



# CITY OF MILTON CRABAPPLE AREA PERSONAL TRANSPORTATION VEHICLE (PTV) PLAN FOR: CITY OF MILTON

PREPARED BY: CPL



CPL  
ARCHITECTURE  
ENGINEERING  
PLANNING  
[CPLteam.com](http://CPLteam.com)

# TABLE OF CONTENTS

---

1 - EXECUTIVE SUMMARY.....	3
2 - REGULATORY AUTHORITY & FRAMEWORK.....	4
3 - FACILITIES PLANNING.....	5
4 - REGISTRATION PROCESS.....	7
5 - GDOT COORDINATION.....	9
6 - PTV EQUIPMENT & SIGNAGE REQUIREMENTS.....	10
7 - COMMUNITY INPUT.....	11
8 - IMPLEMENTATION.....	13
APPENDIX A - SURVEY RESULTS.....	14
APPENDIX B - REGISTRATION MATERIALS.....	30
APPENDIX C - CRABAPPLE PTV ROUTE PLAN.....	33

# EXECUTIVE SUMMARY

CPL has been engaged by the City of Milton to develop a Personal Transportation Vehicle (PTV) Plan.

Regulated by the State of Georgia OCGA 40-6-365, communities that desire to allow PTVs to operate across and adjacent to state routes shall develop a PTV Plan that includes a road suitability analysis, signage installation plan, permitting process, and adequate outreach to the community. The City of Milton initiated that process for the Crabapple District in Fall 2022.

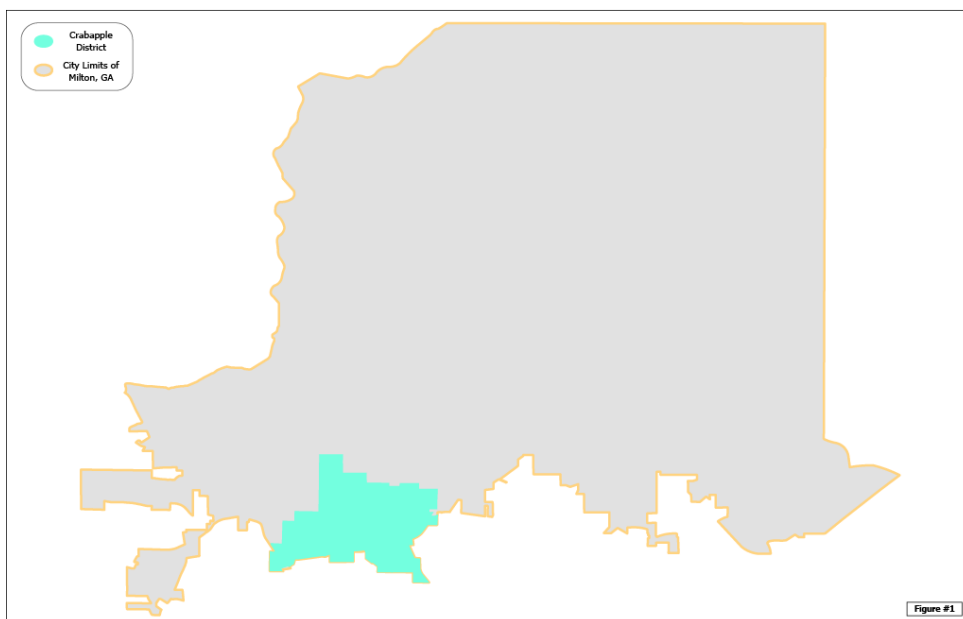
The Plan for the Crabapple District incorporates public feedback, best practices and engineering techniques, and a regulatory outline so the city can allow the safe operation of PTVs within city limits.

One of the City's top objectives of the Plan is to identify preferred locations for crossing Georgia Department of Transportation (GDOT) rights of way. Through this process, the team has engaged with key stakeholders (property owners, users, and GDOT representatives) to understand where these preferences align to make recommendations on those alignments as well as identify the next steps in the process.

The final plan presented for adoption provides a summary of State law requirements for local governments pursuing PTV Plans:

- Analysis of a public input survey, designed to gauge the public's interest in creating types of off-street paths and the location of state route crossings in Crabapple
- Recommendations on how PTVs should be regulated
- Route Plan Map has been developed to identify where PTVs can operate
- Facilitate PTV crossings at GDOT rights-of-way
- Detailed registration process is outlined that includes all necessary forms, inventories, and ordinance language

Finally, an implementation plan provides a short-term list of actions to ensure the registration process is adequately set-up and measures are identified for ongoing maintenance of the program.



# REGULATORY AUTHORITY & FRAMEWORK

---

## STATE LAW

OCGA 40-6-365 stipulates that local governments can expressly permit and regulate the use of personal transportation vehicles upon the adoption of a Personal Transportation Vehicle (PTV) Plan. While there are minimum standards for development of a PTV Plan, there are other regulations local governments may regulate, should they choose to incorporate them into the regulations. The relevant sections of State Law can be referenced in Title 40, Chapter 6, Article 13, Parts 3 and 6.

## LOCAL LAW

The City of Milton has the authority to permit and regulate PTVs in accordance with State Law. Elements of the state law were incorporated into the local ordinance. The process outlined herein represents and defines the City's regulatory authority upon adoption by the City Council.

## CITY ORDINANCE

The City of Milton adopted a Personal Transportation Vehicle Ordinance on June 1, 2020. This ordinance established the framework for allowing PTVs within the city limits. However, state regulations require a permitting process to be addressed when applying for PTV crossings along state roads, which would be Birmingham Highway and Crabapple Road. This section will highlight the changes that need to be made to ensure that the city stays within state regulations.

## REGULATORY - ACTION PLAN

- PTV Route Plan Map shows streets for PTV operations on internal neighborhood streets and streets signed 25 MPH or less – the top locations identified for PTV use in descending popularity are as follows: Crabapple restaurants and other businesses, parks, schools, different neighborhoods, library, and City Hall.
- Prioritize development of multi-use paths that are wide enough to accommodate PTVs by seeking funding opportunities – respondents indicated this is the most important action for City Council with respect to PTVs.
- Develop a permitting process for citizens to register their PTVs.
- Establish a minimum \$25,000 liability insurance requirement for PTVs that operate within the City of Milton.
- Enable the City to apply for state road crossings with GDOT.
- Encourage future developers to provide multi-use/off-street paths in the city.

## ON-STREET PTV ROUTE PLAN

The on-street PTV Route Plan summarizes the public roads in the Crabapple District that are permitted to accept PTVs. These streets were confirmed to be suitable for PTVs based on their permitted speed limits, design speeds, lines of sight, and proximity to destinations.

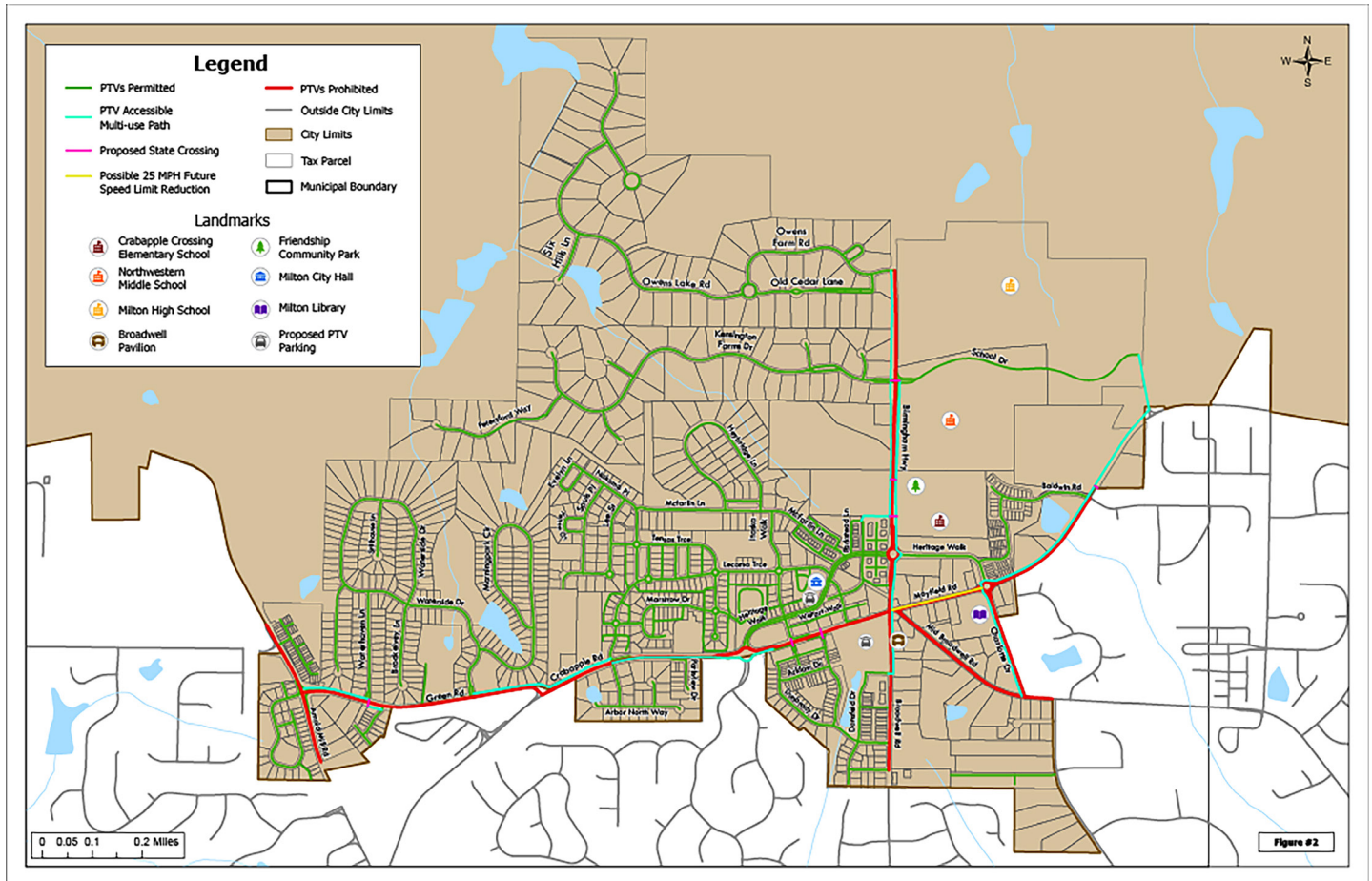


Figure 2 - Milton On-Street PTV Plan

## PTV ACCESSIBLE MULTI-USE PATH & CONCEPTUAL OFF-STREET PATH

Multi-use and off-street paths have been identified as relatively high priorities for members of the community wanting PTVs in the City of Milton. The survey responses show that 36% of respondents would prioritize off-street paths that are shared with bicycles and pedestrians and 15% would like to see PTV exclusive off-street paths.

Multi-use and off-street paths provide a level of separation and comfort from higher speed traffic as an alternative to sharing the road with other automobiles. A follow-up effort to identify conceptual alignments may be a task for City Council to prioritize in the future. Minimum design criteria will be determined at that time, which will require coordination with GDOT along Birmingham Highway and Crabapple Road.

## CONCEPTUAL OFF-STREET PATH RENDERINGS



Figure 3 - Mid-Block Crossing

Figure 4 - Sidepath Along Major Roadway



Figure 5 - Minor Street Crossing



Figure 6 - Multi-Use Trail



# REGISTRATION PROCESS

## PROCESS SUMMARY

In compliance with the PTV requirements at the state level, Milton has identified a process by which to register and permit PTVs that are desired to be used on local streets in accordance with ordinances and this PTV Plan. While this process is most appropriately updated through a follow-up ordinance amendment that is recommended in the implementation plan, a conceptualized process is outlined herein. Should any conflicts between the actual ordinance and this policy exist, the adopted ordinance will prevail.

Any PTV operating in the City of Milton city limits is required to register the vehicle. The owner of a personal transportation vehicle (PTV) shall register the PTV with the city once every five (5) years for a \$15.00 fee. Registration is filed with the Police Department. A form is provided to applicants to enter the necessary information based on the ordinance requirements.

As part of the registration process, each owner shall be required to sign an affidavit that the information provided by the owner on the registration form is true and correct to the best of their knowledge and that the owner will abide by all City of Milton laws and regulations regarding ownership and operation of a PTV, as well as any applicable state laws. The registration decal provided by the city is required to be posted in a visible location of the PTV operated within the City of Milton.



Figure 7 - PTV Permit Decal

# REGISTRATION PROCESS



## PERSONAL TRANSPORTATION VEHICLE (PTV) REGISTRATION

Date: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

REVIEW THE MILTON CODE OF ORDINANCES, CHAPTER 56, "TRAFFIC AND VEHICLES," ARTICLE VI, "PERSONAL TRANSPORTATION VEHICLES" FOR ALL REQUIREMENTS

**Required Attachments:**

- \$15.00 permit fee
- Copy of Driver's License
- Copy of Insurance

Signature: \_\_\_\_\_

By signing this document, you are acknowledging that you have read and understand the PTV regulations within the City of Milton.

**CITY STAFF ONLY**

Registration Issued By: \_\_\_\_\_

Date: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Figure 8 - PTV Registration Form

Figure 9 - PTV Registration Log

**City of Milton  
PTV Registration Log**

Applicant Name	Applicant Address	Application Fee	Driver's License	Insurance	Affidavit	Registration Number	Registration Expiration Date
		No	No	No	No	0001	01.01.2028
		No	No	No	No	0002	01.01.2028
		No	No	No	No	0003	01.01.2028
		No	No	No	No	0004	01.01.2028
		No	No	No	No	0005	01.01.2028
		No	No	No	No	0006	01.01.2028
		No	No	No	No	0007	01.01.2028
		No	No	No	No	0008	01.01.2028
		No	No	No	No	0009	01.01.2028
		No	No	No	No	0010	01.01.2028
		No	No	No	No	0011	01.01.2028
		No	No	No	No	0012	01.01.2028
		No	No	No	No	0013	01.01.2028
		No	No	No	No	0014	01.01.2028
		No	No	No	No	0015	01.01.2028
		No	No	No	No	0016	01.01.2028
		No	No	No	No	0017	01.01.2028
		No	No	No	No	0018	01.01.2028
		No	No	No	No	0019	01.01.2028



## GDOT COORDINATION

---

We collaborated with Paul Denard and his staff at the Georgia Department of Transportation (GDOT) to determine the proposed PTV crossing locations along Birmingham Highway and Crabapple Road, as they would have to approve any crossings over a state route. GDOT staff was amenable to the preliminary location of the proposed PTV crossings along Crabapple Road and Birmingham Highway. However, GDOT does require an application process that would include a traffic study to be completed by the city.

As one of the highest priorities of the PTV Plan, the City of Milton desires to connect the Crabapple district with PTVs north to south and east to west. That involves establishing crossings along GDOT rights of way. To understand the process and required analysis for implementing those crossings, the team met with the GDOT District 7 District Engineer, Paul Denard, and his staff. The GDOT stakeholders indicated a preference to separate PTV and pedestrian traffic. There are a number of accompanying materials required to obtain the encroachment permit, the formal approval to make the improvements. Those general steps are outlined below and included in the implementation plan. GDOT is generally supportive of the crossings and stressed the need to follow the PTV policy for providing all required documentation. While they provided some guidance for crossing at the high school, that location might be of concern once additional details are provided for review. Note the City will be responsible for installation and ongoing maintenance of all signage, striping, equipment, etc.

For crossing at the high school:

- Golf carts will queue with vehicles at the light
- Be sure to note the queuing in the encroachment permit, as it may require additional signage

Prior to encroachment permit:

- Once the general locations have been set and the additional analysis is conducted, GDOT expressed a desire to conduct a cursory review prior to the City moving forward with the full encroachment permit. That will allow the district to communicate any concerns earlier in the process.

For the encroachment permits:

- Site plan including layout of intersection, signage, and topography
- Provide signage/warning plan (based on policy). Identify locations of sign noting "PTV crossing only."
- Conduct and submit a traffic impact study.
- Develop any signal plans, as necessary.

# PTV EQUIPMENT & SIGNAGE REQUIREMENTS

## PTV EQUIPMENT REQUIREMENTS

All personal transportation vehicles shall be equipped with:

- (1) A braking system sufficient for the weight and passenger capacity of the vehicle, including a parking brake;
- (2) A reverse warning device functional at all times when the directional control is in the reverse position;
- (3) A main power switch. When the switch is in the "off" position, or the key or other device that activates the switch is removed, the motive power circuit shall be inoperative. If the switch uses a key, it shall be removable only in the "off" position;
- (4) Head lamps;
- (5) Reflex reflectors;
- (6) Tail lamps;
- (7) A horn;
- (8) A review mirror;
- (9) Safety warning labels; and
- (10) Hip restraints and hand holds or a combination thereof.

## PTV SIGNAGE

Signs shall be erected on every highway which comprises a part of the state highway system at that point on the highway which intersects the corporate limits of the City. Such signs shall be at least 24 by 30 inches in area and shall warn approaching motorists that personal transportation vehicles are authorized for use on designated city streets.



Figure 10 (Left) - PTV Equipment Requirements (City of Woodstock. "Equipment instruction." Web)

Figure 11 (Right) - PTV Sign

# COMMUNITY INPUT

## OUTREACH

The community was engaged in this process through a community survey and outreach to key stakeholders. These stakeholders included local business owners, school officials, police department, and the public works department.

In an effort to gauge community interest in allowing and regulating PTVs, the City posted a survey from March 20th to April 1st. The survey was posted on the City's website, accompanied by general project information. Throughout the survey period, 880 respondents provided input. The raw data can be found in the PTV Plan appendix.

## SURVEY FINDINGS

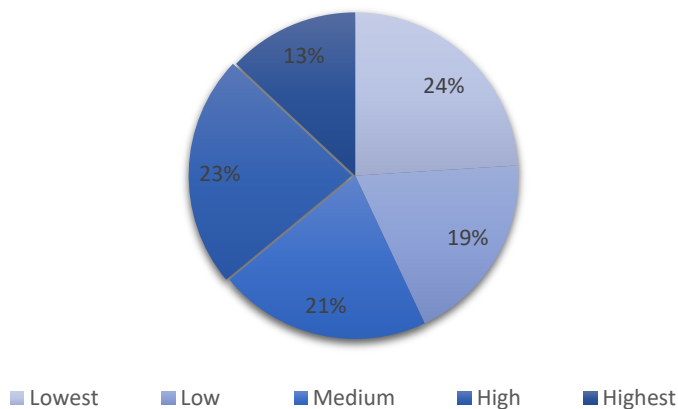
Approximately 58 percent of respondents believe that PTVs should be a medium to high priority for the City of Milton. By comparison, only 26 percent of respondents currently own a PTV, and another 46 percent they would consider owning one with improved policy and/or infrastructure. Therefore, there is strong community support for pursuing this process.

## SURVEY FEEDBACK - ORDINANCE

The survey results have been reviewed, and several regulations have been developed to address feedback provided by respondents. The following regulations have been included in the draft ordinance:

- Age to operate PTVs: 16 years old – over 50 percent of respondents preferred drivers to be 16 years of age or older.
- Type vehicle: Both electric and gas powered PTVs are permitted – 44 percent of respondents favored allowing both.

### How high of a priority should the issue of PTV's be in the city of Milton?

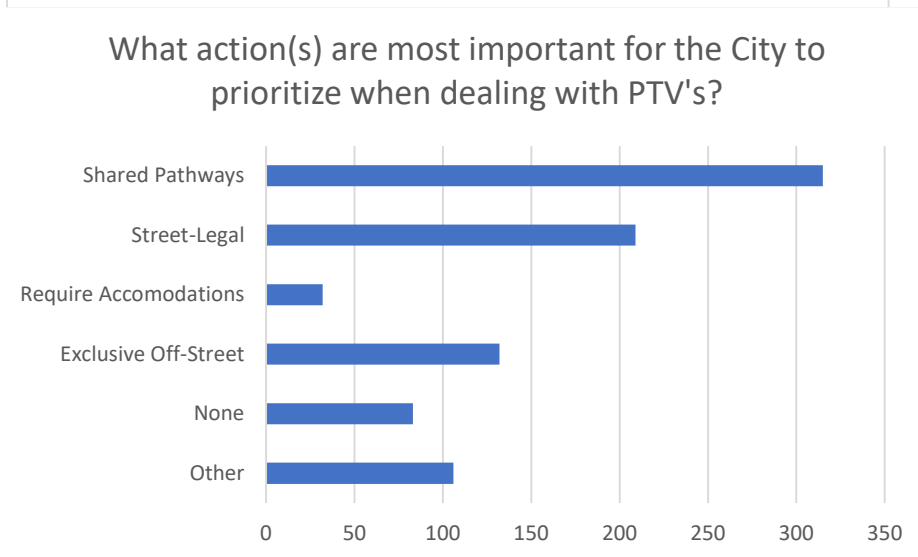
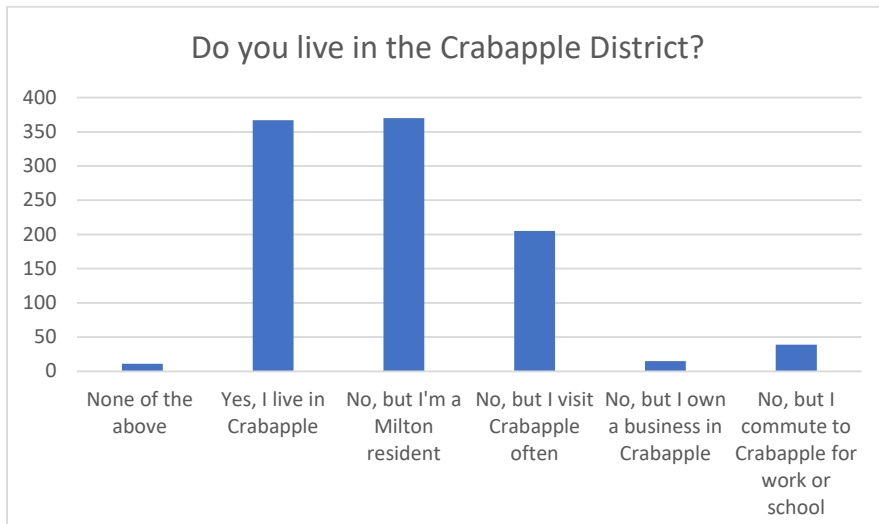


# COMMUNITY INPUT

## SURVEY FEEDBACK - ACTION PLAN

The following recommendations have been added to the action plan:

- PTV Route Plan Map identifies legal streets for PTV operations on internal neighborhood streets and streets signed 25 MPH or less – the top locations identified for PTV use in descending popularity are as follows: Crabapple restaurants and other businesses, parks, schools, different neighborhoods, library, and City Hall.
- Encourage private developers to provide off-street paths in new developments to connect to the existing and planned PTV route network – 51 percent of respondents recommended developing requirements for developers to provide paths.
- Prioritize development of multi-use paths that are wide enough to accommodate PTVs by seeking funding opportunities – respondents indicated this is the most important action for City Council with respect to PTVs.



# IMPLEMENTATION

## PTV PLAN ACTION ITEMS

Present the Ordinance to City Council for Adoption

- Responsible Party: City Manager
- Comments: Effective Date recommended July 11, 2022
- Estimated Cost: None
- Completion Date: 3Q 2022

Post Frequently Asked Questions and other relevant documents on the City's Website

- Responsible Party: Public Works
- Comments: Prior to effective date of ordinance
- Estimated cost: None
- Completion Date: 3Q 2022

Train police department personnel to process registration applications

- Responsible Party: Public Works & Police
- Comments: Prior to effective date of ordinance
- Estimated cost: None
- Completion Date: 3Q 2022

Print applications and make available on City website

- Responsible Party: Public Works
- Comments: Print materials prior to effective date
- Estimated Cost: \$50
- Completion Date: 3Q 2022

Set up finance account for registration fees

- Responsible Party: Finance
- Comments: Prior to effective date of ordinance
- Estimated Cost: None
- Completion Date: 3Q 2022

Order and stock registration sticker

- Responsible Party: Public Works
- Comments: Order to be available for ordinance effective date; quote for 1,000 decals
- Estimated Cost: \$600
- Completion Date: 3Q 2022

Host educational workshops to teach public about new process

- Responsible Party: Public Works
- Comments: Schedule meetings prior to ordinance effective date; as needed after
- Estimated Cost: None
- Completion Date: Ongoing

Send ordinance to Municode for codification

- Responsible Party: City Clerk
- Comments: In accordance with Municode agreement
- Estimated Cost: None
- Completion Date: 3 Q 2022

Publicize new ordinance and process

- Responsible Party: Communication Department
- Comments: None
- Estimated Cost: None
- Completion Date: Ongoing

Develop an enforcement grace period to educate public

- Responsible Party: Police
- Comments: Enforcement to begin 7/12/22
- Estimated Cost: None
- Completion Date: 4Q 2022

Order and install new signage for PTV routes crossing higher speed streets

- Responsible Party: Public Works
- Comments: Install prior to ordinance effective date; cost per sign estimated at \$200 per sign installed
- Estimated Cost: \$10,000
- Completion Date: Ongoing

Apply for funding to construct off-street PTV paths

- Responsible Party: City Manager
- Comments: None
- Estimated Cost: Matching Funds
- Completion Date: Ongoing

Coordination with GDOT for parallel paths and state route crossings

- Responsible Party: Public Works
- Comments: None
- Estimated Cost: TBD
- Completion Date: Ongoing

Review PTV Route Plan every 5 years

- Responsible Party: Public Works
- Comments: None
- Estimated Cost: None
- Completion Date: 2027

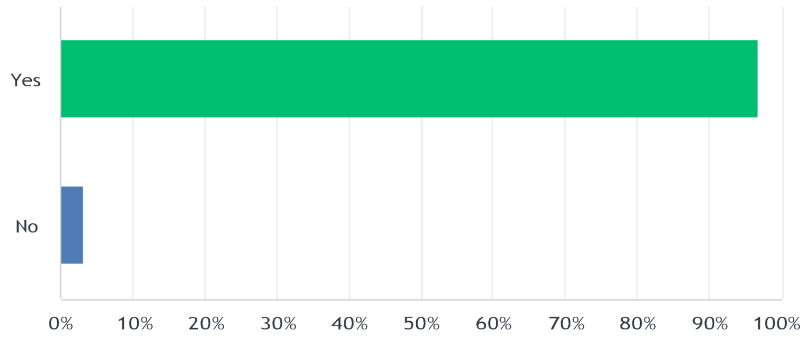
# APPENDIX A - SURVEY RESULTS



Photo: City of Milton

## Q1 Have you heard of Personal Transportation Vehicles (PTVs)?

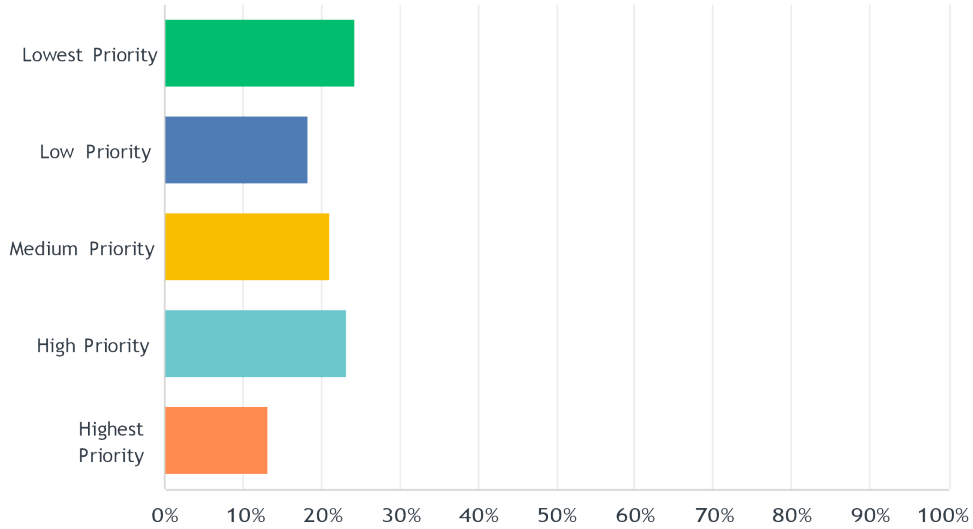
Answered: 880 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	96.82%	852
No	3.18%	28
TOTAL		880

## Q2 How high of a priority should the issue of PTVs be in the city of Milton?

Answered: 880 Skipped: 1

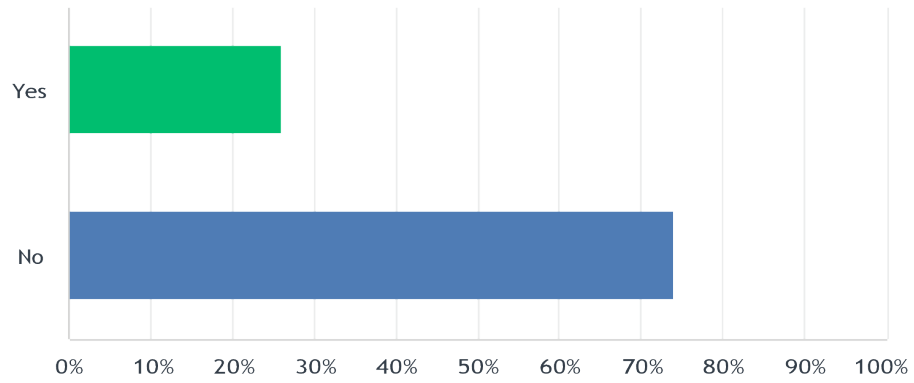


ANSWER CHOICES	RESPONSES	
Lowest Priority	24.20%	213
Low Priority	18.30%	161
Medium Priority	21.02%	185
High Priority	23.30%	205
Highest Priority	13.18%	116
<b>TOTAL</b>		<b>880</b>



### Q3 Do you own a PTV?

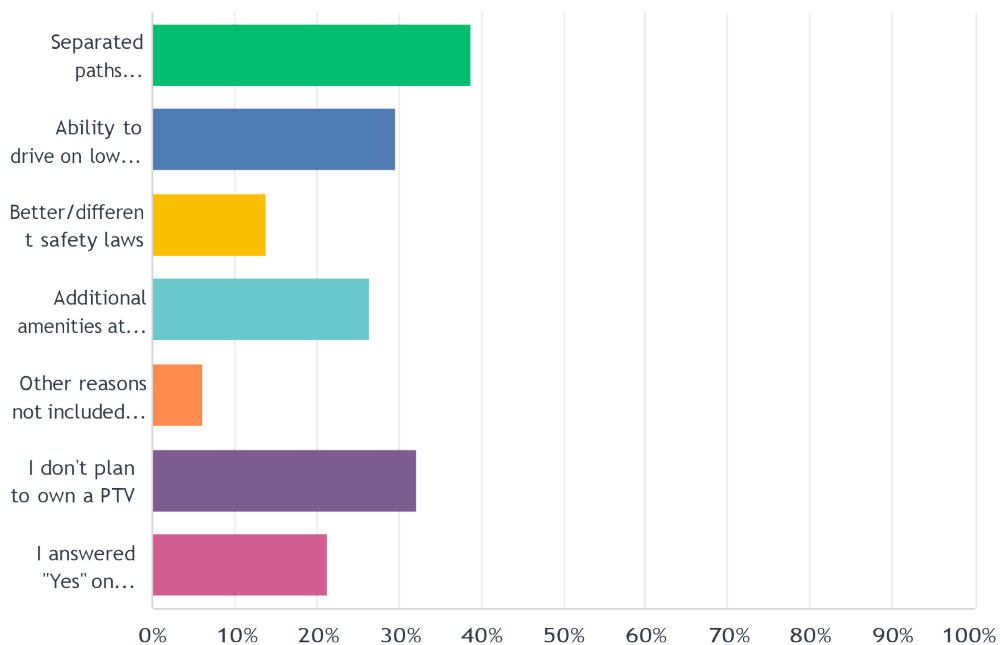
Answered: 880 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	26.02%	229
No	73.98%	651
TOTAL		880

## Q4 If you answered "No" in Question 3, what would make you want to own a PTV in the future? (Select all that apply.)

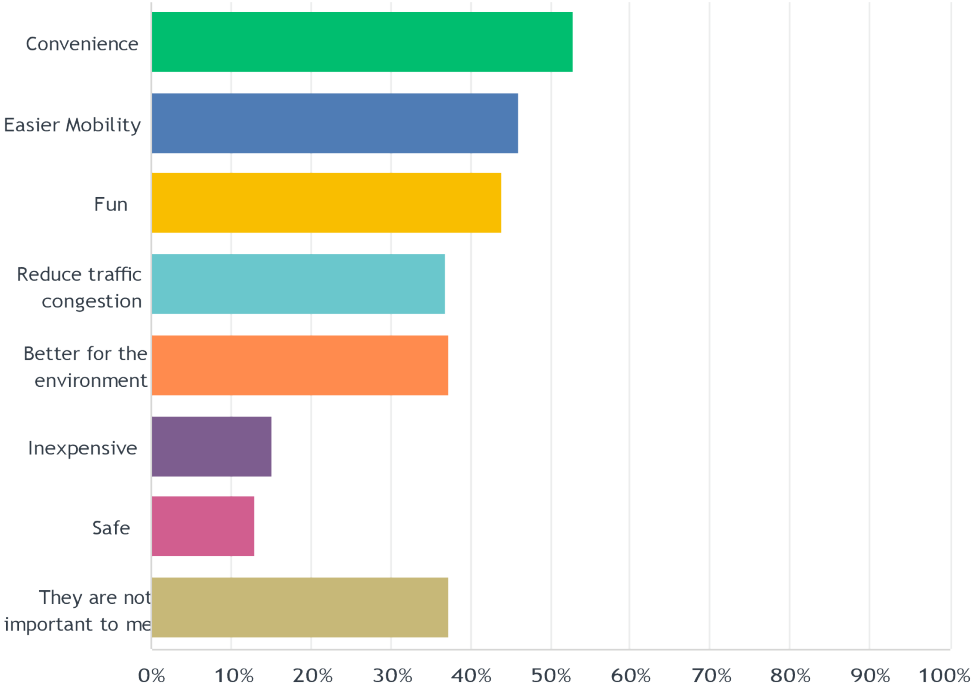
Answered: 849 Skipped: 32



ANSWER CHOICES	RESPONSES	
Separated paths exclusively for PTVs	38.87%	330
Ability to drive on low speed streets	29.68%	252
Better/different safety laws	13.78%	117
Additional amenities at key destinations (parking, charging, etc.)	26.38%	224
Other reasons not included above	6.24%	53
I don't plan to own a PTV	32.27%	274
I answered "Yes" on Question 3	21.32%	181
Total Respondents: 849		

## Q5 Why are PTVs important to you? (Select all that apply.)

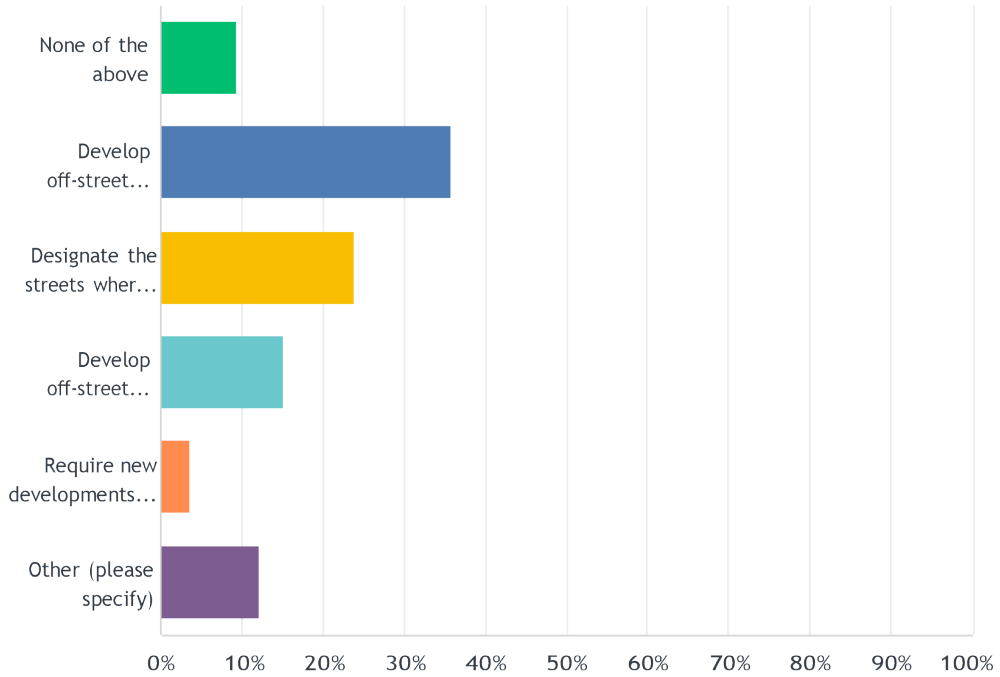
Answered: 877 Skipped: 4



ANSWER CHOICES	RESPONSES	
Convenience	52.79%	463
Easier Mobility	45.95%	403
Fun	43.90%	385
Reduce traffic congestion	36.83%	323
Better for the environment	37.29%	327
Inexpensive	15.05%	132
Safe	13.00%	114
They are not important to me	37.40%	328
Total Respondents: 877		

## Q6 What action(s) are most important for the City to prioritize when dealing with PTVs?

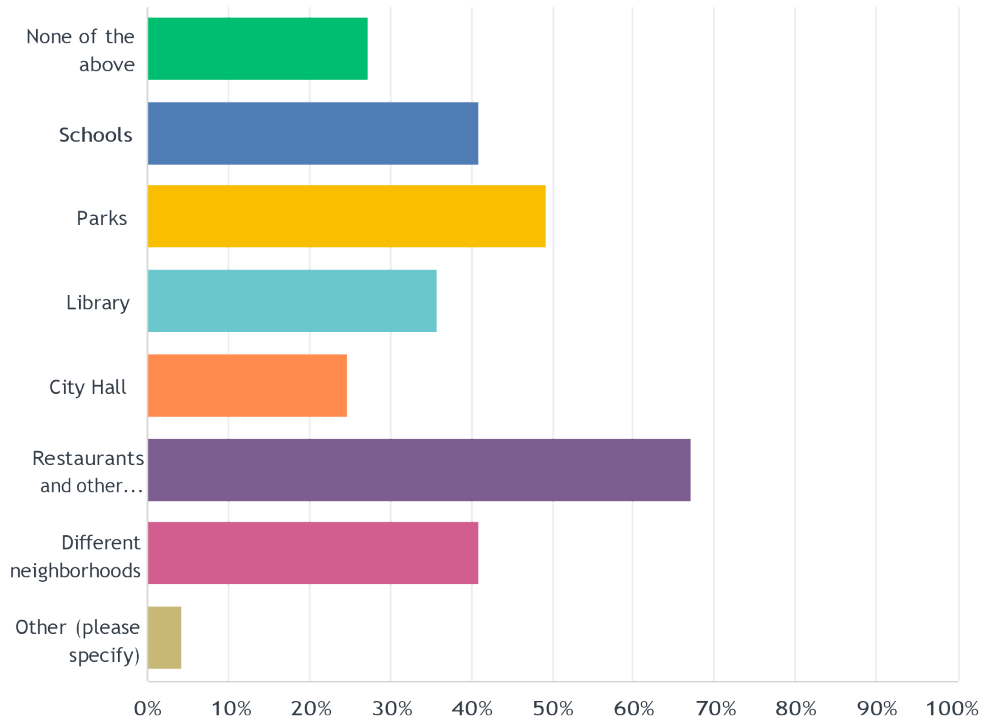
Answered: 877 Skipped: 4



ANSWER CHOICES	RESPONSES	
None of the above	9.46%	83
Develop off-street paths that are shared with bicycles and pedestrians	35.92%	315
Designate the streets where they are legal with better signage	23.83%	209
Develop off-street paths that are exclusive to PTVs	15.05%	132
Require new developments to accommodate PTV operations	3.65%	32
Other (please specify)	12.09%	106
<b>TOTAL</b>		<b>877</b>

## Q7 What destinations would you most likely travel to within the Crabapple District with a PTV? (Select all that apply.)

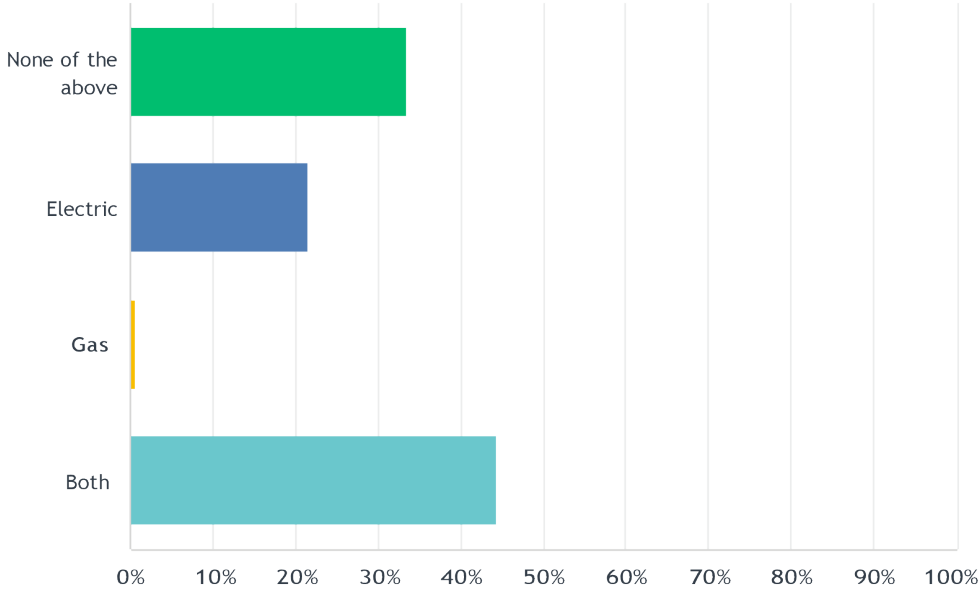
Answered: 878 Skipped: 3



ANSWER CHOICES	RESPONSES	
None of the above	27.22%	239
Schools	41.00%	360
Parks	49.20%	432
Library	35.88%	315
City Hall	24.83%	218
Restaurants and other businesses	67.20%	590
Different neighborhoods	41.00%	360
Other (please specify)	4.21%	37
<b>Total Respondents: 878</b>		

# Q8 What type of PTVs should be allowed on public streets in Milton?

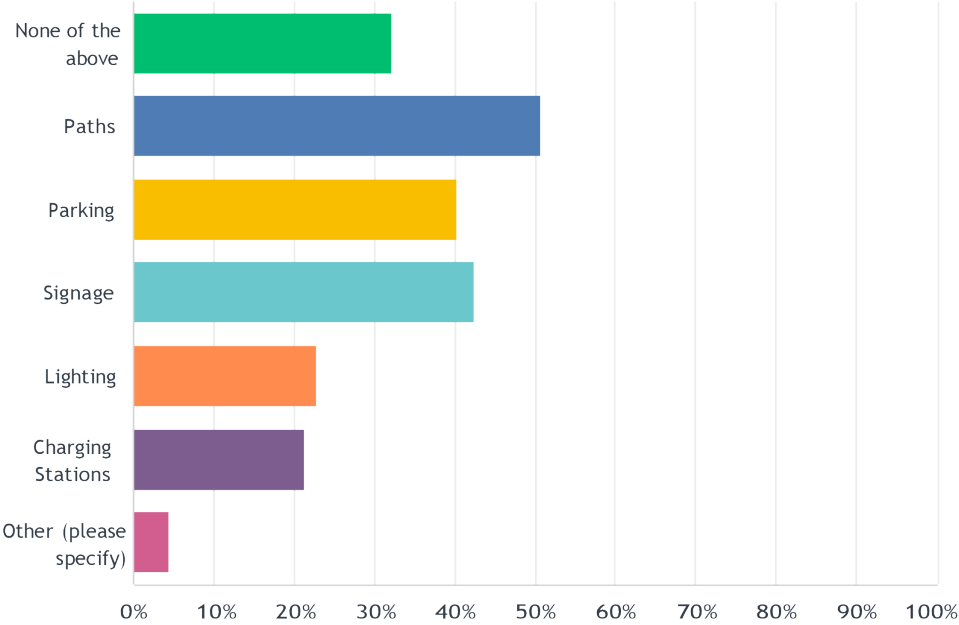
Answered: 879 Skipped: 2



ANSWER CHOICES	RESPONSES	
None of the above	33.45%	294
Electric	21.62%	190
Gas	0.68%	6
Both	44.25%	389
<b>TOTAL</b>		<b>879</b>

# Q9 Should the City develop ordinances to require new developments to provide any of the following for PTVs? (Select all that apply.)

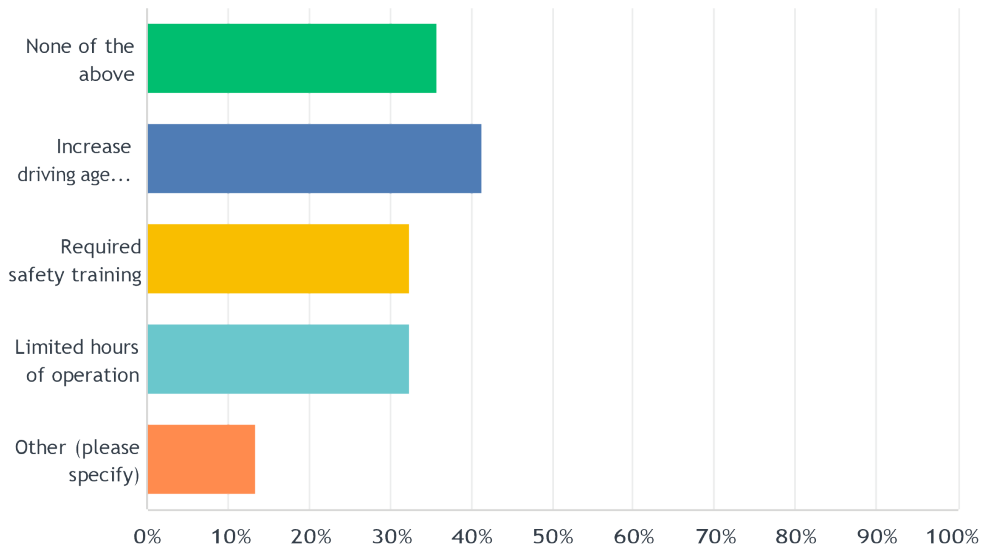
Answered: 878 Skipped: 3



ANSWER CHOICES	RESPONSES	
None of the above	32.23%	283
Paths	50.68%	445
Parking	40.32%	354
Signage	42.48%	373
Lighting	22.89%	201
Charging Stations	21.41%	188
Other (please specify)	4.44%	39
Total Respondents: 878		

## Q10 What requirements above and beyond State Law should Milton consider for PTV operations on public streets? (Select all that apply.)

Answered: 866 Skipped: 15

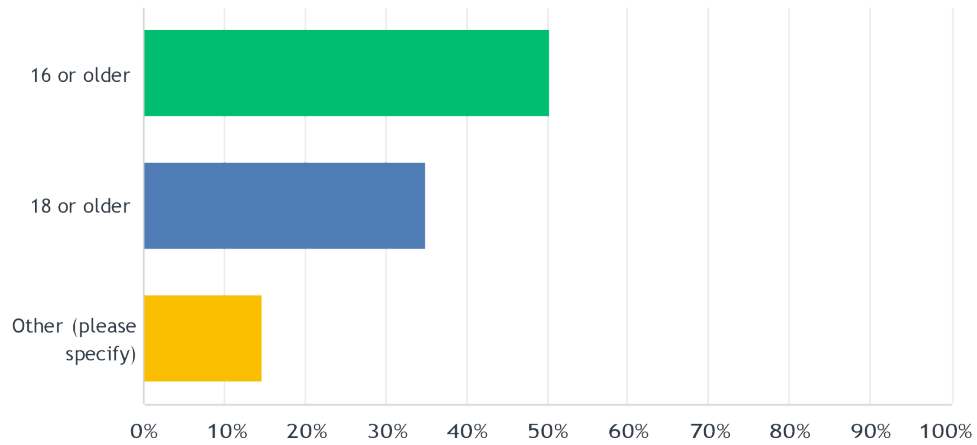


ANSWER CHOICES	RESPONSES	
None of the above	35.91%	311
Increase driving age higher than 16	41.45%	359
Required safety training	32.45%	281
Limited hours of operation	32.33%	280
Other (please specify)	13.39%	116
<b>Total Respondents: 866</b>		



## Q11 What should Milton use as the legal age to drive a PTV?

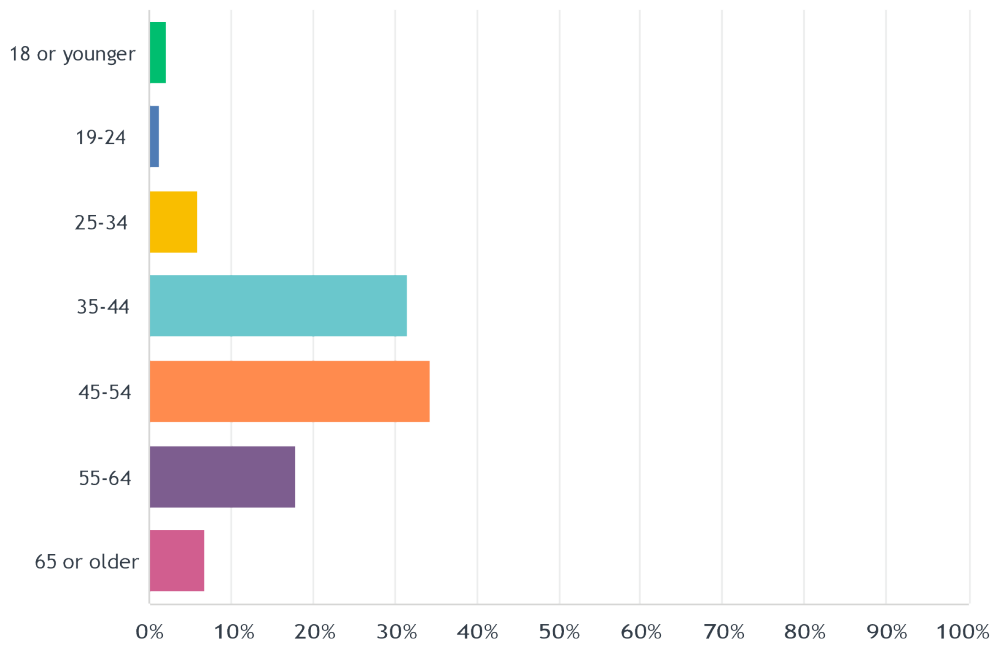
Answered: 874 Skipped: 7



ANSWER CHOICES	RESPONSES	
16 or older	50.34%	440
18 or older	35.01%	306
Other (please specify)	14.65%	128
<b>TOTAL</b>		<b>874</b>

## Q12 How old are you?

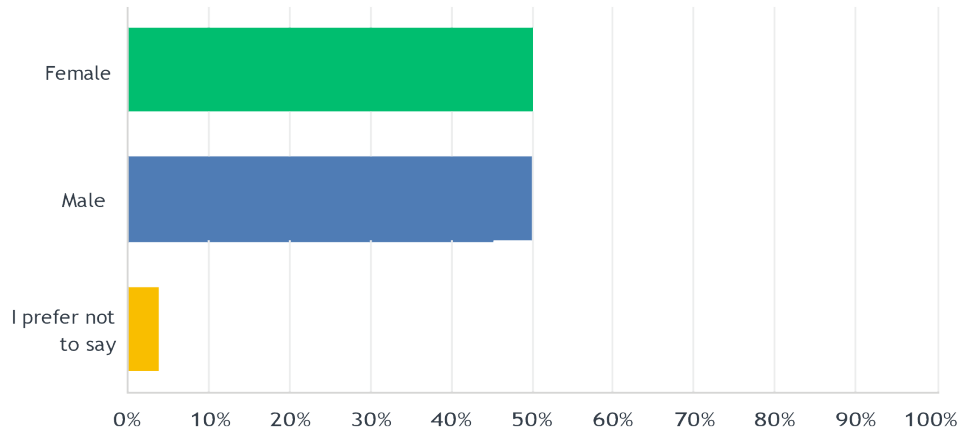
Answered: 875 Skipped: 6



ANSWER CHOICES	RESPONSES	
18 or younger	2.17%	19
19-24	1.26%	11
25-34	6.06%	53
35-44	31.66%	277
45-54	34.29%	300
55-64	17.83%	156
65 or older	6.74%	59
TOTAL		875

## Q13 What is your gender?

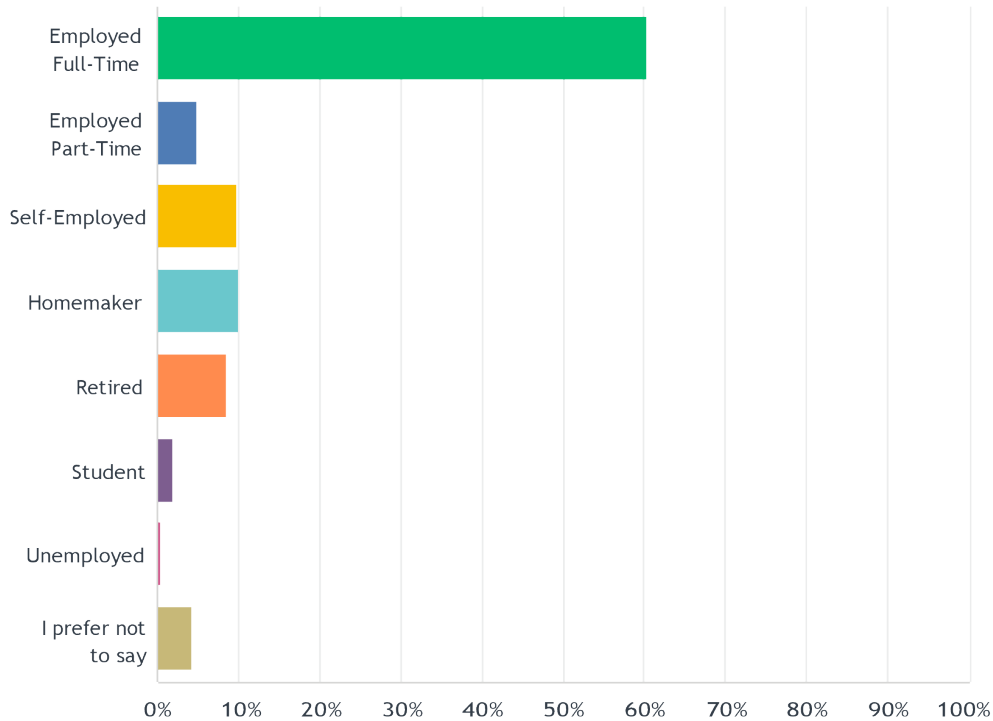
Answered: 878 Skipped: 3



ANSWER CHOICES	RESPONSES	
Female	50.68%	445
Male	45.33%	398
I prefer not to say	3.99%	35
TOTAL		878

## Q14 What is your current employment status?

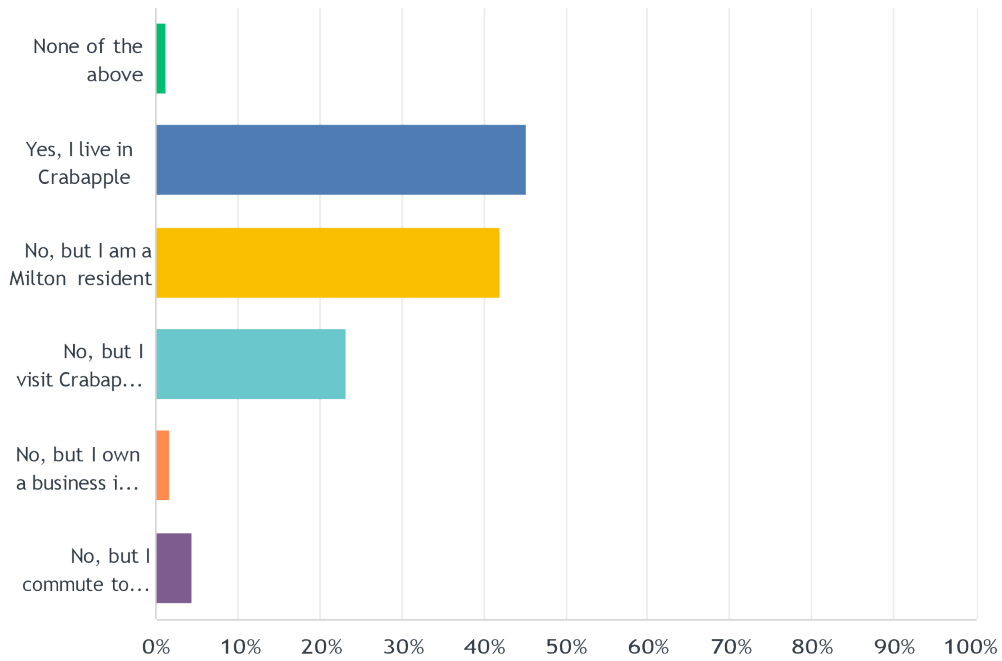
Answered: 876 Skipped: 5



ANSWER CHOICES	RESPONSES	
Employed Full-Time	60.39%	529
Employed Part-Time	4.91%	43
Self-Employed	9.70%	85
Homemaker	10.05%	88
Retired	8.56%	75
Student	1.83%	16
Unemployed	0.34%	3
I prefer not to say	4.22%	37
<b>TOTAL</b>		<b>876</b>

## Q15 Do you live in the Crabapple District? (Select all that apply.)

Answered: 879 Skipped: 2



ANSWER CHOICES	RESPONSES	
None of the above	1.25%	11
Yes, I live in Crabapple	45.16%	397
No, but I am a Milton resident	42.09%	370
No, but I visit Crabapple often	23.32%	205
No, but I own a business in Crabapple	1.71%	15
No, but I commute to Crabapple for work or school	4.44%	39

APPENDIX B - REGISTRATION MATERIALS





**PERSONAL TRANSPORTATION VEHICLE (PTV)  
REGISTRATION**

Date: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**REVIEW THE MILTON CODE OF ORDINANCES, CHAPTER 56, "TRAFFIC AND VEHICLES," ARTICLE VI, "PERSONAL TRANSPORTATION VEHICLES" FOR ALL REQUIREMENTS**

**Required Attachments:**

- \$15.00 permit fee
- Copy of Driver's License
- Copy of Insurance

Signature: \_\_\_\_\_

By signing this document, you are acknowledging that you have read and understand the PTV regulations within the City of Milton.

**CITY STAFF ONLY**

Registration Issued By: \_\_\_\_\_

Date: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Registration Number: \_\_\_\_\_

City of Milton  
 PTV Registration Log

Applicant Name	Applicant Address	Application Fee	Driver's License	Insurance	Affidavit	Registration Number	Registration Expiration Date
		No	No	No	No	3001	01.01.2028
		No	No	No	No	3002	01.01.2028
		No	No	No	No	3003	01.01.2028
		No	No	No	No	3004	01.01.2028
		No	No	No	No	3005	01.01.2028
		No	No	No	No	3006	01.01.2028
		No	No	No	No	3007	01.01.2028
		No	No	No	No	3008	01.01.2028
		No	No	No	No	3009	01.01.2028
		No	No	No	No	3010	01.01.2028
		No	No	No	No	3011	01.01.2028
		No	No	No	No	3012	01.01.2028
		No	No	No	No	3013	01.01.2028
		No	No	No	No	3014	01.01.2028
		No	No	No	No	3015	01.01.2028
		No	No	No	No	3016	01.01.2028
		No	No	No	No	3017	01.01.2028
		No	No	No	No	3018	01.01.2028
		No	No	No	No	3019	01.01.2028



APPENDIX C - CRABAPPLE PTV ROUTE PLAN



Photo: City of Milton

