

**Jackson County, Florida**  
**Policy and Procedures for Traffic Calming**

**Introduction**

As a community grows, traffic calming may become a useful tool in discouraging speeding and cut-through traffic in residential areas.

In addition to the guidelines and recommendations outlined in the Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, the Jackson County Board of County Commissioners, hereafter “the Board”, has established the following policy and procedures for the construction of traffic calming measures on roadways in unincorporated Jackson County.

**Overview**

Traffic calming may occur in various forms such as altering the road width or adding devices creating a slight elevation in specific areas. These will be collectively referred to as devices or measures. Some common examples of such devices are speed bumps, designed to slow speeds to less than 10 mph; speed humps, designed to slow speeds to 15 – 20 mph; and speed tables, designed to slow speeds to 20 – 25 mph.

While effective, the potential impact on neighboring roads shall be taken into consideration so as not to encourage traffic diversion to those areas. An engineering study will address this as well as many other factors to determine if traffic calming devices are appropriate.

This policy also addresses device removal should the request be made.

It should be understood, satisfaction of the following procedures by the applicant and accompanying petitioners does not guarantee project approval by the Board.

**Project Funding for Construction and Removal**

If the construction project is approved, a Municipal Services Benefit Unit will be set up. Project funding will occur in two phases the engineering study and the construction.

If the removal project is approved, the same MSBU will be utilized for the collection of removal costs.

Total cost must be paid to the MSBU prior to the commencement of each project or phase.

Commissioner-initiated projects will be paid typically from their Bond or Discretionary account, whichever is approved by the Board.

Project costs will be provided to the applicant and petitioners via certified mail, or email, whichever is preferred. These prices may only be valid for a limited period so every effort should be taken to complete the approved project in a timely manner.

## Limitations and Restrictions

Since speed bumps are designed to slow traffic to well below the speed of our residential roadways, typically 35 mph or 45 mph, they will not be considered for the purpose of this policy.

Speed humps and speed tables will not be installed on arterial or major collector roads, or roads with speed limits over 25 mph.

The applicant and accompanying petitioners shall bear all associated costs regardless of whether devices are installed, or not. The same will be true for removal requests. Monies paid for services rendered will not be refunded.

## Initiation For Installation

Any citizen interested in initiating the consideration process must be the County Commissioner of, or primary resident owning property along, the road being considered. The resident acting as the applicant or primary point of contact must submit, in writing, to the Jackson County Road and Bridge Department, hereafter "the Department", the following:

- 1) A statement justifying the request.
- 2) A petition signed by at least 90% of the property owners along the subject road, including the individual initiating the request, if a property owner. Additionally, if a dead-end road intersects with the subject road, those property owners shall be included in the petition.
  - a. The petition must clearly state: *"Applicants and petitioners agree to paying all related costs, regardless of whether traffic calming measures are constructed, or not. Funding for approved projects which have been initiated by a property owner will be paid to a Municipal Services Benefit Unit in two phases, engineering services and construction. Each phase must be paid prior to the commencement of services. Should traffic calming measures not be taken for any reason we, the undersigned, understand that any monies paid for services rendered are not refundable."*
  - b. A list from the Jackson County Property Appraiser's office will be utilized as reference for potential petitioners.
  - c. Renters shall not be included in the petition.
  - d. Applicant and petitioners will include a signature, legibly printed name, phone number and current address for verification purposes.
- 3) Location of the proposed devices.
  - a. A full-color aerial photograph, or detailed sketch, with markings indicating the proposed location of each device.
  - b. GPS coordinates, in decimal format, for each proposed device.

Forms are available at Jackson County Road and Bridge and on the County's website.

The Department will request statements from potentially impacted agencies including, but not limited to: Jackson County Fire Rescue, Jackson County Sheriff's Department, Jackson County School Board Transportation, J-Trans, residential waste removal providers, etc.

### **Project Review and Determination for Construction**

Department staff will verify the information submitted and request a public hearing be scheduled by the Board. Notification of the public hearing will, at minimum, be posted on the County website as well as in one local newspaper. Prior to the public hearing, a notice will be posted on each end of the subject road stating, "NOTICE Petition for Traffic Calming A Traffic Calming Petition has been filed with the Jackson County Road and Bridge Department For information call 850-482-9629".

Staff will present the submitted information and proposed funding source to the Board in an agenda packet prior to the public hearing.

Upon project approval a licensed engineering firm contracted with the Jackson County Board of County Commissioners will be assigned to perform the engineering study.

### **Phase I – Engineering Study**

The assigned engineering firm will be responsible for completing the related studies recommended by the Florida Department of Transportation based on the information submitted in the application process.

Prior to commencement, the firm will provide the cost for the engineering phase of the project which Department staff will relay to the applicant and petitioners as previously stated. This cost will include the Department's administrative services rounded to the nearest half-hour, not to exceed one-hour.

A Notice To Proceed will be issued when funding has been received in full to the MSBU. Work can begin immediately if the project will be paid from the County Commissioner's fund.

Upon Phase I completion, the engineer's report will be reviewed by Department staff.

### **Phase II – Construction**

After thorough review of the engineer's report, staff will take steps to secure a contractor in accordance with the Jackson County Purchasing Policy. The authorized contractor will construct the traffic calming measure according to FDOT standards. Appropriate pavement markings and warning signs will be included in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways provided by the United States Department of Transportation Federal Highway Administration.

### **Maintenance, Repairs, Replacement**

Subsequent maintenance, repairs, and replacement will be assumed by the Department.

### **Project Abandonment**

Should any of the petitioners choose to revoke their support of the traffic calming request, subsequently causing the overall percentage to fall below 90%, the project will be considered abandoned.

Revocation of support shall be submitted in writing to the Department. Notification of project abandonment will be mailed, or emailed, to all petitioners.

Monies paid for services rendered will not be refunded.

### **Removal Process**

Traffic calming devices may be considered for removal at the petitioner's expense following a similar process as the original construction request. The removal request must be initiated by the County Commissioner of, or primary resident owning property along, the subject road. The resident acting as the applicant or primary point of contact must submit, in writing, to the Department, the following:

- 1) A statement justifying the request.
- 2) A petition signed by at least 51% of the property owners along the subject road, including the individual initiating the request, if a property owner. Additionally, if a dead-end road intersects with the subject road, those property owners shall be included in the petition.
  - a. A list from the Jackson County Property Appraiser's office will be utilized as reference for potential petitioners.
  - b. Renters shall not be included in the petition.
  - c. Applicant and petitioners will include a signature, legibly printed name, phone number and address for verification purposes.
- 3) Location of the devices to be removed.
  - a. A full-color aerial photograph, or detailed sketch, with markings indicating the location of each device.
  - b. GPS coordinates, in decimal format, for each device.

Forms are available at Jackson County Road and Bridge and on the County's website.

### **Project Review and Determination for Removal**

Department staff will verify the information submitted and present it and the proposed funding source to the Board in an agenda packet prior to the regular Board meeting.

Upon project approval contractor services will be sought in accordance with the Jackson County Purchasing Policy. Removal will commence once the funds have been paid in full as previously established in this policy.

If emergency service personnel discover the traffic calming devices adversely affect operations, a request for removal can be presented by the appropriate agency, or department representative, and will not be subject to the preceding requirements.

This policy may be amended by the Jackson County Board of County Commissioners to address the changing needs of Jackson County.