROCEDURES

Initial request to the Town for traffic calming is done in writing to the Town Engineer with an explanation of the need and a map of the location(s). Engineering staff will then collect speed and volume data as close to the requested location as possible, and in some cases, conduct observations. Collecting this data could take several months depending on the number of other pending requests.

If the speed and volume data exceed the minimums, engineering staff will develop up to three alternatives from the Traffic Calming Measures matrix to address the request. Staff will then meet with the requestor to discuss the data collected and the device/measure options. The request will be presented by staff as an agenda item on an upcoming Matthews Transportation Advisory Committee (TAC) meeting. It is strongly recommended that the requestor or a representative attend the TAC meeting where the request is scheduled for discussion. All TAC agendas are posted on the Town’s website along with meeting date, time, and location information.

In some cases, the minimum speed and volume criteria are not met. The requestor has the opportunity to approach the TAC with a request to proceed, during the public comment period at one of its regularly-scheduled meetings. Should the TAC not agree to proceed, the requestor may approach the Matthews Board of Commissioners (BOC) at one of its regularly-scheduled meetings, during the public comment period.

During the TAC meeting discussion, the TAC reviews the data and options with staff and agrees on a path forward for the request. The requestor can then proceed with providing the supporting documentation. This includes the neighborhood petition as well as a statement of financial commitment from the neighborhood.

After receiving the petition and financial commitment statement, staff will verify the signatures of the petition and move forward with preliminary sketches and cost estimate. The final recommendation from engineering staff will be presented at a subsequent meeting of the TAC. Staff will present the recommendation along with TAC’s concurrence or alternate recommendation to the BOC, along with the design sketch and cost quotes for construction/installation. The BOC may add, delete or modify the recommendations as it sees fit. Should recommended traffic calming measures exceed the money appropriated in the current fiscal year, petitions may be held over until the money can be appropriated.
Qualifying Criteria

- Street is on the Town-maintained street system.
- Current speed limit must be posted as 25 mph or under.
- Average Annual Daily Traffic (AADT) volumes should be greater than 500.
- Average speed exceeds 5 mph over the posted speed limit.
- Street should not be a primary emergency services route (e.g., main route to hospital); need written or verbal support from Matthews Police and Fire Departments.
- The street grade is less than or equal to 8%.
- Verification of the signatures contained in the petition.

Additional Street Criteria for Speed Cushions only

- Classified as a local residential street
- Width must be less than or equal to 40 feet
- Final locations of the speed cushions should follow these criteria:
  - At least 200 feet from an intersection
  - Place under street lighting for greater visibility
  - Locate on property lines
  - Locate 5-10 feet from driveways
  - At least 200 feet apart (average 600-800 feet apart)
  - Stopping sight distance is greater than or equal to 200 feet

Supporting Documentation

Requestor's responsibility:

- Create a map of the requested device/measure locations, with assistance from Town staff as needed, adhering to the placement criteria:
  - Place under street lighting for greater visibility
  - Locate on property lines
  - Locate 5-10 feet from driveways
  - At least 200 feet apart (average 600-800 feet apart)
  - Stopping sight distance is greater than or equal to 200 feet
- A neighborhood petition signed by 75% of all property owners within the affected area up to ¼-mile as determined by Town staff, which may include adjoining streets and cul-de-sacs. Only one property owner signature per parcel will be counted.
  - The map shall be attached to the petition.
  - If multiple locations are requested, additional signatures are needed to encompass the requirements for all locations.
- A letter of financial support from the neighborhood association is required, if applicable.

Additional Considerations

In addition to the previously listed criteria, the following technical conditions may also be considered by the TAC and/or BOC when considering traffic calming requests:

- Past crash history
- Past speeding citations
- Sight line and distance
- Curvature considerations
Cost Responsibility

A neighborhood requesting traffic calming measures shall be responsible for 20% of the cost of the requested device/measure(s). In some cases, especially where low-cost measures cannot be utilized due to street configuration, there may be other funding opportunities available. Due to the varying nature of traffic control measures and the ever-increasing cost of supplies and construction, implementation of the measure may be several months after the time of approval.

It is the Town’s intention to install several traffic calming measures at the same time in order to obtain the most economical price to the Town. As such, qualified petitions will be presented to the TAC for recommendation as they are received, but then held until there is, in the opinion of the Town Engineer, a sufficient number to proceed with presentation to the BOC. The Town will attempt to install measures within three years of BOC approval.

Any neighborhood that wishes to advance the installation of a traffic calming measure may do so by engaging a private contractor willing to perform the work under the Town’s standards and specifications, at the neighborhood’s own cost.

Requests to Remove Traffic Calming Measure

The Town may remove traffic devices/measures at any time when it is in the best interest of the Town, with BOC action. Such removal will be at the expense of the Town. In cases where the Town received any payment for the installation of the device/measure(s), there shall be no refunds.

Residents may initiate a request for the removal of a traffic measure through a petition process meeting the same criteria for signatures as petition requesting one. Upon certification, the petition will be reviewed by the TAC and a recommendation made to the Board of Commissioners. If approved, such removal will be at the expense of the requesting party. Removal of device/measure will be done after the invoice for removal is paid. In cases where the Town received any payment for the installation of the device/measure(s), there shall be no refunds.