

**CITY OF HOLLY SPRINGS  
REQUEST FOR TRAFFIC CALMING/STREET CLOSURE**

(PLEASE TYPE OR PRINT ALL INFORMATION)

1. APPLICANT'S NAME: \_\_\_\_\_  
(Can be Group or Individual)  
APPLICANT'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FACSIMILE NUMBER: \_\_\_\_\_

2. DO YOU LIVE IN A NEIGHBORHOOD THAT HAS AN EXISTING  
NEIGHBORHOOD/HOMEOWNER'S ASSOCIATION?

YES \_\_\_\_\_ NO \_\_\_\_\_

ASSOCIATION'S NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FACSIMILE NUMBER: \_\_\_\_\_

3. NAME OF ROADWAY(S) FOR WHICH ACTION IS REQUESTED:

\_\_\_\_\_

\_\_\_\_\_

4. ACTION REQUESTED:

\_\_\_\_\_

\_\_\_\_\_



## **I. INTENT**

These policies are intended for the uniform application of traffic control devices within the City of Holly Springs, Cherokee County, Georgia. The contents of this document will address the procedures and standards as related to procurement and installation of traffic control devices.

The procedures and standards shall apply to all publicly maintained rights-of-way and public and private development.

The City's Community Development Director or Designee shall have the responsibility to maintain, review, update, and enforce the standards and regulations contained in this document.

## **II. DEFINITIONS**

**Traffic Control Device** – Any traffic signal, flashing devices, sign, pavement marking; speed regulation devices intended to regulate the movement of vehicles, bicycles, and pedestrians.

**Community Development Director** – City official responsible for the Community Development Department.

**Traffic Calming** – Traffic measures designed to regulate driver behavior in neighborhoods and on residential streets.

**Specialty Signs** – Any sign other than a traffic control sign.

**Georgia Department of Transportation (GDOT)** – State agency empowered by the State legislature to adopt standards and regulate traffic control devices within the State of Georgia.

**Manual on Uniform Traffic Control Devices (M.U.T.C.D.)** –The latest edition of the M.U.T.C.D. published by the Federal Highway Administration and adopted by the GDOT, governing the uniform application of traffic calming devices are also included under this item.

**Traffic Laws** – The requirements of the Georgia Statutes governing the traffic control devices and City of Holly Springs Traffic Ordinances and Regulations.

**Non-Resident Traffic** – Traffic, usually commuter traffic, that cuts through a neighborhood to avoid congestion on main arteries or intersections.

## **III. PROCEDURES**

The following section outlines the method in which traffic calming device applications will be processed by the City staff based on the various circumstances surrounding the request. Applications will reviewed internally by the Community Development Department with correspondence with other relevant departments including Police, Public Works, and Engineering with the goal of completing a comprehensive and thorough analysis of the traffic control device request.

## **A. Service Requests**

All requests repair and/or replacement of existing traffic control devices shall be directed to the Community Development Department customer service.

Routine repair or replacement requests for traffic control devices are processed in the order of priority within 48 hours of the request unless the malfunctioning traffic control device presents a significant public safety hazard, in which case it will be corrected as soon as possible. While the City allows 48 hours to respond to requests, in many cases requests will be handled within several hours. Notice of malfunctioning traffic signals or bulb burnouts can also be directed to the Community Development Department customer service. In an effort to be proactive, the Public Works Department will make periodic sweeps of the City checking for repairs and maintenance needs on the City's traffic control devices.

## **B. New Traffic Control Device Requests**

Applicants requesting a new traffic control devices must complete the appropriate application approved by City Council. Procedures to submit a request for evaluation and implementation of a traffic control device are as follows:

1. A written request is submitted. E-mail and fax requests are acceptable. This is in addition to the "Request for Traffic Control Device" application. If the request is within a platted subdivision, which has an HOA, the request must be from the HOA Board on their official letterhead. Requests must be submitted to the Community Development Department. Anonymous requests will not be considered. The written request must clearly contain the following:
  - Name, address, and telephone number of requester
  - Location of the concern
  - Type of concern (speeding, cut-through, etc.)
2. A preliminary evaluation will be conducted by the City to determine the root cause and the significance of the issue, as well as a review of the crash history. This evaluation may include a traffic study. The Community Development Director will forward a preliminary recommendation to the original requester and appropriate City departments depending on the nature of the recommendation.
3. If the recommendation includes anything other than education, signing, enforcement, and/or speed trailers, the neighborhood HOA shall submit the following to the Community Development Director within 30 days:
  - A petition as outlined under "Petition Drive Procedures"
  - Concurrence and evidence of approval by the HOA Board (In neighborhoods with no formal HOA, a petition drive will be requested after a preliminary study has determined that permanent traffic control devices are warranted.)
  - Commitment of funding to cover any costs above what is currently appropriated in the budget for the given subdivision or neighborhood in question
  - A non-refundable application fee as listed on the Community Development Fee Schedule as amended from time to time

4. Upon recommendation by the Community Development Director, the City Council shall approve or deny the request during their regular session.
5. Upon Council approval and completion of the design of the traffic calming devices and supplemental funding commitment, if required; the Community Development Director will issue a work order to complete the required improvements.

### **C. Petition Drive Procedures**

It shall be the responsibility of the requester to conduct the petition drive in accordance with the following criteria:

- Wording of the petition shall be approved by the Community Development Director or Designee prior to circulation.
- 67% approval from homeowners of dwellings with driveways directly connected to the affected street.
- 50% plus 1 approval from homeowners on intersecting streets with no other outlets.
- Only one voter per household. If the dwelling is owned by 2 or more persons, they all must sign the petition and vote the same way. Signature of multiple owners with opposing views will be disregarded
- Each name on the petition must include the signature, printed name, address, and Tax Map and Parcel Number (aka Parcel ID).
- The petition shall clearly state the costs of the improvements to the homeowners on the affected street.
- It is the responsibility of the petitioner to collect all signatures and deliver the petition to the Community Development Department within 30 days of the request by the Community Development Director.

### **D. Non-Standard and Specialty Signs**

Requests for new non-standard and specialty signs shall be approved by the Community Development Director after passing the internal staff review. These types of signs include, but are not limited to “Children at Play”, “Neighborhood Watch”, School Athletic Championship signs, and other non-essential road signs. The City will provide the sign installation at no charge to the citizens, so long as funding is provided to cover the cost of the materials of the sign and the design is approved by the Community Development Director.

## **IV. POLICIES AND STANDARDS**

### **A. Prohibited Signs**

1. The City of Holly Springs does not permit business signs, advertising signs, or any other non-compliant sign within the public right-of-way; unless otherwise provided in the Holly Springs Development Regulations or Zoning Ordinance.
2. The City of Holly Springs does not fabricate, install or maintain “Children at Play” and “No Dumping” signs. However, if funding is provided their use is encouraged with approval of the Community Development Director.

3. Unauthorized signs will be removed by the Public Works Department under direction of the Code Enforcement Officer

## **B. Design Standards**

All traffic control devices must adhere to the standards of design set forth in the most recently adopted version of the City of Holly Springs Development Regulations.

## **C. Signing in New Developments**

All traffic control devices in new developments must be installed by the developer per the City of Holly Spring Development Regulations.

## **D. Signing in Private Subdivisions**

Signing in private developments is the responsibility of the community's property management company or homeowners association (HOA).

## **E. Decorative Signs and Sign Posts**

Use of non-standard and decorative sign material and sign posts within the public rights-of-way may be allowed if the design is approved by the Community Development Director, provided certain conditions are met. Subdivisions should apply for decorative signs and sign posts through their HOA. The conditions for approval are as follows:

1. The signs conform to the M.U.T.C.D. and GDOT standards.
2. The design of the structural support for the decorative signs meets and exceeds the AASHTO requirements as determined by the manufacturer or by a registered professional engineer in the State of Georgia.
3. The HOA agrees to provide all material or funds to cover cost of materials for the initial installation.
4. Upon damage, the HOA will provide material or funds to cover the cost above and beyond the cost of replacement with standard material for the replacement.
5. During an emergency, i.e. downed STOP sign, the City will only replace the installation with standard (non-decorative) material.
6. HOA agrees in writing to waive any liabilities incurred by the City of Holly Springs. This agreement will be provided by the City Attorney for the HOA to sign.

## **F. Traffic Calming Measures**

Traffic calming measures are intended to modify a driver's behavior to adhere with the safe operating regulations. They may be considered for residential subdivisions to combat unsafe speeding and non-resident cut-through traffic when warranted. Caution must be exercised to carefully evaluate the reported traffic problems to ensure satisfaction of the minimum warrants and to ensure implementation of the correct traffic calming scenario. Based on experience, implementation of physical changes such as street closing, speed humps and tables often result in relocation of traffic problems to other parallel roadways. Traffic calming solutions with physical restrictions are only considered for subdivision or local streets. They will not be considered for

roadways with a collector or higher classification without major review of the impact on the transportation system on local and regional level.

### Traffic Calming Solutions

It is recognized that an array of traffic calming solutions exists. An incremental approach that involves identification of the most effective/least costly solution is necessary to select the appropriate measures. The solution array may include, but not limited to the following:

- Neighborhood education
- Consistent enforcement
- Additional signage
- Speed trailers
- Permanent speed displays
- Turn restrictions
- Median chokers
- Speed tables and humps
- Street narrowing
- Traffic circles
- Street closures

### Speed Humps & Speed Tables

Speed humps and speed tables should only be considered if other less restrictive measures have been employed and were not effective. In order to consider implementation of speed humps and speed tables, all of the following minimum warrants must be satisfied:

Warrant Threshold:

- Distance Over 800' in length
- Volume Less than 1,600 vehicles per day (24 hour period)
- Posted Speed 30 mph or less
- Speed 30% over posted speed or 10% over 10 mph over limit

In considering speed humps and speed tables, it is critical to note the following issues that generally are resultants of poor planning:

- A significant portion of traffic is diverted elsewhere often relocating the problem
- Consistent opposition from the neighborhood
- May hinder movement of emergency vehicles

### **G. Funding**

There is no budget established or authorized by the City Council for traffic calming. Full or partial funding by HOA or neighborhood may expedite projects. Ultimately, funding is subject to approval by the City Council.