

---

**CITY OF WOODSTOCK  
APPLICATION 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 Woodstock, Cherokee County, Georgia. The contents of this document will address the procedures, the standards, material specifications and workmanship as related to procurement and installation of traffic control devices.

Traffic control devices as intended here shall include traffic signs, traffic signals, warning flashers, school flashers, pavement markings, and traffic calming devices. The procedures, standards, and material specifications shall apply to all publicly maintained rights-of-way and public and private development.

The City's Public Works 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.

**Public Works Director** – City official in responsible charge of the Public Works Department.

**Designee** – A staff member of the City's Public Works Department charged by the Public Works Director with the direct responsibility of implementing the program.

**Traffic Safety Committee** – An advisory group of qualified City Staff appointed by the City Manager to review and evaluate traffic issues of significant impact. The Public Works Director or Designee shall be a permanent member and chairperson of the committee.

**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 Woodstock 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

### A. Service Requests

All requests for new or repair and replacement of traffic control devices shall be directed to the Public Works customer service.

Routine repair or replace requests for non-emergency traffic control devices (excluding stop and yield signs, and school signs/flashers) are processed in the order of priority within 48 hours of the request. Emergency traffic control devices which include STOP sign, YIELD sign, and SCHOOL signs/flashers will be responded to within 2 hours of the call. Notice of malfunctioning traffic signals or bulb burnouts can also be directed to the Public Works customer service.

### **B. Maintenance Activities**

The maintenance activities shall include the routine repair and replacement of the existing traffic control devices by the City of Woodstock Public Works Department. The Public Works Department shall maintain an accurate record (to the extent possible) of all existing signs, repairs and/or replacement of signs for a period of 3 years. The Public Works Department shall develop and maintain a routine sub-division update program in accordance with the life cycle of the material used.

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

Requests for new non-standard and specialty signs shall be approved by the Public Works Director. The Public Works Director shall submit the request to the City's Traffic Safety Committee for review and evaluation. The Traffic Safety Committee shall initiate and conduct a traffic study (if applicable) to evaluate the conditions and determine the required solution. The Traffic Safety Committee shall advise the Public Works Director in writing with the outcome and the required action within 30 days of the request.

The Public Works Director shall consider the recommendation by the Traffic Safety Committee and forward a response in writing to the original requestor with a decision and potential costs and schedules. The decision of the Public Works Director may be appealed to the City Manager and City Council.

### **D. Traffic Committee**

The City of Woodstock Traffic Committee is established to uniformly review and evaluate the requests for traffic regulation changes based on the City's Traffic Regulations. Based on an evaluation, the committee shall make a recommendation to the Public Works Director. The City Manager appoints the members of the committee from the following Departments:

- Public Works Department
- Engineering Department
- Planning Department
- Police Department

The Public Works Director shall consider the recommendation and make a final determination and forward a response to the original requestor. The decision of the Public Works Director may be appealed to the City Manager. Meetings will be held on a monthly basis at a minimum and as needed to address special issues.

## **IV. POLICIES AND STANDARDS**

## **A. Prohibited Signs**

1. The City of Woodstock does not permit business signs, advertising signs, or any other non-compliant sign within the public rights-of-way; unless otherwise provided in the City's Land Development Codes.
2. The City of Woodstock does not fabricate, install or maintain "Children at Play" and "No Dumping" signs.
3. Unauthorized signs will be removed by the Code Enforcement Officer

## **B. Standards**

### **1. Traffic Control Signs**

- a) All traffic control signs shall conform to the guidelines provided by the latest approved edition of the M.U.T.C.D. Non-conforming signs and installations will not be accepted and shall be removed and replaced at no expense to the City by the project owner.
- b) All material and workmanship for the traffic control devices shall be in accordance with the latest edition of the GDOT Standard Specification for Roadway and Traffic.
- c) The signs shall be of high-intensity reflective vinyl sheeting on aluminum surface. The colors, shapes, border, dimensions, lettering size, installed height and lateral distance shall conform to the requirements of the latest approved edition of the M.U.T.C.D. and GDOT standards.
- d) All STOP signs shall be minimum 30" x 30" with high intensity reflective sheeting on aluminum surface. The Public Works Director or Designee shall have the option to require a larger size or multiple STOP signs if necessary.
- e) All sign posts shall be 12' and shall be 2 lbs. galvanized U-Channel.
- f) All street identification signs shall be 9" sign blades with 6" letters on collectors and higher classification. 6" blades are only acceptable internally to the sub-division streets. Street identification signs shall be mounted on top of STOP signs where applicable using 91UF-OL90 Bracket and 9-90 Cross Bracket.
- g) All street identification signs shall include the City of Woodstock logo with the appropriate size for the 6" and 9" blades. The City logo shall be of reflective vinyl material.
- h) In new concrete median separators, a 1' x 1' window shall be neatly formed, an appropriate distance from the nose of the separator for the installation of the signs.
- i) In existing concrete median separators, a 1' x 1' window shall be neatly saw-cut and the area to be filled with suitable material. As an alternative, approved surface-mounted sign pedestals may be used.
- j) All school signs shall be "fluorescent yellow" color for maximum visibility.

### **2. Pavement Markings:**

- a) Unless otherwise stated in the document, all pavement markings shall conform to the guidelines provided by the latest approved edition of the M.U.T.C.D. and GDOT standard specifications.
- b) Unless otherwise approved by the Public Works Director, all pavement markings shall be thermoplastic conforming to the latest approved GDOT specifications.

- c) Nose of all median separators shall be painted with reflective yellow paint in accordance with GDOT standards.
- d) Contractors shall use an approved method for eradication of the existing pavement markings from the pavement surface.
- e) On collector roads and residential streets with less than 12' effective lane width, the width of the striping shall be 4". On arterial roadways and collector roads with standard 12' lane widths, the width of the striping shall be 6".
- f) All school zone markings shall conform to the latest DGOT approved standards.

**3. Traffic Signals**

- a) All traffic signals shall conform to the latest GDOT approved standard specifications and guidelines provided by the M.U.T.C.D.
- b) All material and parts shall be on GSOT approved list.
- c) All green, yellow, red, and pedestrian signals shall be LED (Light Emitting Diodes).
- d) All pulse loops shall be 6' x 6' GDOT type "B" centered in each lane.
- e) All presence loops shall be 6' x 40' GDOT type "F" quadruples.
- f) Red arrows on the 3-Section protected-only signals are not permitted. A solid red ball is required instead.

**C. Signing in New Sub-Divisions**

The City of Woodstock Public Works Department will install all required traffic control signs for new subdivisions in accordance with the required standards. The procedure for the installation and compensation for the signing shall be as follows:

- 1. The developer shall submit a copy of the final approved subdivision plans to the Public Works Department for evaluation and planning.
- 2. The Public Works Department will prepare the signing design and provide a cost estimate to the developer upon review.
- 3. The developer must pre-pay the initial costs of the fabrication and installation prior to issuance of the permit to commence work.
- 4. The Public Works Department shall install the traffic control signs as soon as the roadway infrastructure is constructed, prior to construction of any homes.
- 5. Upon completion of all homes within the development, the Public Works Department shall inspect the traffic control signs and repair and replace any signs damaged during the construction activities. Compensation for any repairs and/or replacements shall be made in full prior to issuance of the final Certificate of Occupancy for the property.

**D. Signing in Private Sub-Divisions**

Signing in private sub-divisions is the responsibility of the community's homeowners association (HOA). However, private subdivisions may request updates of the traffic control signs within private developments. The request must be in writing on the HOA's letterhead and shall be signed by the president of the HOA.

In response to a formal request, the City shall conduct an inspection of the private sub-division and prepare and submit a cost estimate in accordance with Exhibit A and time schedule to the HOA. Upon receipt of the payment, the City shall proceed with the fabrication and installation of the signs.

#### **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 permitted through a special use permit approved by the Public Works Director provided all special conditions are met. Sub-divisions, through their HOA's, can apply for a "Decorative Sign and Sign Post" permit and pay a nominal non-refundable processing fee. The Public Works Director may approve the permit upon satisfaction of the criteria and special understanding. The conditions for approval are as follows:

1. The signs conform to the M.U.T.C.D. and DGOT 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 and labor for the installation.
4. Upon damage, the HOA will provide material and labor for the replacement.
5. During an emergency, i.e. downed STOP sign, 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 Woodstock.

### **V. TRAFFIC REGULATIONS**

#### **A. Traffic Signals**

Installation of traffic signal is contingent upon satisfaction of all of the following criteria:

1. Satisfaction of the minimum M.U.T.C.D. warrants and
2. Minimum spacing of one-quarter mile with adjacent signals, and
3. The intersection already has or will have left turn lanes in all directions, and
4. Availability of the funds.

A traffic signal warrant study conducted by a professional engineer registered in the State of Georgia is required. The warrant study shall also address the signal spacing and adequacy of turn lanes at the intersection.

#### **B. Multi-Way Stop**

Installation of multi-way stops is contingent upon the following criteria:

1. Satisfaction of the minimum M.U.T.C.D. warrants and
2. Lesser potential solutions have been implemented and have not resulted in an improvement.

A multi-way warrant study conducted by a professional engineer registered in the State of Georgia is required. The warrant study shall describe the previous improvements and the results of the implementation.

### **C. Speed Limits**

Changing on existing speed limits or establishing new speed limits shall be contingent upon the following criteria:

1. A speed study in accordance with the ITE guidelines to determine the eighty-fifty percentile speeds, and
2. A crash analysis for the recent past 3-year period, and
3. Physical geometry and clear zone standards

Speed limits on subdivision streets and residential roads shall be set at 25 MPH. Lower speed limits are only permitted if conditions warrant such an action in accordance with a traffic study. The speed study shall be conducted by a professional engineer registered in the State of Georgia. The change in regulation other than 25 MPH limit on residential streets shall be approved by the City Council.

### **D. Parking Prohibition**

Parking prohibitions may be authorized and implemented under the following criteria:

1. As required by the State Law at locations specified.
2. Parking within the pavement surface or the right-of-way creates a safety hazard as determined by the City.
3. Parking within the pavement surface or the right-of-way hinders movement of emergency vehicles as determined by the City.
4. Parking within the pavement surface of the right-of-way results in destruction of public property as determined by the City.
5. Parking within subdivisions with deed restrictions.
6. Parking on streets within 1-mile radius of high schools.

The Public Works Director or Designee is authorized to post parking restrictions with time limits as appropriate. Public nuisance restrictions may be authorized within sub-divisions if the following conditions are satisfied:

1. If an HOA exists, a written request on HOA letterhead signed by the president and providing evidence of a resolution by the HOA Board, specifying the limits of the restrictions; or
2. If there is no HOA, a petition signed by all of the homeowners on both sides of the street 500' upstream and 500' downstream from the point of restriction.

### **E. Truck Restrictions**

Movement of heavy trucks for other than local deliveries results in destruction of the infrastructure.

1. Movement of heavy trucks for other than local deliveries results in destruction of the infrastructure.



2. Movement of heavy trucks for other than local deliveries results in a safety hazard as determined by the Public Works Director or designated officer.
3. Nuisance cut-through exists where ample alternative arterial roadways and major collector roadways are available as determined by the Public Works Director or Designee.

The truck restriction shall not relocate the problem elsewhere in the transportation system or cause unsafe conditions at any intersection. Posting of the restriction must include the tonnage limit and adequate advance warning signs when necessary. All signs must include a “Local Deliveries Permitted” message.

## **F. Traffic Calming**

Traffic calming measures are intended to modify driver’s behavior to adhere with the safe operating regulations. They may be considered for residential sub-divisions to combat unsafe speeding and no-residential 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 signing
- Speed trailers
- Permanent speed displays
- Turn restrictions
- Median chokers
- Speed tables and humps
- Street narrowing
- Traffic circles
- Street closures

### **Traffic Study**

A traffic study performed by a registered professional engineer in the State of Georgia shall demonstrate based on the traffic data the need to implement traffic calming measures. The engineering data to support the conclusions shall include, but not limited to the following:

- Directional traffic volume data

- Directional speeds data
- Classification counts
- Crash history
- Physical geometry (length, curves, widths, etc.)
- Project costs & method of funding

The study, based on the collected data, shall conclude by recommending the most appropriate type of traffic calming.

**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 vpd
Posted Speed	30 mph or less
Speed	30% over posted speed or 10% over 10 mph over limit

Vpd = total number of vehicles in a 24 hour period

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

In design and location of speed humps and speed tables, it is critical to consider the following:

- Spacing of subsequent humps or tables should be no more than 400' to avoid speeding between humps or tables
- Humps or tables should not be placed within a horizontal curve
- Adequate measures should be deployed not to obstruct drainage
- Ensure adequate lighting exists

**Non-resident Cut-Through**

In neighborhoods where non-resident opportunities exists; the minimum criteria is as follows:

20% or more non-resident cut-through in any peak hour

Speed humps and speed tables can be considered for combating non-resident cut-through provided the volume and speed criteria are satisfied.

**Other Speeding Counter-measures**

There are other effective yet less restrictive physical methods available for combating speeding. They include:

- Median chokers – with or without landscape
- Street narrowing
- Traffic circles

### **Application Procedure**

Procedures to submit a request for evaluation and implementation of traffic calming are as follows:

- (1) A written request is submitted. E-mail and fax request are acceptable. If there is an HOA, the request must be from the HOA Board on their official letterhead. Request must be submitted to the Director of Public Works. 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.)

Anonymous requests will not be considered.

- (2) A preliminary evaluation is conducted by the City to determine the root cause and the significance of the speeding and non-resident cut-through and review the crash history. The Public Works Director will forward a recommendation to the original requester.
- (3) If physical restrictions other than education, signing, enforcement, speed trailers are determined to be necessary, the neighborhood HOA shall submit the following to the Director of Public Works within 30 days:
  - A petition as outlined under “Petition Drive Procedures”
  - Concurrence and evidence of approval by the HOA Board
  - Commitment for funding
  - A non-refundable application fee as listed in Exhibit B

In neighborhoods with no formal HOA, a petition drive will be requested after a preliminary study has determined speed humps or speed tables are warranted.

- (4) Upon the completion of the design of the traffic calming devices, funding commitment, and selection of a qualified contractor, the Public Works Director shall issue a right-of-way utilization permit for the installation of the traffic calming devices.

### **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 City Public Works 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
- 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 Public Works Department within 30 days of the request by the Public Works Director.

### **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.

Funding for removal of any traffic calming device shall be the responsibility of the HOA or the neighborhood.

### **Approval**

Upon recommendation by the Public Works Director, the City Council shall approve or deny the request during their regular sessions.

### **G. Lane Restrictions and Road Closures**

Unless expressly permitted in writing by the Public Works Director, temporary lane closures and/or restrictions are not permitted during peak periods in the peak direction on the City streets. The peak period is defined as 7:00 to 9:00 a.m. and 4:00 p.m. to 6:00 p.m., Monday through Friday. For emergency operations, a verbal permission must be obtained from the Public Works Director or in his absence, from next in command.

Non-emergency, temporary, or permanent road closures are not permitted without a right-of-way utilization permit approved by the Public Works Director and the City Council. Temporary closures for emergencies may be permitted upon justification as approved by the Public Works Director and the City Manager.

### **H. Over-sized and Over-weight Vehicles**

Movement of vehicles exceeding the size and weight as specified by the state law is prohibited on City streets without a permit. A permit application shall be filed at least seven (7) calendar days, excluding holidays, in advance of the scheduled move with the Public Works Department. The applicant shall specify all loaded dimensions and scheduled routes on their application.

The applicant shall be responsible for the costs of temporary removal and/or relocation of the impacted infrastructure, trimming of the trees, police escort, etc. as required. The City will notify the applicant by phone within 48 hours of application if additional information is needed or a deposit is required. The Public Works Director or Designee may request an

alternative schedule and/or route to minimize the impact on the flow of the traffic on City streets.

If the move is partly on streets under the jurisdiction of other political sub-division, a copy of an approved application by all impacted jurisdictions must be forwarded to the City prior to the authorization by the City.