



FORT WAYNE
Public Works
In Your Neighborhood

Community Led Traffic Calming Demonstration Program

Introduction

As the Fort Wayne community continues to grow and develop, residents are looking for innovative ways to improve their neighborhoods. One area of interest to most residents is pedestrian and vehicular safety around and along roadways. The City of Fort Wayne's Community Led Traffic Calming Demonstration Program ("Program") looks to give residents a way to explore the possibility of making temporary traffic calming changes to their local streets.

The process is citizen-driven, with the City of Fort Wayne Division of Public Works (DPW) and the Active Transportation Coalition of Allen County (ATC) assisting neighborhoods or other groups in developing safe and effective traffic calming plans. The Program helps citizens gain awareness of the requirements and work through the process of developing and possibly implementing traffic calming demonstration sites in their neighborhood.

The Program allows Fort Wayne citizens an opportunity to work with agencies to coordinate short-term experimental traffic calming techniques beyond speed reduction, standard pavement markings, and regulatory signs such as stop signs. The program is intended to give citizens with a traffic calming idea a means to determine if the project is feasible and a process for implementing a demonstration project.

It is never easy to balance the demands of motorists with the needs of neighborhoods, but the Program can help bring communities and agencies together to look for practical and innovative solutions that may result in neighborhood-wide improvements.

Program Outline

The Community Led Traffic Calming Demonstration Program is for projects within the City of Fort Wayne on public streets. Demonstration sites are intended to be on residential streets for safety reasons and to allow for a wider assortment of traffic calming options. Projects will not be allowed on State Highways or a street with a speed limit over 35 MPH. These projects are designed to be temporary to test how the traffic calming technique works in the proposed location.

Citizens who wish to participate in the program will be responsible to secure the funds and labor required to implement the project. The ATC will provide support in navigating the process and guidance on how to fulfill the requirements. The DPW will review submissions for feasibility in addition to providing technical review and guidance.

Finding support for the planning, funding, and installation of the project will likely require a large group of people. Applicants can work with neighborhood associations, business groups, neighbors, and other local organizations in order to garner support, funding, and find enough volunteers to install and maintain the project. Form a planning team to work together on the design, application, and organization of volunteers for project implementation is highly recommended. A large factor in the success of a project is the time, energy, and willingness of the people who are organizing the project.



Requirements

The Program has a two-phase application process, this allows groups to submit a proposed conceptual plan before investing time in creating final plans and securing funding and labor. The two-phase process also gives groups an opportunity to get guidance on an idea and helps provide an understanding of all aspects of planning a demonstration project before needing to submit a final plan.

Project applicants are responsible for the following:

- Working with ATC to submit an initial plan and statement of intention to the DPW
- Obtaining written approvals from the officially registered neighborhood associations or approved alternative
- Submitting a final plan after collaboration with ATC and DPW
- Funding the project through grants, contributions, sponsorships, or other private sources
- Signing a Memorandum of Understanding and Hold Harmless Agreement
- Filing for permits from the City of Fort Wayne Right of Way department
- Acquiring labor to install, maintain, and remove the project in a timely manner
- Providing proper safety measures during installation, maintenance, and removal
- Collecting data before, during and after the project, if required
- Photographing the project and providing images to the ATC and DPW
- Maintaining the installation for the duration of the project
- Returning the street to previous condition after project duration



Location Considerations

The Program is for projects within the City of Fort Wayne on public streets and is intended specifically for residential streets.

Citizen led demonstration projects using this Program will only be considered for streets that have traffic volumes less than 10,000 ADT, a speed limit of 35 MPH or lower, and are not State Highways. However, meeting all of these requirements does not guarantee a location will be approved if there are additional circumstances such as a school zone or proximity to a major thoroughfare.

Additionally, consider the size of the project, if you attempt to cover too large of an area, you run the risk of being spread too thin and diluting your project's visual and physical impact.

Traffic Calming Location

- Speed limit is 35mph or less
- Traffic Volume is less than 10,000 ADT
- Is a City street & not State owned.

For safety reasons, streets with lower traffic volume will have a wider assortment of traffic calming options, whereas streets with higher traffic volume or speeds will have to use more standard traffic equipment.

Traffic volume map can be found here:

https://www.cityoffortwayne.org/images/stories/traffic_engineering/2019_AD_T_Map.pdf

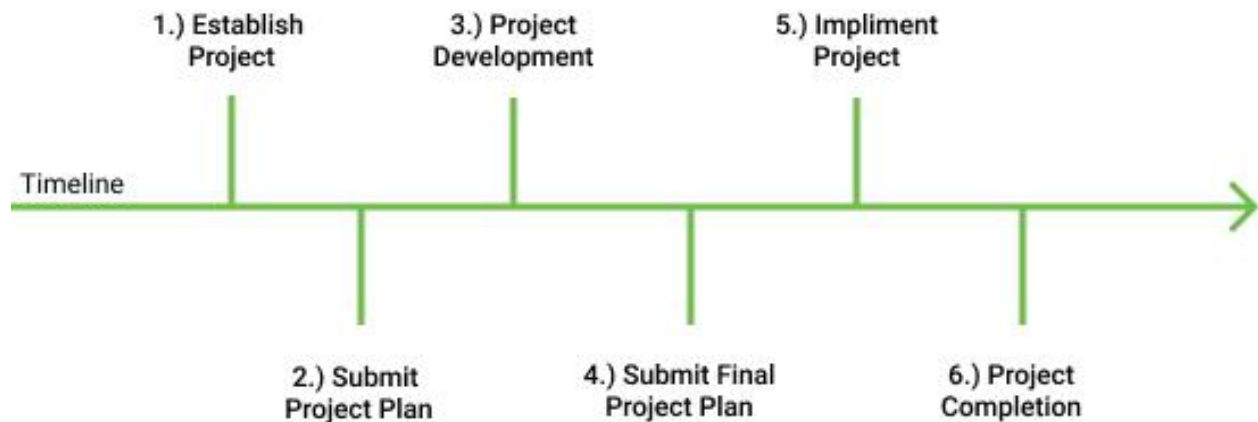


Guidelines

The Program requires that residents play an active role in the development, funding, and implementation of the project. These projects are citizen-led and the applicant will be required to organize the many different aspects of the project. It is recommended to have a small, dedicated group of residents work together as a planning team.

Multiple agencies will work together with the planning team to create a safe and effective traffic calming plan. Applicants should anticipate that it could take at least four to six months to complete the process. The amount of time will be dependent on the complexity of project and if funding has already been secured.

The process and requirements for residents to develop a project from idea to implementation is outlined in the following six steps.



Step 1: Establish Project

Applicant will submit a formal written request that outlines the current traffic concerns and proposed outcome of the project on the Active Transportation Coalition website.

<https://activetransportationcoalition.com/trafficCalming/>

If a request is a viable candidate for a traffic calming project, the applicant and their planning team will meet with the ATC to discuss the following aspects of the proposed project:

- Feasibility, scope and some conceptual possibilities for a project
- Expectations of project schedule, funding, and volunteer time
- Expectations for installation, maintenance, and removal
- Expectations of community education and engagement, if any

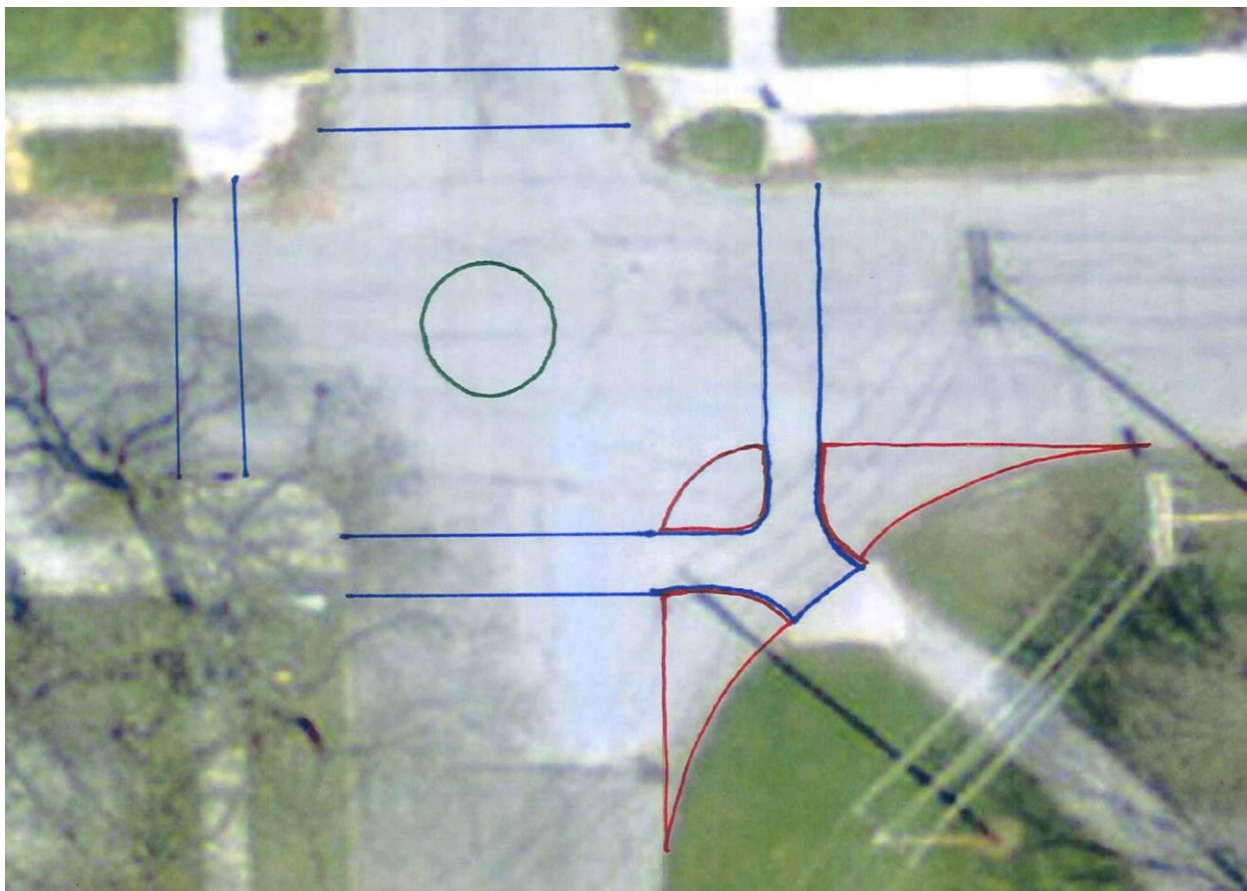
Step 2: Preliminary Project Plan Submittal

Once a conceptual idea has been developed with the ATC, a preliminary project plan can be submitted to the DPW.

The preliminary project submittal must include:

- Application Form
- Signed Memorandum of Understanding
- Statement of Intention (concerns, goals, who is involved, schedule)
- Conceptual design(s)
- Ideas for community education and engagement, if any
- Proposed budget and funding source(s)
- Letter of support for the preliminary concept from the appropriate neighborhood association(s) or business association. If there is no association, a petition of adjacent property owners, as determined by the DPW may be required

Upon receipt of the complete preliminary submittal, DPW will review the proposed project for feasibility and provide recommendations to develop the project.



Conceptual designs do not need to be complicated or detailed. The example above shows that a few simple lines can convey a basic plan.

Step 3: Project Development

Once a preliminary project plan has been approved by DPW there are many details that still need to be finalized to develop a final project that can be successfully implemented.

Design: The applicant and planning team will meet with the agencies to discuss the details of the project to determine the best approach for the project, taking into account technical requirements of traffic safety, cost, timeline, and ability to install, maintain, and remove the equipment used for the project. This may require multiple meetings with different stakeholders, including meeting at the proposed project location.

Data Collection: Since these are temporary experimental traffic calming projects, it is important to collect traffic and pedestrian data of the project area during the different phases of the project. The required data will be determined based on the project and may be collected by both the planning team and the DPW. Data collection will likely include the speed and volume of vehicular traffic collected by the DPW, while pedestrian volume and movements will likely be collected by the planning team. Data will need to be collected before the project begins and while the project is in place, follow up data after removal may also be required. Qualitative data, such as a survey of local residents may also be beneficial.

Schedule: A project schedule will need to be determined for when the project can be implemented. Some things that will need to be considered when finalizing the schedule are:

- How long will installation take? Should it be done in phases?
- How long is the project approved to be in place?
- Is there a need to collect data during a specific circumstance? (for example during the school year)
- Are there events that would conflict with the project? (for example Fort 4 Fitness)
- Can community education and engagement be combined with another event?

Funding: The funds to cover project costs will need to be secured by the applicant and planning team. Funding can come from grants, neighborhood groups, and/or business sponsorship or donations. The cost of a project will depend on the type and size of project. Projects can vary in cost from \$500 to \$5,000. The ATC may be able to help with information about grant opportunities. Additionally, to help reduce costs, there are resources available for groups to borrow common traffic calming equipment in addition to other placemaking items. The list of resources is available at <http://ActiveTransportationCoalition.com/lendingLibrary>

Community Education and Engagement: Community support and involvement is an important part of successful demonstration project. A letter of support from the neighborhood association or a petition in support of the project signed by a certain percentage of adjacent homeowners is required before the project can be approved. It is also helpful to inform the neighborhood of the project and its timeline so that they know what is about to happen and how long it will be in place. Additionally, groups may find it beneficial to have an event that promotes and explains the purpose of the traffic calming project to their neighbors that were not involved in the project. Informational events can be helpful both before installation and while the demonstration project is in place.

Many details need to be worked out to create an effective final project plan. Although these projects are citizen-led, the ATC and DPW will be involved to make sure the project is safe and successful.

Step 4: Final Project Plan Submittal

To gain approval for project installation, a final project plan must be submitted to the DPW. The final project plan submittal must include:

- Project plans
- Project schedule (planned dates of installation, removal, data collection, events, etc)
- Proof of funding
- Letter of support for the final project plans from the appropriate neighborhood association(s) or business association. If there is no association, a petition of adjacent property owners, as determined by the DPW will be required
- List with signatures of committed volunteers
- Signed Hold Harmless Agreement
- Community education and engagement plans, if any

Upon receipt of the complete final project plan submittal, the ATC and DPW will review the proposed project to confirm that it is a safe and effective plan, can be implemented with the available resources, and follows the requirements of the Program.



Final project plans do not need to be complicated technical drawings. The example above shows that a few simple lines and descriptions may be all that you need.

Step 5: Project Implementation

There is more to an effective and successful temporary traffic calming demonstration project than setting up equipment in the road. It is very important to make sure that all safety procedures are followed and the plan is installed as designed.

Permits: Before project installation can begin, a permit from the City Right of Way office must be obtained to place restrictions on the street. An approved traffic control plan is required to be in place while the street is restricted for any installation or maintenance. The traffic control plan must be submitted with the permit.

Installation: The applicant and planning team are responsible for installation of the project and any costs associated with the installation. A group of responsible volunteers can be used to install the project. With a group of volunteers, a project can take anywhere from a couple of hours to a full day to install depending on the complexity of the project. There may be a few items in the plan such as sign or pavement marking enhancements that may be installed by the DPW but the majority of work will be organized and completed by the planning team and their volunteers. Depending on the plan and materials used, there may also need to be a volunteer work day to prepare materials and the demonstration site before installation day.

Safety: Increasing safety is the goal of traffic calming projects and should also be a top priority during installation. The approved traffic control plan must be followed to make sure that the work area is secure so vehicles do not enter. It is also highly recommended that all volunteers have safety vests.



Step 5: Project Implementation, Continued

Maintenance: The planning team will need to check on the project daily, preferably twice a day, to ensure that the project's equipment is in the proper location and that nothing is damaged. When a new traffic pattern is established, it can take a while for drivers to know how to properly maneuver through it and may accidentally hit some of the items. Or there may be a local resident that does not agree with the changes and they may remove or damage items. Due to these issues, the project needs to be checked on regularly to make sure it is still safe for drivers and pedestrians.

Data Collection: While the project is in place, it is imperative that data be collected to understand how the project is influencing traffic and pedestrians. The same type of data that was collected before installation will need to be collected again so that the data can be compared. It is possible that data will need to be collected a couple of time during the installation since driving behavior may change as drivers become accustomed to the traffic calming devices.

Community Education and Engagement: Change can be hard for people especially when they do not understand the purpose of the change. Taking the time to explain what is happening in the neighborhood before and during the installation can help the neighborhood understand the importance of the project. Some ways the planning team can inform the neighborhood of the project are:

- Submit information for the neighborhood newsletter, email, and/or social media
- Hand out a flyer door to door, especially to those adjacent to the project
- Give a presentation at a neighborhood meeting
- Hand out information at a neighborhood event
- Host your own event to have neighbors come and hear about the project and try it out for themselves



Step 6: Project Completion

After the project is complete, there are still items that need to be accomplished for a successful project.

Project Removal: Since this is a temporary project, it will be necessary to remove any nonpermanent items that were used for the traffic calming project. Just like installation, removal will require work to be done by the planning team and their volunteers, with a permit and an approved traffic control plan. The demonstration site will need to be returned to the same condition as before the project. The only exception to this would be for specific permanent elements that were approved as part of the project plan, such as sign or pavement marking enhancements.

Data Collection: If there is any data that needs to be collected after the project is removed, that will need to be collected within two weeks of project removal. All data collected should be submitted to the ATC and DPW within a month of project removal. Additionally, pictures of the project that were taken should also be submitted to the ATC and DPW within a month of project removal.

Project Evaluation Meeting: With a temporary experimental traffic calming project, it is important to evaluate and discuss how the project went. Within a month of project removal, a meeting will be held with the applicant, planning team, ATC, DPW, and any additional stakeholders to discuss the affect the project had on traffic, lessons learned, and any further steps that may need to be addressed.



Project Considerations

When planning your project consider the following:

1. *Where can the project be located?* Demonstration sites are intended to be on public residential streets but projects can be proposed for any public streets within the City of Fort Wayne as long as they have traffic volumes under 10,000 ADT, a speed limit of 35 MPH or lower, and are not State Highways. See the “Location Considerations” section on Page 4 for more information.
2. *Who will be involved?* This citizen-led project involves working with the Active Transportation Coalition (ATC) and the City Division of Public Works (DPW). It is also strongly suggested to work with the Neighborhood Association and local business district, if applicable. There will also need to be a group of volunteers to help with installation, maintenance, and removal of the project. In order to work successfully with all these groups, it is recommended to have a planning team with a designated point of contact.
3. *How long will it take to plan and install a project?* Projects are all unique, and the duration of a project will depend on how complex it is. Applicants should plan for the whole process to take four to six months. Installation time will also depend on complexity, possibly taking a full day to install. Depending on the plan, there may also need to be a volunteer work day to prepare materials and the demonstration site before installation day.
4. *What types of projects can be done?* There are many types of temporary techniques that can be used for traffic calming projects such as: road diets, traffic circles on residential streets, curb bumpouts, and chicanes. The specific type of technique(s) that can be used will depend on the project location and conditions. Speed bumps will not be considered.
5. *What types of materials can be used?* Materials used will need to be approved for traffic safety. In addition to standard traffic items such as cones, delineators, barricades, and rubber curb, items such as straw waddle or bales, tires, tempera paint, or planters may be allowed if they have appropriate visibility and reflectivity. Higher traffic volume streets will have less flexibility in the types of allowable materials that can be used.
6. *Who will install the project?* The applicant and planning team will be responsible for coordinating the installation, maintenance, and removal of the project. It is likely that the planning team will need to find a group of volunteers to help with the installation and removal of the project. The City will not install anything beyond permanent changes to signs or pavement markings, if any. The planning team will also need to consider how to organize the volunteers to be both safe and efficient during installation.
7. *Who will cover the cost of the project?* Project funds will need to be secured by the applicant and planning team. Funding can come from grants, neighborhood groups, donations, and/or business sponsorship. The amount of funding needed will depend on project and could cost anywhere from \$500 to \$5,000.
8. *Who will design the project?* It will be the responsibility of the applicant and planning team to develop the project plans. The applicant should have a concept of an idea or can work with the ATC to learn about what options might work. DPW will not create a design for the project but will provide technical review and guidelines. The final design will likely be a collaboration of ideas to come up with a safe and practical plan.

Application

Application forms are included with this information packet and can also be found on the City of Fort Wayne's Traffic Engineering website.

<https://www.cityoffortwayne.org/publicworks/traffic-engineering.html>

The Program has a two-phase application process; a preliminary project plan submittal and a final project plan submittal. The two-phase application process allows groups to understand the requirements of a temporary traffic calming demonstration project and get guidance on a proposed conceptual plan before investing time in creating final plans and securing funding and labor.

The ATC will help applicants navigate the application process. Before submitting a preliminary project plan, the applicant and planning team should meet with the ATC to make sure that they understand all the requirements of the Program.

A complete preliminary project plan application consists of:

- Application Form
- Signed Memorandum of Understanding
- Statement of Intention (concerns, goals, who is involved, schedule)
- Conceptual design(s)
- Proposed budget and expected funding source(s)
- Letter of support for the preliminary concept from the appropriate neighborhood association(s) or business association. If there is no association, a petition of adjacent property owners, as determined by the DPW may be required
- Ideas for community education and engagement, if any

A complete final project plan application consists of:

- Project plans
- Project schedule (planned dates of installation, removal, data collection, events, etc)
- Proof of funding
- Letter of support for the final project plans from the appropriate neighborhood association(s) or business association. If there is no association, a petition of adjacent property owners, as determined by the DPW will be required
- List with signatures of committed volunteers
- Signed Hold Harmless Agreement
- Community education and engagement plans, if any

All applications must be submitted in full. No partial applications will be accepted.

The DPW will review all plans for safety and compliance with traffic regulations. If a plan does not meet a necessary regulation or there is a safety concern, a plan will not simply be rejected but comments and guidance for how to correct the issue will be given to the applicant.

Applications can be submitted to Traffic@cityoffortwayne.org

Installation and Maintenance

Installation of the project is a complex process. The planning team should have a detailed idea of the order for installing the different parts of the project. A project can take anywhere from a couple of hours to a full day to install depending on the complexity of the project. There are many things that should be taken into consideration when planning the project installation such as:

- Installation of the project will be completed by labor organized by the applicant.
- Before installation day, someone from the planning team will need to meet on site with DPW to go over the project layout.
- No obstruction of streets or sidewalks for installation and maintenance will be allowed without proper permitting from the Right of Way Office.
- An approved traffic control plan is required to be in place while the street is restricted to allow for a safe installation area, safety is most important.
- If traffic must be maintained, installation may have to be done in phases.
- Everyone on the project site must follow safety guidelines.
- Materials and equipment used in the installation must be approved by the DPW.
- A volunteer work day prior to installation day may be necessary to prepare materials and/or the demonstration site.
- The project will need to be installed as shown on the approved plans.
- The project will need to be checked daily, preferably twice a day, to ensure that the project's equipment is in the proper location and that nothing is damaged.
- At the end of the project, the applicant is responsible in restoring the demonstration site back to the original condition.



Frequently Asked Questions (FAQ)

Q: How much will a temporary traffic calming project cost?

A: It depends on the size of the project and materials you choose. It is possible for a project to cost anywhere from \$500 to \$5,000 or more. Additionally, the funds for the project will need to be secured by the applicant and planning team.

Q: What material and equipment can be used?

A: Materials used will need to be approved for traffic safety. In addition to standard traffic items such as cones, delineators, barricades, and rubber curb, items such as straw waddle or bales, tires, tempera paint, or planters may be allowed if they have appropriate visibility and reflectivity.

Q: Will the Division of Public Works tell us what our project will be?

A: No, the applicant should have an idea of what type of traffic calming technique they want to install and will be the one developing the plan. DPW will review the plans to provide technical and safety guidance.

Q: Could the Division of Public Works reject a design that we submit?

A: Yes, it is possible that a proposed traffic calming technique will not work for the project location. However, if that is the case, DPW will try to provide suggestions of alternative techniques that will work for the location.

Q: Why do we have to get neighborhood association approval if the project is on public property?

A: The City wants to ensure that people with a stake in how the neighborhood looks and feels are given the opportunity to speak up before the project starts. We understand that not every project is going to please everybody, but we want to make sure that the project is acceptable to the majority of the neighborhood.

Q: Since this is a temporary project, how long will it be in place?

A: The length of time will be determined for each specific project and may be based on location or type of materials used. Projects may only be in place for one day or up to a month or more, most projects will likely be approved for one week.

Q: How long will it take before a project can be installed?

A: The length of time will depend on the complexity of the project. Applicants should plan for it to take at least three months before they are able to start installation. Projects that are more complex may take longer to finalize plans and secure funding.

Q: What if I just want a stop sign added or speed limits reduced?

A: Information about the city Traffic Calming Policy for stop signs or speed limit reductions can be found here:

https://www.cityoffortwayne.org/images/stories/traffic_engineering/Traffic_Calming_Policy_Program.pdf

Resources

Local Resources:

Active Transportation Coalition

<https://ActiveTransportationCoalition.com/trafficCalming/>

ATC Resource Lending Library has materials that can be borrowed for projects

<http://ActiveTransportationCoalition.com/lendingLibrary>

City of Fort Wayne Traffic Calming Policy

https://www.cityoffortwayne.org/images/stories/traffic_engineering/Traffic_Calming_Policy_Program.pdf

City of Fort Wayne Painted Pavement Art Program

https://www.cityoffortwayne.org/images/stories/traffic_engineering/Painted_Pavement_Program.pdf

Design & Planning Resources:

Note that not all examples in these resources will be allowed or will work in all locations.

Basic principals of street design requirements:

<https://nacto.org/publication/urban-street-design-guide/>

Very basic overview of some traffic calming techniques:

<https://globaldesigningcities.org/publication/global-street-design-guide/designing-streets-people/designing-for-motorists/traffic-calming-strategies/>

More in-depth look at traffic calming techniques and where they are appropriate:

https://safety.fhwa.dot.gov/speedmgt/ePrimer_modules/module3.cfm#mod3

Design ideas that can be done with temporary materials:

<http://tacticalurbanismguide.com/>

<https://www.burlingtonvt.gov/sites/default/files/CommunityLedDemonstrationProjectPolicyGuide2018.pdf>





FORT WAYNE
Public Works
In Your Neighborhood

Community Led Traffic Calming Demonstration Program

Application Form

Group/Association Name: _____

Contact Person's Name: _____

Address: _____ Zip: _____

Contact Phone: _____

E-mail: _____

Emergency contact phone: _____

Location:

Intersection or section of street for proposed traffic calming project:

Neighborhood or Business Association that project is located within:

Application must also include:

- Signed Memorandum of Understanding
- Statement of Intention (concerns, goals, who is involved, schedule)
- Conceptual design(s)
- Ideas for community education and engagement, if any
- Proposed budget and funding source(s)
- Letter of support for the preliminary concept from a Neighborhood Association (or appropriate alternative)



Memorandum of Understanding

- Selection to review the project or development of the project does not guarantee that the project will be approved for installation.
- Applicant understands that this project is temporary in nature.
- Applicant is responsible for securing funding for the project.
- Applicant is responsible for securing the labor (can be volunteers) to install, maintain, and remove the project.
- Applicant and planning team will meet with multiple agencies to develop a final plan that may differ from the applicants proposed plan.
- Approval of the project from the Neighborhood Association will be required. A petition of approval of adjacent homeowners may also be needed.
- Applicant or volunteer may need to data collection before, during, and after the project.
- Applicant is responsible for all necessary safety measures during installation of the project while working within the public right of way.
- Applicant understands that if the project is damaged or vandalized, the city is not liable and the applicant will need to correct the damage or remove the project in a timely manner.
- Applicant is responsible for maintaining the project - someone will need to check on the project daily, preferably twice a day, to correct any damage as needed.
- Applicant understands that if there are damages to the street or other infrastructure due to installation, they may be liable for repairs.
- If an emergency situation requires the City to remove parts of the project, the City will not be held liable for damages to project elements.
- Applicant understands that the City can require the installation to be removed at any time if the project is not operating as intended.
- If applicant fails to remove the project as required, the City will remove the project at the applicant's expense.

Signature _____ Date _____

Petition for Traffic Calming Demonstration Project

We, the undersigned residents of the City of Fort Wayne, do hereby agree to the temporary, experimental traffic calming demonstration project as described below (including project description, location, and dates of installation) and shown on the attached plan:

Additionally, we understand that the plan has been reviewed and approved by the City of Fort Wayne Division of Public Works but the installation, maintenance, and removal will be completed by a group of citizen-led volunteers.

Project Contact Person's Name: _____
Address: _____ Zip: _____
Contact Phone: _____
E-mail: _____
Emergency contact phone: _____

Printed Name	Signature	Street Address & Zip Code

