TRAFFIC CALMING POLICY

TOWN OF ACTON, MA

October 20, 2025

TABLE OF CONTENTS

TRAFFIC CALMING BACKGROUND

Introduction

Speeding traffic is a major concern in the Town of Acton because of its detrimental impacts on the safety and livability of our streets.

Neighborhoods where speeding occurs experience unsafe conditions for pedestrians, bicyclists, and other drivers, as well as the negative environmental impacts of noise, vibration, and air pollution. Many communities around the state and nation have turned to engineering solutions for speeding commonly known as “traffic calming”.

The Institute of Traffic Engineers (ITE) defines traffic calming as, “the combination of mostly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized users”.

In plain English, traffic calming is building or retrofitting roadways with certain features and characteristics that induce drivers to slow down and pay more attention to their surroundings.
The Town has developed this comprehensive manual to guide the implementation of traffic calming in Acton.

How Will Traffic Calming Benefit Acton?

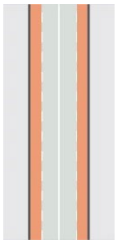
Reduced vehicle speeds and increased driver attentiveness obtained through the appropriate use of traffic calming offer Acton the following benefits:

- Reduction in the probability and severity of crashes.
- Increased safety for other drivers, including those entering/exiting the roadway at intersections or driveways.
- Increased safety for pedestrians, bicyclists, and transit users promoting greater use of these sustainable modes of transportation.
- Reduction of dangerous driving behaviors.
- More attractive streets and neighborhoods through the addition of sidewalks, trees, street furniture and other aesthetic features of traffic calming.
- Reclaiming streets so that walking and biking are safe and attractive options throughout the Town.
- Reduction of noise, vibration, and air pollution associated with speeding vehicles.

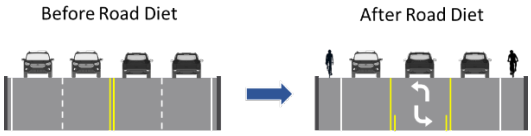
How is Traffic Calming Achieved?

The Massachusetts Department of Transportation divides traffic calming into three major categories of design measures.

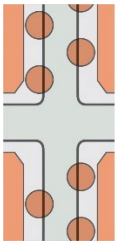
1. **Narrowing the real or apparent width of the street.**
    - Pavement cross-section features including on-street parking, spot narrowing, bike lanes, travel lane width reduction, medians, islands, sidewalks, and road diets.
    - Placement along the street of buildings, trees, signage, and street furniture (e.g. lights, benches, bike racks, bus shelters, etc.).
    - Pavement edge treatments like raised curbs, neck-downs, chokers, and bulb-outs.

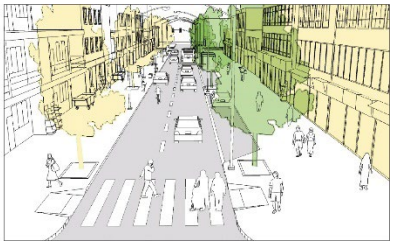


Lane Narrowing. Lane narrowing involves reducing the width of travel lanes by reallocating pavement space to uses such as bike lanes, parking lanes, or sidewalks. Narrower lanes make drivers feel more constrained, naturally encouraging slower speeds. This measure can often be implemented at low cost using pavement markings within existing curb-to-curb widths. However, more significant investments such as sidewalks, can provide additional benefits. While sidewalks are not primarily a traffic calming measure, they can contribute to traffic calming by creating a more urban design that prioritizes pedestrians, enhancing safety and accessibility, and signalizing potential pedestrian activity, which encourages drivers to slow down.

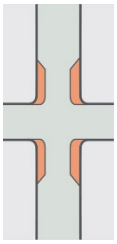


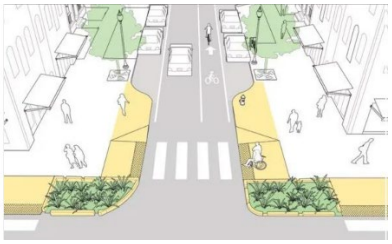
Road Diets. Road diets involve reducing the number of travel lanes on a roadway to improve safety and accommodate other users such as bike lanes, pedestrian facilities, or on-street parking. This can include converting a four-lane road to a three-lane road (one lane in each direction plus a center turn lane), for example.





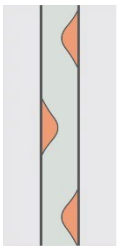
Roadside Features. Vertical roadside features such as street trees, landscaping, street furniture, or building facades closer to the roadway edge can create a sense of enclosure, prompting drivers to reduce speed. When spaced along a roadway, trees and other roadside features contribute to the perception of a narrower roadway, which encourages safer speeds and provides psychological traffic calming effects.



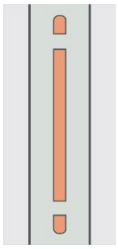


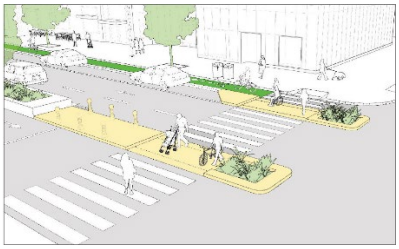
Curb Extensions/Bulb-outs. Curb extensions, also known as bulb-outs or neckdowns, extend the sidewalk or curb line which reduces the effective street width. By narrowing the width of the roadway at crosswalk locations, curb extensions significantly improve pedestrian safety by reducing the pedestrian crossing distance and thus the time that pedestrians are in the street. In addition, curb extensions improve the ability of pedestrians and motorists to see each other which is especially important in areas with on-street parking. Curb extensions, whether paved or landscaped, contribute to traffic calming by slowing vehicles. The improved safety, coupled with the potential for landscaping, creates a more attractive and pedestrian friendly environment.

2. **Deflecting (introducing curvature to) the vehicle path.**
    - Mid-block deflection measures including chicanes, lane offsets, short medians, crossing islands and mini-traffic circles.
    - Intersection measures including roundabouts, traffic circles, curb bulb-outs, lane offsets, crossing islands, and neck-downs.

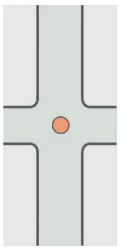


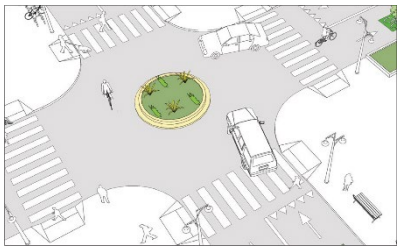
Chicanes and Lateral Shifts. These features include a series of curb extensions that alternate from one side of the street to the other, forming S-shaped curves that essentially narrow the roadway width and create an effect that slows down traffic.



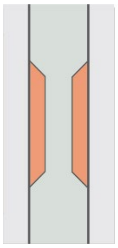


Medians and Refuge Islands. These roadway elements provide physical separation between opposing vehicle lanes, and narrow roadway widths to reduce vehicle speed. Median islands are typically landscaped to improve the aesthetics. They can provide a “gateway” appearance when placed at the entrance to a neighborhood, and are often combined with textured pavements. They can also be used to provide a pedestrian refuge area in the center of the roadway by providing a gap in the island.



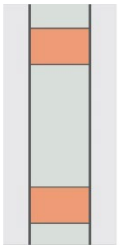


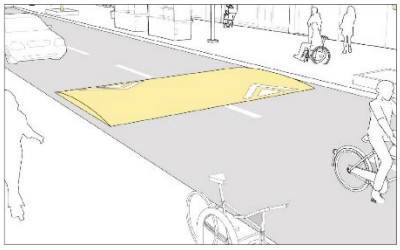
Mini Roundabouts. Mini roundabouts are compact, circular intersections designed to slow down traffic while maintaining efficient flow. They can be landscaped or traversable, and effectively manage traffic flow, reduce speeds, and minimize conflict points particularly in residential or low-speed urban settings.



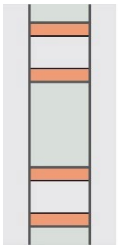
Neckdowns/Chokers. Neckdowns, also known as chokers, involve narrowing the roadway at specific points to reduce lane width. They can be created by extending sidewalks or using curb extensions on both sides of the street. This creates a pinch point that reduces the roadway width, encouraging drivers to slow down due to the physical and visual constriction. Chokers can be installed midblock or near intersections and often provide space for landscaping or street furniture. By narrowing the road, they also reduce pedestrian crossing distances improve pedestrian safety.

3. **Altering the vertical profile of the vehicle path**
    - Speed humps and speed tables.
    - Raised crosswalks and intersections
    - Textured pavement (e.g. pavers, stamped concrete, etc.)





Speed Humps. Speed humps are parabolic vertical traffic calming devices, typically 3-4 inches high and 12-14 feet wide. These features are effective in residential and low-speed areas and are often spaced strategically along a roadway to maintain a consistent lower speed. Speed humps reduce speeds to 15-20 mph.



Speed Tables. Speed tables are long, flat-topped raised areas on roadways that span across the width of a travel lane. They are similar to speed humps but with a longer flat surface, providing a smoother, more gradual rise and descent for vehicles. They are often combined with crosswalks, crating raised crosswalks that enhance pedestrian visibility and safety.

Raised Crosswalks. These features provide a designated safe route for pedestrians across vehicular roadways where the pedestrian walking surface is raised to the same level—or close to the same level—as the sidewalks that access the pedestrian crossing.

Raised Intersections. These raised areas act as speed tables, covering an entire intersection with ramps on all vehicular approaches to slow vehicle traffic through the intersection and improve safety for pedestrians.

Textured Pavement. Textured pavements involve the use of different surface materials, patterns, or colors on the roadway to create visual and tactile cues that encourage drivers to slow down. Materials such as brick, cobblestone, stamped asphalt, or colored concrete can be used to differentiate areas like crosswalks, intersections, or specific roadway segments. This measure not only reduce speeds but can also improve the aesthetic appeal of the streetscape by providing a unique character to the street.

What Traffic Calming is Not

Complaints about speeding traffic are often accompanied by requests for new stop signs, traffic signals, turn restrictions, speed limit signs and the like. These are not traffic calming devices, but rather regulatory traffic controls that are governed by either national engineering guidelines, state laws, or both.

The Acton Department of Public Works (DPW) frequently receives requests for new stop signs to “slow down traffic” and “improve safety” on a local street. Not only are stop signs not a traffic calming measure, but research shows that installing unnecessary stop signs can often result in more collisions and more speeding.

Another common traffic-related request involves the lowering of posted speed limits on Acton roadways. This is another regulatory control governed jointly by the Massachusetts Department of Transportation and the Registry of Motor Vehicles through a state approval process that requires documented speed and engineering studies. Again, most research concludes that driver speed is less a function of posted speed limits and more a function of real or perceived driving conditions.

Unlike the aforementioned regulatory traffic controls that require some form of legal enforcement, traffic calming measures are designed to be self-enforcing. Drivers are slowed down by the physical characteristics of the roadway, not by an artificially imposed speed limit or stop sign.

Traffic calming is also not specifically aimed at reducing the volume of traffic, though it may have that effect when installed on local streets subject to speeding cut- through traffic.

Objectives of the Acton Traffic Calming Program

- Improve the safety and livability of Acton's streets and neighborhoods by using appropriately designed and implemented traffic calming measures to mitigate the impacts of traffic while creating safer streets for residents, motorists, pedestrians, and bicyclists;
- Maintain a traffic calming project selection process guided by objective, needs- driven criteria to ensure that limited Town of Acton resources are utilized in a cost-effective and efficient manner;
- Implement traffic calming measures that are appropriate and effective for a given situation or roadway and improve public safety without jeopardizing emergency response needs, creating major impact to snow plow operations, diverting traffic to neighboring streets, creating hazards or nuisances, or impeding public transit or commercial truck routes;
- Ensure that any proposed traffic calming installation has public support in the affected neighborhood(s) before it is implemented.
- Welcome public input and involvement in all phases of the program.

Process for Initiating and Implementing Traffic Calming Projects

To achieve the aforementioned objectives, the following process will be followed when considering requests for developing, designing, and implementing traffic calming measures on Acton roadways.

This process provides for the submission of traffic calming requests and their evaluation by the Town; the investigation of potential traffic calming solutions and potential development of traffic calming designs; and the continual input and review by the affected neighborhood, the appropriate Boards and Commissions, and elected officials.

The process does <u>not</u> apply to:

1. Traffic calming measures that may be required on Town streets to comply with State and Federal standards or warrants;
2. Temporary changes in traffic patterns needed to stage special events;
3. Experimental traffic calming measures installed temporarily for research and evaluation by the Town and/or a partner agency or consultant;
4. Installation of traffic control devices (e.g. signals, stop signs, etc.);
5. The installation of traffic calming devices that may be required on an Acton roadway as mitigation for a commercial, residential, mixed-use, or other development project.

TOWN OF ACTON TRAFFIC CALMING POLICY

Adopted by the Select Board on October 20, 2025

Submission of Traffic Calming Requests

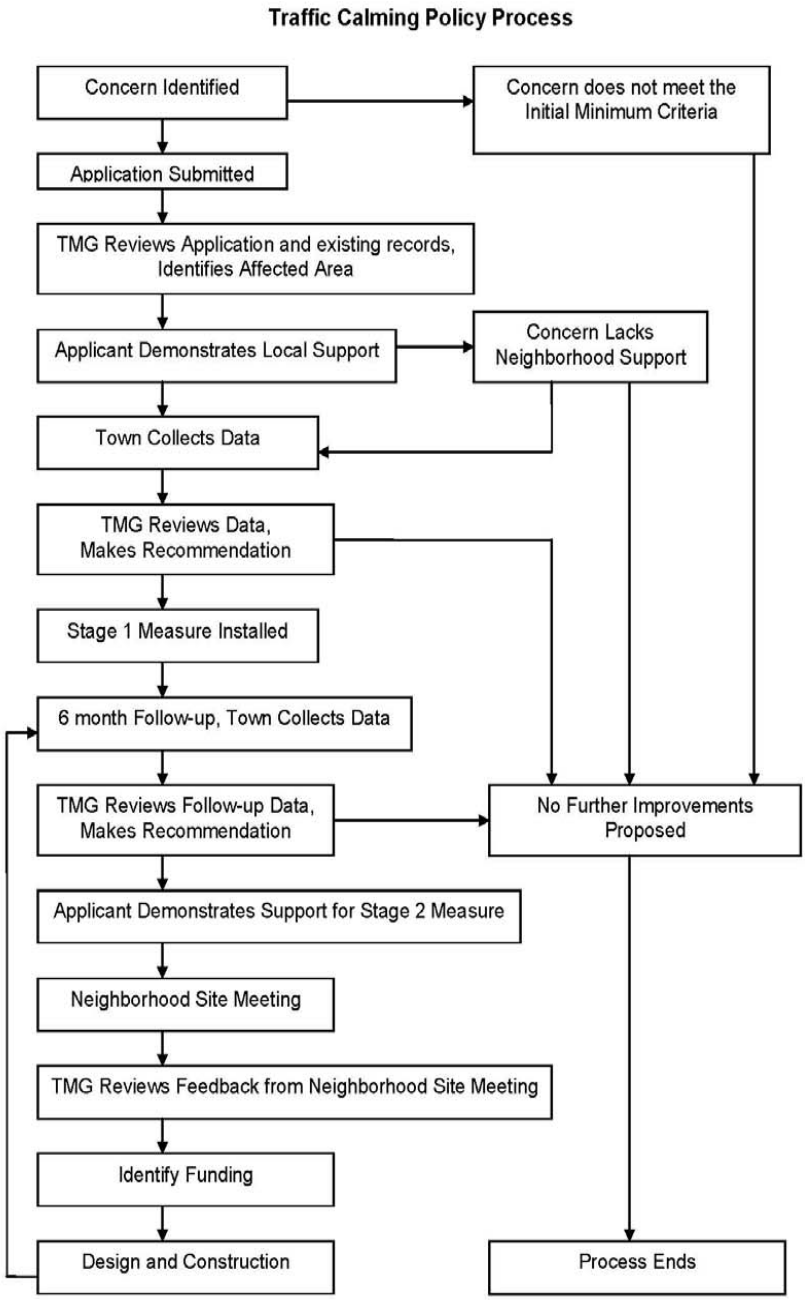
The general public, Town Boards, Committees and Departments may make requests for traffic calming. A copy of the Traffic Calming Request Form appears at the end of this manual or is available online: http://www.Actonma.gov/

Traffic Management Group

The Town Manager shall appoint a Traffic Management Group (TMG) responsible for reviewing and coordinating traffic calming requests in accordance with this policy. The group shall include representatives from the Police, Fire, and Public Works Departments, and other staff as assigned.

Evaluation Procedure for Traffic Calming Requests

The evaluation process for traffic calming request is illustrated in the flowchart below and detailed step-by-step in the sections that follow.



Step 1 – Report the Problem

If a resident feels that there is a speeding or traffic problem on their local residential street, they should report the problem to the Acton Police Department at 978-929-7711 or by email to PSFPoliceTraffic@actonma.gov. The Police will address the concern using customary measures including but not limited to, enforcement, education, and deployment of temporary speed monitoring devices. If customary measures do not resolve the issue, the matter will be referred to the Traffic Management Group (TMG).

The TMG will consult with initial resident(s) that raised the concern and a Select Board liaison if applicable and will review the concern to verify that it meets the minimum criteria:

- Location of the concern must be a Town-owned residential roadway.
- The roadway must be at least 600 feet long or provide justification that drivers are able to routinely exceed the speed limits
- The majority of the property adjoining the roadway is residential.
- The posted speed limit is not greater than 40 mph.

If the initial minimum criteria are met, the resident will be provided with a Traffic Calming Request Form (**Attachment A**).

Using the same form, residents may also request sidewalk improvements or installations where they don't exist today. While sidewalks are not a primary traffic calming tool, the Town understands the importance of addressing sidewalk requests within the community's traffic calming policy, as many residents on streets without sidewalks express concerns due to high vehicle speeds and traffic volumes. Please note that sidewalks require longer-term planning, permitting, and design. Stage 1 and Stage 2 traffic calming measures (pavement marking, signage, speed humps, etc.) may be implemented in the interim to help reduce speeds and improve safety while sidewalk projects are being developed. It is the intent that this approach ensures both traffic calming needs and long-term sidewalk improvements are considered in a coordinated and transparent manner.

Step 2 – TMG Initial Review

Following completion of the Traffic Calming Request Form, the TMG will review the application to determine the limits of the affected area and will request a petition from a representative number of residents in this affected area to verify that there is a widespread concern for the speeding or traffic issue. The neighborhood shall identify and list on the petition a resident who will serve as the primary contact with the Town. (**Attachment B**)

A letter will be sent to the Applicant with the petition forms and limits of the affected area.

Step 3 – Neighborhood Support

The Applicant should submit the petition (Attachment B) signed by at least 75% of the residents within the subject area before it proceeds to the next steps. If the petition has met all the minimum criteria, it will proceed to Step 4. A letter will be sent to the Applicant indicating receipt of petition forms and that data will be collected to evaluate the concern.

Minimum Criteria – Petition must be signed by at least 75% of residents within the subject area as defined by the Town in order to qualify as "widespread concern". In the event that the Applicant is not able to garner 75% of the required signatures, the TMG may, at its discretion, continue to move the application on to the next step if it is determined that the concern is a problem area.

Step 4 – Data Collection

After verifying that the concern meets the minimum criteria set forth above, Town staff will collect traffic volume and speed data, observe traffic patterns, evaluate existing conditions in the area such as stopping sight distances and accident histories, and present their findings to the TMG.

Step 5 – TMG Data Review, Evaluation, and Recommendation

The TMG reviews and evaluates the data. Each valid request will be evaluated based on the criteria shown below in Table 1. If multiple potential projects are being considered, they will be ranked by their score, as determined by the criteria set forth in Table 1, to help prioritize the order in which they are completed in relation to available funds and resources, and anticipated benefits. Please note that sidewalk requests will be ranked alongside other sidewalk projects.

Requests should have a point total greater than **0** to be further evaluated for traffic calming measures. However, the TMG may, at its discretion, continue to move the application on to the next step if it is determined that there are other factors involved that indicate the concern is a significant safety hazard.

Please note that up to 5 points (one point for every 20% of households who participate in the Acton Pace Car program) may be awarded to a specific request. Additional information regarding the Acton Pace Car program can be found in **Attachment D**.

Step 6 – Stage 1 Traffic Calming

If deemed appropriate, Town Staff may implement Stage 1 traffic calming measures. These measures are typically low cost, can be easily deployed, and can offer a relatively easy solution to the problem. These methods may include:

- Use of a speed monitoring radar trailer
- Education / Public Awareness
- Traffic enforcement
- Signing and pavement markings

If recommended, Stage 1 measure(s) will be installed at this time. A letter will be sent to the Applicant indicating the TMG's determination.

Step 7 – Follow – Up Data

If one or more of the Stage 1 traffic calming measures are implemented, the Town will wait approximately six months before collecting additional traffic data to determine the effectiveness of the implemented measures.
After six months, the Town staff will collect traffic volume and speed data, observe traffic patterns, evaluate existing conditions in the area such as stopping sight distances and accident histories, and submit their findings to the TMG given that the concern meets the minimum criteria set forth above.

Table 1: Criteria for Ranking of Traffic Calming Projects

Criteria Points	Points Allowed	Points Awarded	Comments
Volume	up to 10		1 Point for each 1000 vehicles per day.
Speeding	up to 20		Using measured 85th percentile speed,2 point for each mile per hour starting at the speed limit.
Accident History	up to 10		1 point for each crash per year based on the three-year average.
Sidewalk	up to 15		5 points if sidewalk on one side of street. 10 points if no sidewalks. 15 points if no sidewalks but sidewalk is being planned or requested
Bicycle Accommodations	up to 10		10 points if bicyclists routinely use the road for commuting. 5 points for a routine recreational bicyclist route. 0 points if the road is not a routine bicyclist cut- through/route.
Planned DPW roadwork	45		45 points if roadway has been programmed for DPW resurfacing, rehabilitation, or reconstruction in the next 5 years.
Pedestrian Activity	up to 10		1 Point given for every high pedestrian activity center within 1/8th mile buffer of the limits of affected area (schools, parks, senior center, civic use, affordable housing, building of worship, grocery store, farm stand).
Neighborhood Support	up to 20		Four points for every 20% of households within the impacted area who sign the Acton Traffic Calming application.
Pace Car Participation	up to 5		One point for every 20% of households who participate in the Acton Pace Car program.
Alternative Funding	up to 50		1 point for every $2,500 up to $50,000 funded by source other than Town of Acton; full 50 points for 100% funding.
Waiting List	up to 5		1 point for each year on the waiting list
TOTAL			

Step 8 - TMG Data Review, Evaluation, and Recommendation

The TMG reviews and evaluates the data. If Stage 1 measures were implemented and deemed successful in addressing the concern, then the traffic calming process will end at this point.
If Stage 1 measures were not initially implemented or if they were implemented and deemed unsuccessful in addressing the concern, then further measures will be evaluated and the TMG will discuss concepts for possible Stage 2 traffic calming measures.

Stage 2 measures would typically involve physical modifications to the roadway in order to control traffic. They can be rather expensive and can require extensive construction. Possible Stage 2 measures may include, but not limited to:

- Lateral Shift
- Chicane
- Realigned Intersection
- Traffic Circle (Not Roundabout)
- Small Modern Roundabout and Mini-Roundabout (Not Traffic Circle)
- Roundabout
- Speed Hump
- Speed Cushion
- Speed Table
- Offset Speed Table
- Raised Crosswalk
- Raised Intersection
- Corner Extension/Bulbout
- Choker
- Median Island
- On-Street Parking
- Road Diet
- Diagonal Diverter
- Full Closure
- Half Closure
- Median Barrier and Forced Turn Island
- Speed Feedback Sign

For detailed information about these types of Traffic Calming measures, please visit the website below:

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

While these types of measures may address the initial traffic concerns, their implementation can also present a different set of problems such as difficulties in snow removal, impeding emergency response vehicles, drainage issues, and creating additional noise and vibration as in the case with speed humps or speed tables.

A common request the DPW receives is for “speed bumps” to be placed on a roadway. It is important to note what the difference between speed “bumps” and speed “humps” and their recommended uses.

Speed bumps are recommended for use in low-speed areas (5-15 mph) such as parking lots and driveways whereas speed humps are low-profile asphalt humps recommended for use on residential streets (15-30mph). Speed bumps are too abrupt to be used on roadways and can result in damage to vehicle suspensions or cause loss of control for the driver if encountered at a high speed. Similarly, speed humps are too abrupt to be used on arterial roadways and should be used on local roads with speeds under 30 mph or collector roadways in limited circumstances.

A letter will be sent to the Applicant and the Transportation Advisory Committee indicating the TMG’s determination and the next steps, if any, to be taken. If Stage 2 measures are to be recommended, the TMG will again require that there be a neighborhood wide consensus on the proposed improvements. The TMG will require 75% of the residents within the defined area of the improvements sign another petition describing the proposed improvements (**Attachment C**).

Step 9 - Neighborhood Support for Stage 2 Measures

Once the Applicant submits signatures of 75% of the residents within the subject area to show support for recommended concept design, the TMG will schedule and notify the Applicant of a neighborhood site meeting.

Step 10 – Neighborhood Site Meeting

A neighborhood site meeting will be organized by the TMG and held to discuss the proposed Stage 2 measures which will involve physical modifications to the roadway and/ public right- of-way. This informational meeting will provide a public forum to solicit comments regarding the proposed traffic calming measures. Comments regarding sidewalk, if applicable, will also be solicited.

Step 11 – TMG Review of Neighborhood Site Meeting Comments

The TMG will review feedback from the neighborhood site meeting and make a recommendation to the Transportation Advisory Committee (TAC) and the Select Board. If multiple potential projects are being considered, the Transportation Advisory Committee will review and rank the projects in consultation by their score (determined via Table 1) to help prioritize the order in which they are completed in relation to available funds and resources, and anticipated benefits.

Step 12 – Funding and Implementation

If approved by the Select Board, Town Staff will then begin the process seeking the necessary funds to proceed with a more comprehensive study and final design, which may include sidewalk installation, if applicable. Projects seeking Town funds will be submitted as part of the Town's Capital Improvement Program. High priority traffic calming projects, if successful in that process, will then be placed on the approved CIP list as recommended by the Town Manager.

Funding of traffic calming projects, like all other proposed expenditures of Town funds, will be subject to final approval and appropriation by the Acton Town Meeting.

Step 13 – Design and Construction

Actual implementation of stage 2 measures will be dependent on a project's point ranking as determined in Step 5 compared to other traffic calming projects and available funding. Once funding for a specific project is in place, design and construction of the proposed improvements will proceed.

Step 14 – Follow-Up Evaluation

After the Stage 2 measures have been in place for approximately six months, additional data may be collected to determine their effectiveness.

Unless the installed measures are deemed a hazard by the Town, once they are installed, measures shall remain for at least 3 years. If a neighborhood decides that it no longer wants the measures in place following the first three years, a process similar to that used for implementation of the Stage 2 measures will be followed, including demonstrating public support for their removal as evidenced by a petition signed by 75% of the residents within the defined area of the improvements, and evaluation by the TMG.

SOURCES/REFERENCES

- MUTCD
- Acton Complete Street Policy – July 28, 2014
- Acton MassDOT Complete Streets Funding Program Project Prioritization Plan (Revised 3/31/16)
- FHWA – Traffic Calming Toolkit - https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm
- *Traffic Calming – State of the Practice*, Institute of Transportation Engineers, Washington, D.C., August, 1999.
- *Project Development and Design Guide*, Massachusetts Highway Department, Boston, MA, January 2006.
- *Traffic Calming*, Federal Highway Administration, U.S. Department of Transportation, Washington, D.C., May 2001.
- *North American Design Guidelines for Traffic Calming Measures*, American Public Works Association, Kansas City, MO, 2006.
- *TrafficCalming.org*, Fehr & Peers Transportation Consultants, Walnut Creek, CA, 2005.
- *Traffic Calming Policy and Procedures*, Town of Brookline Department of Public Works, Brookline, MA, April, 2001.
- *Cambridge Traffic Calming Program*, City of Cambridge Community Development Department, Cambridge, MA 2000.
- *Neighborhood Traffic Calming Program Handbook*, City of San Leandro Engineering and Transportation Department, San Leandro, CA, July 2003.
- *Administering Traffic Calming*, Diego Torres-Palma, Kala Gurung, Dwayne Henclewood, Department of Civil and Environmental
- Engineering, University of Massachusetts, Amherst, MA, May, 2006

Attachment A

Town of Acton, MA

Traffic Calming Request Form *(Page 1)*

What is traffic calming? The goal of traffic calming is to make streets safer and more comfortable for pedestrians, bicyclists, drivers and transit users by implementing roadways with features that induce drivers to slow down and all road users to pay more attention to their surroundings. Three major categories of traffic calming include: (1) narrowing the real or apparent width of the street, (2) deflecting or introducing curvature to the vehicle path, and (3) altering the vertical profile of the vehicle path. Traffic Calming does not include the installation of regulatory traffic control devices such as signals, stop signs, and roundabouts or lowering a speed limit because they are not self-enforcing. A copy of the Acton Traffic Calming Manual is available by visiting http://www.Actonma.gov/trafficcalming.

Traffic Calming Request Form Directions: Please fill out this form and mail it to the address listed below. By using this form you will help us assess the type of issues or concerns you are having with a street in your neighborhood. Each request will be considered separately. The local Traffic Management Group will review the request and implement measures, as deemed appropriate.

Contact Information

Name _____ **Date** _____

Address _____

Email _____

Phone (day) _____ **(night)** _____

Attachment A

Town of Acton, MA

Traffic Calming Request Form *(Page 2)*

General Information

Please describe the location of the traffic concern: (Attach a map or picture, if necessary)

_____

_____

Please describe the nature of the neighborhood traffic problem. If possible, please include specific information such as the day(s) or time(s) you might typically see the problem. This information will help the group to target their inspections to witness the issue. (Attach additional sheets, if necessary)

_____

_____

Please check each item below that applies to the referenced street(s): (Attach a map or picture, if necessary)

___Pedestrian/ Bicyclist Safety ____Speeding Vehicles ___Sign placement

___High traffic volume/ trucks ____Parking Issues ___Difficult to cross street

___Sight Distance Issues (for drivers) ____Poor Road Condition ___Other (describe):

_____

_____

Attachment A

Town of Acton, MA

Traffic Calming Request Form *(Page 3)*

Sidewalk Requests

While sidewalks are not primarily a traffic calming measure, they can contribute to creating a pedestrian-friendly environment that naturally calms traffic. Please note that sidewalk requests typically require significantly more time and engineering compared to other traffic calming measure due to potential environmental considerations. Land easements, right-of-way constraints, and funding needs. During the design, permitting and funding process, Stage 1 and Stage 2 traffic calming measures- such as pavement markings, signage, speed humps, etc. – may be introduced to address immediate concerns and calm traffic in the interim. These measures can provide short-term benefits while a more comprehensive pedestrian focused solution is developed. If you believe adding or improving sidewalks in your area could enhance pedestrian safety or support traffic calming, please provide the following details:

Reason for Request. Briefly explain why a sidewalk is needed (e.g. high pedestrian activity, access to schools or parks, gaps in the network, safety concerns).

_____

_____

Potential Impact. Describe how adding a sidewalk could improve pedestrian accessibility or contribute to slowing vehicle speeds.

_____

_____

Please encourage others in your neighborhood to sign the back of this request form and participate in the Acton Pace Car Program. Additional neighborhood support will help gain a higher project ranking during the scoring process. See page ten in the Traffic Calming Manual for an explanation of the prioritization criteria for projects (our website is listed above).

You may also attach a drawing on another sheet of paper if you think it will be helpful.

Please return this completed form to:

Department of Public Works
Attention: Traffic Management Group
14 Forest Road, Acton, MA 01720

Attachment B

Neighborhood Petition Form *(Page 1)*

Please fill out this form and return with attached sheets to:

Department of Public Works
Attention: Traffic Management Group
14 Forest Road, Acton, MA 01720

THE UNDERSIGNED AGREE TO THE FOLLOWING:

All persons signing this petition do hereby certify that they own property or reside within the following area:

_____

_____

All persons signing this petition do hereby agree to the following problem in the defined area:

_____

_____

All persons signing this petition do hereby agree that the following contact person(s) represents the neighborhood in matters pertaining to items 1 and 2 above:

Neighborhood Contact Person #1: (please print):_____

Address, City, and Zip Code: _____

Telephone (day): Fax: E-mail: _____

Neighborhood Contact Person #2: (please print): _____

Address, City, and Zip Code: _____

Telephone (day): Fax: E-mail: _____

Please attach additional pages if necessary to discuss the request.

Date Submitted: _____

Attachment B

Neighborhood Petition Form *(Page 2)*

This petition is provided so that residents in a neighborhood may verify that there is a widespread concern for a speeding of traffic issue. Town staff will identify an "area of influence" in the neighborhood. The area of influence includes properties abutting the street and properties on intersecting streets within a reasonable distance of the problem street. Town Staff will provide a map and addresses for the area of influence.

The petition must be signed by at least 75 percent of the owners or residents of properties within the "area of influence." Each property is entitled to one signature. Valid signatures include those from (1) a property owner or spouse, (2) an adult head of household, or (3) an adult renting the property.

Signature and Printed Name	Address of Property	Date	Pace Car Program

Attachment C

Neighborhood Petition Form for Construction of Traffic Calming Measures

(Page 1)

Please fill out this form and return with attached sheets to:

Department of Public Works
Attention: Traffic Management Group
14 Forest Road, Acton, MA 01720

THE UNDERSIGNED AGREE TO THE FOLLOWING:

All persons signing this petition do hereby certify that they own property or reside within the following area:_____

_____

_____

_____

_____

All persons signing this petition do hereby agree to the construction of the following proposed traffic calming measures:

_____

_____

_____

All persons signing this petition do hereby acknowledge that unless the Town Manager determines that the installed measures are a hazard, once they are installed, measures shall remain for at least 3 years. If a neighborhood decides that it no longer wants the measures in place following the first three years, a process similar to that used for implementation of the Stage 2 measures will be followed, including demonstrating public support for their removal as evidenced by a petition signed by 75% of the residents within the defined area of the improvements, and evaluation by Town Staff.

Date Submitted: _____

Attachment C

Neighborhood Petition Form for Construction of Traffic Calming Measures *(Page 2)*

This petition is provided so that residents in a neighborhood may verify that there is a consensus for the construction of traffic calming measures as described on the previous page.

Town staff will identify an “area of influence” in the neighborhood. The area of influence includes properties abutting the street and properties on intersecting streets within a reasonable distance of the problem street. Town staff will provide a map and addresses for the area of influence.

The petition must be signed by at least 75 percent of the owners or residents of properties within the “area of influence.” Each property is entitled to one signature. Valid signatures include those from (1) a property owner or spouse, (2) an adult head of household, or (3) an adult renting the property.

Signature and Printed Name	Address of Property	Date	Pace Car Program

Attachment D

PACE CAR PROGRAM

The Pace Car Program is a resident-based traffic calming initiative that encourages Acton residents to take responsibility for their own driving while setting the "pace" for safer streets and neighborhoods.

The concept is simple: Acton residents sign a pledge to drive safely, courteously, and within the speed limit on our Town streets and receive an official "Acton Pace Car" sticker to display on their vehicles.

The Pace Car sticker shows other drivers that you are taking part in a community-based effort to address the problems of traffic speed, safety, and congestion in Acton. The sticker also serves as a "pledge reminder" to Pace Car drivers each time we get behind the wheel and drive around our Town and through other people's neighborhoods.

The Pace Car concept originated in Boise, Idaho and has been replicated in Atlanta, Greensboro, Santa Cruz, Honolulu, Salt Lake City, Northhampton MA and other cities and towns across the nation.

The program is inexpensive and based on a simple, yet ingenious approach to traffic calming: cars calming other cars. By setting a safe and livable "pace" for other drivers -- and sharing the road with pedestrians and bicycles -- Pace Cars, in effect, become mobile traffic calming devices or "rolling speed bumps."

Be a part of the solution to Acton's traffic problem. Take the pledge and become an Acton Pace Car driver today!

To sign up for the program and request a sticker, please submit your name, address, phone number and email address to TMG@actonma.gov. Staff will notify residents when their request is processed and sticker can be picked up at the DPW office.