



Resolution No. R-25-001

Exhibit A

NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)

ADOPTED

MAY 6, 2025

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NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)

INTRODUCTION

Traffic calming is a term used in traffic engineering to encourage safer, more responsible vehicular driving. Traffic calming uses physical design and/or devices on existing streets to improve safety for roadway users, including pedestrians and bicyclists.

The purpose of the Neighborhood Traffic Calming Program (“NTCP”) is to provide consistent treatment for traffic calming requests from a citizen group or a Homeowners’ Association (“HOA”). Even though a request may be approved, construction or funding is **not** guaranteed, as it may rely on the number of requests received and available funding in the budget year.

These instructions outline the steps for the traffic calming request process. Please carefully review this document before filling out the Request for Traffic Calming form (Appendix E-1).

Application

This Program only applies to public local, residential streets in unincorporated Manatee County (“County”). Thoroughfares (collector and arterial streets), as designated by the County’s Roadway Classification Maps, will not be considered for traffic calming under this Program.

PROCESS

Projects that are being considered for the NTCP must follow the procedure that is outlined below. A flowchart summarizing this procedure is provided in **Appendix A**.

Step 1: Request for Traffic Calming

An HOA or a neighborhood group must submit a written request for traffic calming on a specific street segment(s) to the Public Works Department. A neighborhood that does not have an organized HOA, may form a group that consists of at least four properties, which are owned by different individuals, that abut the street segment(s) for which traffic calming is requested (“Neighborhood Group”). The written request must (1) identify the perceived traffic problem, and (2) include contact information for person submitting the request on behalf of the HOA or



Neighborhood Group (“Requestor”). Individual citizens and rental tenants are not eligible to initiate requests to the NTCP. Single family home renters require the property’s owner(s) to represent their interest in any traffic calming request. A property owner (“Property Owner”) is the individual(s) identified under ownership according to the records of the Manatee County Property Appraiser.

Step 2: Initial Evaluation

Upon receipt of a fully completed written request, Traffic Engineering staff will conduct an initial evaluation of the street(s), per the guidelines of the Program. This initial evaluation may include the following:

1. Ensuring that the street(s) meets the minimum criteria as outlined below.
2. Conducting a field review and inspecting the street(s) to determine if a need exists.
3. Determining if there are any preliminary solutions, such as posting speed limit signs, that could be implemented.

In order for a project to be considered for traffic calming measures, the following **minimum criteria** must be met during initial review of the street(s) requested:

- The posted speed limit is 30 mph or less. If no speed limit is posted, the statutorily applicable maximum speed limit will be considered for this criterion.
- The street must not be classified as a thoroughfare (collector or arterial) as defined in the most recent version of the County’s Roadways Classification Maps.
- The local street is a through street connecting between two collector streets, two arterial streets, or a collector to an arterial street. Simply put, a through street is any street that a driver can use to ‘cut through’ from a larger street to another larger designated street (collector or arterial).
- Residential “loop” streets with ends that connect to the same street and cul-de-sacs are not eligible for traffic calming.
- An exception to the ‘through street’ requirement includes a local street that services a general public area, such as a public park, a school, or other larger venues/development/business that may generate more traffic, rather than the local residential traffic of a specific neighborhood. *Please note: Individual resident, contractor, or delivery vehicle speeding issues*



should be addressed by the HOA, with those residents/businesses, and/or the Manatee County Sheriff's Office.

- The street must have at least one section with 1,000 feet or more distance between stop signs, sharp curves or 90 degree turns. Essentially, the street section must be a relatively straight or gently curving section of at least 1,000 feet and having no stop control.
- Assuming a driver is traveling at the posted speed limit, the combination of horizontal curves along the roadway should not result in inadequate stopping sight distance as they encounter a potential traffic calming device.

After the initial evaluation has been completed, applications that meet the minimum criteria will proceed to Step 3. Applications that do not meet the minimum criteria, will be terminated. The Requestor will be notified in writing regarding the outcome of the initial evaluation and provided with a summary of the criteria that was either met or not met. If preliminary or alternate solutions, such as signage, are identified, they will be communicated with the Requestor.

Step 3: Data Collection and Analysis

Upon meeting the minimum criteria outlined in Step 2, Traffic Engineering staff will perform data collection for the requested street(s) to ensure that the **specific criteria**, as stated below, are met. Data will typically be collected on Monday through Friday over a continuous, minimum period of 48 hours while Manatee County Public Schools are in session, unless otherwise advised or required based on the nature of the request. Data will not be collected on holidays or the day before or after a holiday. The data collection will assist in determining the eligibility of the street(s) based on the following specific criteria and grading system:

- The Average Daily Traffic ("ADT") volume must be greater than 150 vehicles per day and less than or equal to 2,000 vehicles per day. A day is calculated as a 24-hour period.
- The 85th percentile speed is at least 5 mph greater than the posted speed limit.
- The combination of traffic volume, 85th percentile speed of traffic, and presence of multi-modal facilities (sidewalks or trails) will be quantified using the Grading System Criteria in **Table 1** below. A total of at least **6 points** is required to proceed to Step 4.

Table 1 – Grading System Criteria			
Traffic Volume		85th Percentile Speeds vs Posted Speed Limit	
Average Daily Traffic (ADT)	Points	Speed Difference (mph)	Points
0 - 150	Not Eligible	0 - 4 mph	Not Eligible
151 - 300	1	5 mph	1
301 - 500	2	6 mph	2
501 - 750	3	7 mph	3
751 - 1,000	4	8 mph	4
1,001 - 2,000	5	9 mph	5
2,001+	Not Eligible*	≥ 10 mph	6
Presence of Multi-Modal Facilities			
Sidewalk or Trail		Points	
Present on One or Both Sides		0	
No Facility on Either Side		1	
* Unless Approved by Public Works Director or Designee			

- Historical crash data will also be obtained and analyzed to assist in prioritizing traffic calming projects; however, crashes alone do not constitute a need for traffic calming devices.



If Traffic Engineering staff determines that the street segment does not meet the specific criteria outlined above, the project request will be terminated. Staff will provide other education and enforcement alternatives to the Requestor. Furthermore, the requested street(s) will be ineligible for the NTCP for a period of two years unless Traffic Engineering staff determines that changing conditions, such as additional development, have resulted in a traffic volume or speeding problem. Examples of education and enforcement efforts may include written information, temporary driver feedback signs, and additional speed limit signs.

If Traffic Engineering staff determines the specific criteria outlined above are met, Traffic Engineering staff will identify feasible and appropriate¹ traffic calming alternatives to address the identified problem. The request will proceed to Step 4.

Step 4: Conduct Petition

Once Traffic Engineering staff has identified an issue for the requested street(s) and it meets all criteria set forth in the previous steps, staff will define the petition area. The petition area will typically include the following:

- Properties along the street that are being considered for traffic calming measures.
- Properties along streets where access is substantially dependent upon the street proposed for traffic calming.
- Properties along any street that are expected to receive significant increases, as determined by Traffic Engineering staff, in traffic volumes or types because of the traffic calming installation.

Traffic Engineering staff will also identify the type, number, and spacing of appropriate traffic calming measure(s). Consideration will be given to surrounding land uses, roadway width, existing traffic control, pedestrian and bicycle facilities, driveway spacing, utility conflicts, and right-of-way constraints.

¹ The County solely determines which traffic calming alternative(s) is(are) feasible and appropriate for a site on a case-by-case basis. Please see Appendix D for resources on traffic calming options that may be implemented.



Engineering staff will prepare a petition packet that includes the petition form (see Appendix E-2), a copy of the NTCP policy, a map of the study area with property boundaries ("Map"), the proposed traffic calming solution and approximate location(s). The petition packet will be given to the Requestor, who will then be responsible for conducting the petition within the study area. HOAs will be responsible for conducting the petition process.

The Requestor must obtain "yes" votes that represent at least **67%** of the Property Owners within the petition area. In addition, Property Owners within 100 feet of the proposed traffic calming measure must also vote "yes" to authorize the installation of the proposed traffic calming measure, which is identified by an approximate location on the Map. Single family home renters must obtain written permission of the Property Owner to vote on behalf of and in place of the Property Owner during the petition voting process. Only one vote per property will be counted irrespective of the number of Property Owners listed within the records of the Manatee County Property Appraiser. Missing signatures will be counted as "no" votes. If more than one vote is received relative to a single Property, unless all votes from that Property are "yes", the vote(s) will be counted as a single "no" for that Property. After Traffic Engineering staff provides the Requestor with notice to proceed, the Requestor will have 180 days to collect signatures and submit the petition results back to the Traffic Engineering staff. Upon receipt of the petition results, Traffic Engineering staff will confirm that the Property Owners identified as having signed the petition correspond to records of the County's Property Appraiser. If the petition is successful, the proposed project will proceed to Step 5.

If the petition fails, or is not returned by the petition deadline, the project is thereby terminated. The Neighborhood Group or HOA will be ineligible from submitting another request for traffic calming for a period of one year. The street(s) requested shall not be eligible for a period of two years.



Step 5: Staff Presents to Board of County Commissioners for Approval

Traffic Engineering staff will present the proposed measures, outcome of the successful petition process outlined in Step 4, and the estimated cost for the proposed traffic calming measures to the Board of County Commissioners ("Board"), at a publicly advertised meeting for the Board's approval.

If approved by the Board, the request will proceed to Step 6.

Step 6: Install Traffic Calming Devices

The first 90-days of a proposed traffic calming device installation will be considered a trial period. When practicable, staff may install traffic calming devices using temporary materials. During the trial period, staff will accept and review community feedback on the installed traffic calming devices. If the responses received continue to support the proposed traffic calming devices, staff will schedule installation of the device(s) using permanent materials, as needed.

However, if staff receives negative feedback regarding these device(s) such that the community support petition criteria listed in Step 4 are no longer met, the devices will be removed, and the project shall be terminated. Additionally, the Neighborhood Group or HOA will be ineligible from submitting another request for traffic calming for a period of one year. The street(s) requested shall not be eligible for a period of two years.

MODIFICATION OR REMOVAL OF A TRAFFIC CALMING DEVICE

Process

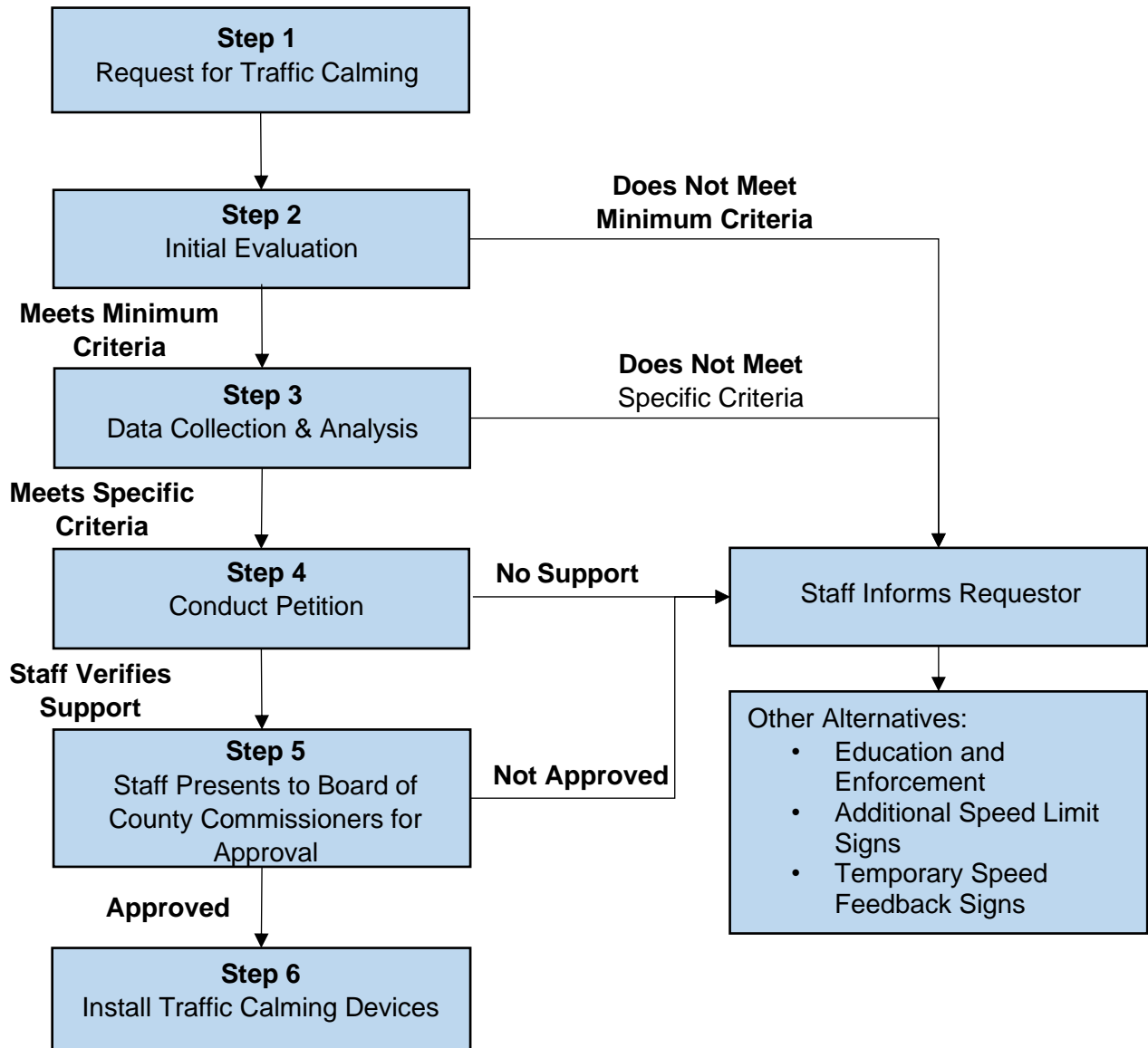
If Traffic Engineering staff determines that a traffic calming device(s) needs to be modified or removed because of a public health or safety issue, staff, with approval from the Board, will modify or remove the device(s). The HOA or Neighborhood Group will be notified in writing regarding the reasoning for removal. If the HOA or a Neighborhood Group wishes to remove or significantly



alter a traffic calming device, the same petitioning process in Step 4 must be conducted for removal or modification. If the petition supporting the removal or modification is successful, staff will present that petition to the Board for review and consideration. If the removal or modification is initiated by the HOA or Neighborhood Group, that neighborhood will be ineligible to participate in the NTCP for a period of five years.

APPENDIX A

Flow Chart for The Neighborhood Traffic Calming Program (NTCP) Process



Support from at least 67% of property owners required to remove traffic calming devices.

APPENDIX B

Frequently Asked Questions

- **Can we have a “Slow - Children at Play” sign?** – Federal Standards discourages the use of “Children at Play” signs. There is a widespread false belief that traffic signs provide added protection. Studies have shown there is no long-term reduction in speed with these signs, nor enforcement of ‘lower’ speeds. These signs may be found in some locations; however, they were placed before the Federal Highway Administration’s (“FHWA”) Manual on Uniform Traffic Control Devices (“MUTCD”) changed the recommendation for the use of this sign. The current edition of the MUTCD does not include this sign and therefore will not be installed by Public Works Department.
- **Can we have an All-way Stop for Traffic Calming?** – All-way stop signs must meet specific requirements found in the MUTCD. These requirements typically involve traffic volumes, crash history, and pedestrians. The MUTCD specifically states that “Yield or Stop signs shall not be used for speed control.” Multiway or All-way stop requests shall be requested separately and are not included in the NTCP.
- **What is the Speed Limit on residential streets when not posted?** – Pursuant to Florida Statutes Section 316.189, the speed limit for residential streets where not posted is 30 mph.
- **Can I request that a speed limit sign be posted on a street or in a neighborhood?** – Yes, we can review current signage and recommend a speed limit sign location(s) should it not be posted. This is at the discretion of the County, per their findings and allowable budget. It should be noted, the County does not supply decorative posts or install decorative posts for signs.

APPENDIX C

Definitions

- **Through Street** – A through street is a roadway that provides access to or connects to multiple similar type roadways. A through street gives priority to the vehicles that are traveling on the through street. A through street does not end at a cul-de-sac and typically connects to other through or collector streets.
- **85th Percentile Speed** – The 85th percentile speed is the speed at or below which 85 percent of the drivers travel on a roadway segment. For example, if the 85th percentile speed was found to be 32 mph, that means 85% of vehicles were traveling at or below 32 mph.
- **Functional Classification** – Functional Classifications are classified based on the amount of access and mobility a roadway provides. These classifications provide different levels of emphasis in regard to traffic movement (getting from one side of town to the other) versus direct access to property. There are three main categories: local, collector, and arterial. Each has their own unique characteristics to regard to access versus mobility. Table 5-1 and Map 5B of the Manatee County Comprehensive Plan list and depict Manatee County's adopted roadway functional classifications.



APPENDIX D

Additional Resources

Traffic calming programs have existed and been researched for many years through-out the country. A plethora of research of has been conducted to find the best and most effective methods to use to make roadways safer for all users. Please find below a list of resources for further education and information.

- U.S. Department of Transportation – Federal Highway Administration – FHWA Traffic Calming ePrimer – <https://highways.dot.gov/safety/speed-management/traffic-calming-eprimer>
- Institute of Transportation Engineers – Traffic Calming – <https://www.ite.org/technical-resources/traffic-calming/>
- U.S. Department of Transportation – Federal Highway Administration – Manual on Uniform Traffic Control Devices – <https://mutcd.fhwa.dot.gov/>
- Institute of Transportation Engineers – <https://www.ite.org/technical-resources/topics/speed-management-for-safety/speed-as-a-safety-problem/>



APPENDIX E

Neighborhood Traffic Calming Program Forms



Appendix E-1

Request for Traffic Calming

Please read through the Neighborhood Traffic Calming Program ("NTCP") prior to starting the traffic calming request process. If a Homeowners' Association ("HOA") exists, the request must come from the HOA. If there is no HOA, a group of citizens may initiate the process pursuant to Step 1 of NTCP.

Date: _____

Neighborhood Group / HOA Representative: _____

The Neighborhood Group / HOA Representative will serve as the liaison between the neighborhood group and the Engineering staff. The neighborhood representative will be responsible for obtaining the appropriate petition signatures.

Phone Number: _____

E-mail Address: _____

Address: _____

HOA Name: _____

Neighborhood Name: _____

Name	Address	Signature

Please continue to next page.



Please describe the location and perceived problem below.



Appendix E-2

Neighborhood Traffic Calming Petition Form

Name of neighborhood and/or HOA: _____

Contact person: _____ Telephone No. _____

Street(s) to be calmed: _____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

	Property Owner's Information			Support for Traffic Calming (See Map)		Support for Traffic Calming Adjacent to Property (See Map)	
	Name	Signature	Property Address	Yes	No	Yes	No
1							
2							
3							
4							



	Property Owner's Information			Support for Traffic Calming (See Map)		Support for Traffic Calming Adjacent to Property (See Map)	
	Name	Signature	Property Address	Yes	No	Yes	No
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							



	Property Owner's Information			Support for Traffic Calming (See Map)		Support for Traffic Calming Adjacent to Property (See Map)	
	Name	Signature	Property Address	Yes	No	Yes	No
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							