

**NEIGHBORHOOD TRAFFIC CALMING PROGRAM (NTCP)
CITY OF SPRING HILL, TENNESSEE
APRIL 2023 (REVISED AUGUST 2025)**

INTRODUCTION

This policy was written (revised), based on review of resources from the Federal Highway Administration (FHWA), the Institute of Transportation Engineers (ITE), and the National Association of City Transportation Officials (NACTO), along with peer review of other Local municipalities and State traffic calming programs.

Application

The City of Spring Hill Neighborhood Traffic Calming Program (NTCP) applies to local, residential streets only. Collector, arterial streets, along with streets located in commercial zoning districts, as designated by the City's Major Thoroughfare Plan, are not eligible for traffic calming measures. Additionally, cul-de-sacs and circles are not eligible for traffic calming measures.

PROCESS

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

To be able to evaluate the overall need for traffic calming throughout the City and the availability of funding, the NTCP will follow a set schedule for submission of requests. NTCP requests shall be received by **May 31** and **November 30** of each calendar year. These dates will allow for preliminary review, coordination with requesting HOA or property owners, a 90-day petition period, and adequate time for the collection of traffic data while schools are in session.

Step 1: Request Traffic Calming

A homeowner's association (HOA) or an official homeowner's group must submit a written request (utilizing Form TC-1) for traffic calming on a specific street segment or segments to the designated staff person within the City of Spring Hill Police Department (SHPD). The request must identify the perceived traffic problem (the Project) and must include contact information for a representative (the Requester) of the HOA or homeowner's group. Within a neighborhood with an organized HOA, individual homeowners are not eligible to initiate projects for the NTCP.

If the neighborhood does not have an officially organized HOA, property owners within the neighborhood may organize and make an official request. In this case, a minimum of 2 individual property owners along the street for which traffic calming is being requested. If multiple streets are being included in the request, a minimum of 2 individual property owners from each street must be included as representatives of the request. A renter of a property cannot serve as a representative for the request. Individual citizens are not eligible to initiate projects for the NTCP.

Step 2: Data Collection and Evaluation

Upon receipt of an official request, the SHPD will deploy a radar speed limit trailer (RSLT) within the requested area identified in the Request. The RSLT shall remain in place for a minimum of seven (7) consecutive days to collect speed data. At the conclusion of the deployment, the collected speed should be shared with the designated Public Works traffic calming coordinator (PWTCC) and/or City Traffic Engineer. SHPD and PWTCC will evaluate the speed and volume data to determine the need for advancement to Step 3: Education and Enforcement.

If the collected speed data shows the 85th percentile speed to be 7 miles per hour (mph) higher than the posted speed limit, the Request shall advance to Step 3: Education and Enforcement.

Step 3: Education and Enforcement

At the completion of the evaluation, SHPD should conduct an Education and Enforcement campaign along the identified streets/segments of streets from the Request. The campaign may include, but is not limited to:

1. Providing regular police presence and writing citations along the neighborhood streets.
2. Providing citizens with a flyer that provides information on how speeds impact driving characteristics, safety, etc.

The Education and Enforcement campaign should extend a minimum period of 60 days. At the conclusion of the campaign, the SHPD will deploy a RSLT and collect speed data. The RSLT shall remain in place for a minimum of seven (7) consecutive days to collect speed data. At the conclusion of the deployment, the collected speed should be shared with the designated Public Works Director. SHPD and PW will evaluate the speed and volume data to determine the need for advancement to Step 4: Preliminary Review.

Step 4: Preliminary Review

Upon completion of Step 3: Education and Enforcement, if it is determined that this action did not positively impact speed results in the neighborhood, Public Works will conduct an initial review of the street(s) identified in the Request. This review is to determine if the street(s) meet the following minimum criteria:

1. According to the City's MTP, the street(s) is a residential local street.
2. The Average Daily Traffic (ADT) volume greater than or equal to 750 vehicles per day (vpd) and less than or equal to 3,500 vpd. *No significant roadway network changes, within the immediate vicinity of the identified street(s), should have occurred since the data was collected.*
3. The posted speed limit is 35 mph or less.
4. The street(s) is a through street. A through street is defined as: "a street connecting to higher classified streets that a driver can use as a 'cut-through'."

For a street(s) to move forward through the process, at a minimum, it must satisfy the criteria for #1, #3 and #4.

Step 5: Conduct Petition

After completion of the Preliminary Review for the determination of eligibility, the City's Public Works 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 that is proposed to be calmed
- Properties along any street that is expected to receive significant increases, as determined by City staff, in traffic volumes as a result of the traffic calming installation

Public Works staff will prepare a petition packet that includes the petition form, a copy of the NTCP Program, a map of the study area, and an explanation of the NTCP procedures. The petition packet will be given to the requester, who will be responsible for conducting the petition. The requester must obtain supporting signatures, or "YES" votes, that represent 51 percent of the households within the petition area. Missing signatures or signatures of non-owners (aka renters) will be counted as "NO" votes. The requester will have 90 days from the date the petition packet was provided to the requester to submit the signature packet to Public Works. Public Works staff will review the petition to determine if the signatures are valid and if the petition is successful.

If the petition is successful, then the proposed project will proceed to **Step 6**. If the petition fails, or if the petition is not returned by the petition deadline, then the project is terminated, and the neighborhood will be ineligible to submit another request for traffic calming for a period of two years.

Step 6: Evaluate Problems and Identify Possible Solutions

City staff will evaluate the project to determine the need for traffic calming measures. This evaluation will typically include a site visit and the collection of data, such as traffic volumes and traffic speeds. The traffic data (volume and speed) shall be collected for a minimum of 48-hours during the typical week (Tuesday, Wednesday, Thursday) while schools are in session and 24-hours on a typical weekend. Traffic data will not be collected on holidays or the day preceding or following the holiday.

For a project to be considered for traffic calming measures, the following criteria must generally be met along with a qualifying score of 7 points based on the Point System Table.

- The Average Daily Traffic (ADT) volume is greater than or equal to 750 vpd and less than or equal to 3,500 vpd.
- The posted speed limit is 35 mph or less.
- The street is a through street. A through street is defined as: "a street connecting to higher classified streets that a driver can use as a 'cut-through'."
- The maximum grade on the section of roadway that is being considered for traffic calming measures does not exceed 8 percent.
- The combination of horizontal and vertical curves along the roadway is not such that would result in inadequate stopping sight distance (according to AASHTO requirements) for motorists as they encounter the traffic calming devices.
- The street is not a transit route or a primary emergency access route.

If Public Works staff determines that the street segment does not qualify, then the project will be terminated. The project will be ineligible for the NTCP for a period of two years unless Public Works staff determines that changing conditions have resulted in a traffic volume or speeding problem.

If Public Works staff determines that a street segment has a traffic volume or a traffic speed problem, but the above criteria or a score of 7 are not met, the street will not be considered for other traffic calming measures at this time. The project will be ineligible for the NTCP for a period of two years unless Public Works staff determines that changing conditions during this time have resulted in a traffic volume or speeding problem.

If Public Works staff determines that a street segment has a traffic volume or a traffic speed problem, and if the above criteria and a qualifying score of 7 are met, then the project will be included in the NTCP. Public Works staff will identify feasible and appropriate traffic calming solutions to address the identified traffic problem. Examples of traffic calming techniques can be found at [Traffic Calming – Institute of Transportation Engineers \(ite.org\)](#) and [Traffic Calming ePrimer | FHWA \(dot.gov\)](#).

Not all traffic calming devices are appropriate for every street, typical section, or type of roadway. The following general guidelines will be applied when determining potential solutions:

- Vertical deflection devices (speed humps, speed cushion, raised crosswalks, etc.) will not be considered for high volume (greater than 2,000 ADT) streets.
- Street width reduction devices (choker, median island, road diet, etc.) will not be used on streets where travel lane widths cannot be maintained at 10 feet or greater.
- Routing restriction devices (diagonal diverter, closure, turn restrictions, etc) will not be used where access to emergency vehicles is hindered.

Public Works staff will then attend a meeting with the HOA Board/requester to present the analyses results and the identified solutions. Based on comments received at the meeting, Public Works staff will revise the solutions as appropriate. The project will then proceed to **Step 7**.

**TRAFFIC CALMING EVALUATION
SCORING MATRIX**

CRITERIA	VALUE	POINTS
SPEED	0 – 5 mph	Not Eligible
	6 mph	1
	7-8 mph	2
	9 mph	3
	10+ mph	4
VOLUME	0 – 749 vpd	Not Eligible
	750 – 999 vpd	1
	1,000 – 1,499 vpd	2
	1,500 – 2,249 vpd	3
	2,250 – 2,749 vpd	2
	2,750 – 3,499 vpd	1
	3,500 + vpd	Not Eligible
SIDEWALK	Both Sides	0
	One Side	1
	Neither Side	2
CIVIC FACILITY	0 – 660 ft	3
	661 – 1,320 ft	2
	1,321 – 2,640 ft	1
	2,640 + ft	0
CRASHES ¹	< 1.0 / yr	0
	1.0 – 1.5 / yr	1
	1.5 + /yr	2

¹ Crash data will be collected and evaluated for the most recent 3 years. Only crashes with contributable causes related to speeds, volumes, and pedestrian/bicyclist will be considered.

Step 7: Develop Construction Documents

Based on the feasible and appropriate solutions identified by Public Works staff during **Step 4**, Public Works staff will develop a complete set of construction documents for the proposed traffic calming measures.

Step 8: Prioritize the Project

Projects that reach **Step 5** will be prioritized by Public Works staff based on a variety of factors, such as traffic speeds, traffic volumes, and implementation costs. Public Works staff will notify the requester of the project's status at this time. This prioritization will be used by Public Works staff to develop construction schedules for the projects.

Step 9: Install the Proposed Traffic Calming Measures

Projects will be implemented according to priority and the availability of funding. Projects that have the highest priority will be implemented first. If sufficient funding is not available for the highest priority project, then the highest priority project that can be implemented with the amount of funding that is available will be implemented first. A lower-priority project can be implemented ahead of schedule if the neighborhood association/group elects to pay 100 percent of the implementation costs, and as long as doing so does not affect the construction schedules of higher-priority projects. Implementation of a project will not occur until all associated maintenance/landscape/payment agreements have been finalized. Installation of the traffic calming measures will be performed by City crews or by a contractor that is selected by the City.

Step 10: Monitor the Effectiveness of the Traffic Calming Measures

Approximately three months after the proposed traffic calming devices have been installed, Public Works staff will evaluate the project to determine if the traffic calming devices have sufficiently addressed the traffic problem. If the traffic problem has been resolved, then the project will be considered complete. If the traffic problem has not been resolved, then Public Works staff will consider other solutions. If an alternate solution is selected by Public Works staff, then the project will return to **Step 7**. If Public Works staff determines that there are no feasible alternatives, then the project will be terminated and will not be considered for inclusion in the NTCP again unless changing conditions have resulted in a feasible alternative. If this is the case, it will be the responsibility of the HOA/representatives to submit another written request for traffic calming to the Public Works Director, and the entire NTCP process must be repeated.

MODIFICATION OR REMOVAL OF A TRAFFIC CALMING DEVICE

Process

If Public Works staff determines that a traffic calming device should be modified or removed due to public health/safety reasons, then Public Works shall modify or remove the device. If the HOA/representatives wish to remove or significantly alter a traffic calming device, then the neighborhood must conduct the same petitioning process outlined in **Step 5**. If the petition supporting the removal/modification is successful, then the neighborhood must pay for the costs that are associated with the removal/modification and any repairs to the roadway that are necessary to provide an adequate driving surface. A traffic calming device will not be removed until all payment agreements have been finalized. If the removal/modification is initiated by the HOA/representatives, then the neighborhood will be ineligible to participate in the NTCP for a period of five years.

NEW DEVELOPMENTS

With the continued growth within the City of Spring Hill, traffic volumes will continue to increase, and drivers will continue to search for the quickest routes to traverse the city's roadway network. As such, as developments are planned and constructed, connectivity through existing developments to the major roadway network will continue to occur, creating challenges with increased volumes and vehicle speeds.

As a means to counter the potential for increased volumes and speeds through existing developments, all proposed developments requiring a traffic impact study (TIS) to be completed for approval of the development, shall include a section within the TIS pertaining to cross connectivity. This section should include an evaluation of the cross connectivity for the potential of increased traffic volumes and speeds, impacts to the existing development roadway network and identification of potential mitigation measures to address the impacts.

**APPENDIX A
PROCEDURAL FLOW CHART FOR THE
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