



Steering Your Way Through The Traffic Calming Program

- STEP 1** You express an interest in the Traffic Calming Program by calling or writing the City of Greenville’s Traffic Engineering Division (hereafter referred to as Traffic Engineering). Additional information regarding the Traffic Calming Program may be found at: <http://greenvillesc.gov/498/Traffic-Calming>. Check this web page first to see if your neighborhood is an active area.
- STEP 2** Traffic Engineering will send you a traffic calming application, a preliminary map of your study area, and information about the Traffic Calming Program.
- STEP 3** Upon return receipt of the application, Traffic Engineering will send you a traffic calming petition packet which will include a final map of your study area along with a link to the electronic traffic calming petition. Also included in the petition packet are paper petitions that can be used to collect signatures. Using one or both methods of collecting signatures at least **50%** of the households located in your study area must be collected. Please be advised that by signing the petition, residents are only indicating that they are interested in exploring traffic improvements on neighborhood streets.
- STEP 4** If you collect signatures on paper petitions; mail, fax, or email copies of the signatures to the following address:
- City of Greenville Traffic Engineering
ATTN: Celeste Smith
PO Box 2207
Greenville, SC 29602
ATTN: Celeste Smith
Fax: (864) 467-4365
Email: csmith@greenvillesc.gov
- STEP 5** When you have collected enough signatures, your neighborhood will be added to the waiting list, and a virtual kick-off meeting will be scheduled for your neighborhood.
- STEP 6** Once a virtual kick-off meeting for your neighborhood has been scheduled, the City will post information on the website and mail a meeting notice to every residence in the study area. During the meeting, representatives from Traffic Engineering will be present to explain the Traffic Calming Program and to lead a discussion of neighborhood traffic issues with the residents.

- STEP 7** During the meeting, the City will ask for volunteers from the neighborhood to serve on a **study team** that will formulate a plan to address the traffic issues identified by the residents. The study team will serve as a liaison between all residents of the neighborhood and Traffic Engineering. The study team is responsible for communicating their progress and details of the traffic calming plan to residents of the neighborhood. The on-line study team sign up will be available shortly after the conclusion of the kick-off meeting.
- STEP 8** Traffic Engineering will research neighborhood traffic patterns by collecting traffic counts and speed measurements. After collecting this data, a map of the information will be given to the study team.
- STEP 9** With the assistance of Traffic Engineering, the study team will develop a traffic calming plan. This plan will be presented by Traffic Engineering to the Fire Department, Police Department, EMS, and Schools (for bus routes), for input prior to presentation to neighborhood residents.
- STEP 10** Once a plan has been developed by the study team and evaluated for technical feasibility by the City, a ballot will be developed and, upon approval by the study team, the city will post the approved ballot on the website and mail a postcard with the ballot summary and link to the on-line ballot to residents for voting. The postcard will also include an option for residents to request a paper ballot. (See attached "Traffic Calming Devices Categories" chart for approval requirements). The plan as outlined on the ballot is the only plan that will be voted on. Alterations to the plan and/or suggestions made by residents after the on-line ballot is opened will not be considered; **no exceptions**.
- STEP 11** Any adult resident (property owner or renter) or minor with a valid driver's license will be eligible to vote and only one ballot per person will be permitted. On-line ballots must include the name and the address of the voter, paper ballots must be signed, dated, and show the address of the voter. (An adult resident is someone 18 years of age or older). Each item on the ballot will be voted on separately, and each item must receive a **"YES"** vote on at least **70%** of the ballots submitted for the item to pass.
- STEP 12** Ballots will be tallied by Traffic Engineering, and the study team will be notified of the results within ten (10) calendar days after the closing date of the on-line ballot. Voting results will also be posted on the City's website and Twitter account.
- STEP 13** Traffic Engineering will process the recommendations and, unless further review is required by the City Manager or City Council, the passing items will be scheduled for installation by the Public Works Department.