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# Guidelines for Neighborhood Traffic Management Process (NTMP)

October 2010  
Public Works

# Is My Street Eligible?

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- Four criteria must be met to be eligible for inclusion in the NTMP:
  - Average Daily Traffic (ADT) must be greater than 200 vehicles per day (vpd) and less than 3,000 vpd.
  - Posted speed limit must be 25 mph or less.
  - Must be a through street (no cul-de-sacs or dead ends).
  - Functional Classification of either Local Street or Minor Collector.

# 9 Steps involved in NTMP

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1. Problem Identification
2. Obtain Neighborhood Input
3. Establish a Neighborhood Traffic Calming Committee
4. Select Phase 1 Treatments
5. Consider Phase 2 Treatments
6. Develop a Traffic Calming Plan (Plan)
7. Vote on the Plan
8. Approving the Plan
9. Implementing the Plan

# 1. Problem Identification

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- If your street is Eligible:
  - Complete and return the Community Action Request (CAR) form, available on the City website under the Neighborhood Traffic Concerns tab within the Public Works section.
- Once CAR Form is turned in:
  - Public Works will review the form and collect preliminary background information of the existing conditions.
  - Data collection may include reviewing road geometry, crash history data, sight distance, traffic volumes and speeds

## 2. Obtain Neighborhood Input

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- Public Works and Police Departments will hold a Public Meeting with neighborhood.
- Meeting will inform residents of pending analysis and describe the process.
- Meeting will rely on soliciting input from neighborhood about traffic problems and related neighborhood needs.

### 3. Establish Neighborhood Traffic Calming Committee (TCC)

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- Shall be comprised of 3 to 5 residents within the affected area.
- These residents will serve as a liaison between the neighborhood and Public Works.
- The TCC will be involved with development of the plan and presenting the plan to the neighborhood.
- TCC is expected to meet between 5-8 times with or without City Staff.

# 4. Select Phase 1 Treatments

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Phase 1 Treatments include:

- Traffic Safety Newsletter
- Speed Monitoring Trailers
- Neighborhood Speed Watch
- Enforcement

# Traffic Safety Newsletter Details

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## ■ Description

- Public Works will create a newsletter for your specific neighborhood to heighten awareness of traffic safety concerns within the neighborhood.
- Educates residents on the speeds and volumes specific to their neighborhood.
- Newsletter to include traffic safety tips to reduce speeds and educate the drivers.

## ■ Requirements

- 85<sup>th</sup> Percentile Speed exceeds 29 mph
- Neighborhood association or TCC to assist in distribution of newsletter



# Speed Monitoring Trailer Details

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## ■ Description

- Portable trailer, equipped with posted speed limit signs, detects the speed of passing vehicles and displays the traveling speed.
- Heightens the drivers awareness of the posted speed limit compared to the speed they are traveling.

## ■ Requirements

- Request forwarded to Traffic Safety team for placement
- First-come, first-serve basis

# Neighborhood Speed Watch Details

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## ■ Description

- Local residents monitor speed of vehicles with radar equipment on loan from Traffic Safety Team
- Residents are trained by Traffic Safety Team to use the radar unit
- Participants record license plate numbers of motorists who are driving in excess of posted speed limit
- Traffic Safety Team will send letters to owners of vehicles informing the owner of the violation and encouraging them to drive at or below the posted speed limit
- As this is a community awareness program, no formal violations or fines will be issued

## ■ Requirements

- Need minimum of 2 citizen volunteers
- 20 minute training session and signed agreements

# Enforcement Details

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- Description

- If excessive speeds are noted, the Police may focus a speed enforcement effort at this location.

- Requirements

- Request forwarded to Traffic Safety Team for monitoring
- First-come, first-serve basis

# 5. Consider Phase 2 Treatments

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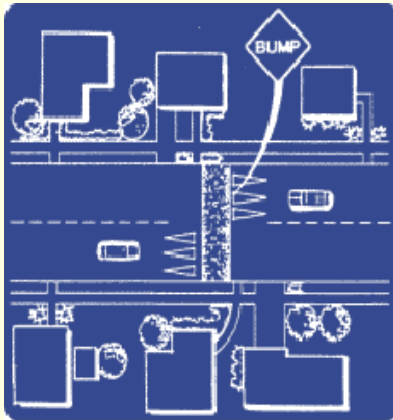
- Evaluate effectiveness of Phase 1 Treatments
- Consider Eligibility for Phase 2 Treatments:
  - Phase 2 Treatment Criteria:
    - 3,000 vpd > ADT > 500 vpd
    - 85<sup>th</sup> Percentile Speed must be
      - 35 mph or greater for local or minor collector streets
      - 30 mph or greater in marked school zone
      - 33 mph or greater adjacent to parks
    - Score 30 points or more on the Ranking Request Point Assignment list

# Phase 2 Treatments

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- Speed Humps
- Traffic Circles
- Chicanes
- Chokers
- Medians and Islands
- Pavement Markings
- Sidewalks and Streetscaping

# Speed Hump Details



## Requirements:

- Traffic volumes < 3,000 vpd
- 8% or less street grades
- Horizontal curves < 300' centerline radius

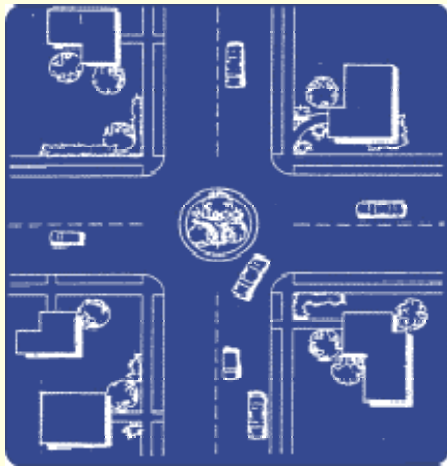
## Pros:

- Reduces speed
- Low Cost
- Diverts traffic

## Cons:

- Emergency vehicle access
- Increased noise
- Maintenance
- Traffic diverted to another street

# Traffic Circle Details



## Requirements:

- Placed at an intersection
- Size of intersection may not allow circle
- Circulating lane should not encroach on the crosswalk

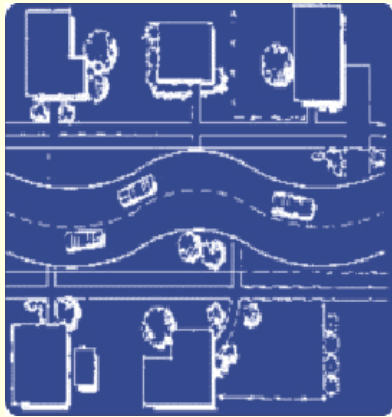
## Pros:

- Reduces speed
- Slows people down at intersection
- Provides a space for landscaping

## Cons:

- Emergency vehicle access
- Can cause confusion initially
- Maintenance
- Can be costly

# Chicane Details



## Requirements:

- 2% or more street grades or existing storm sewer system to connect to

## Pros:

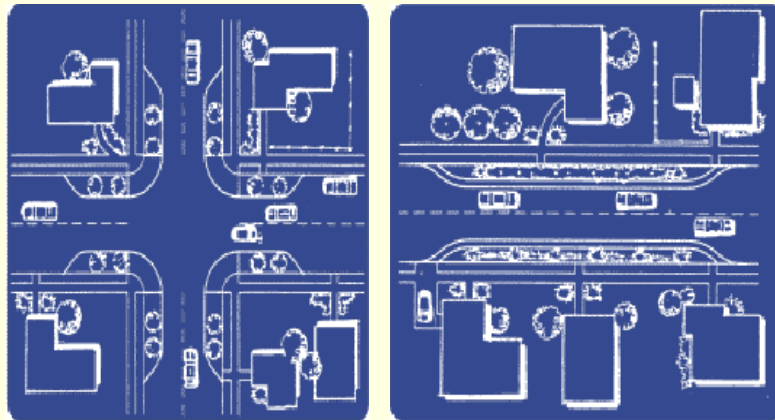
- Lateral shift in alignment reduces speed
- Provides a space for landscaping
- Shortened pedestrian crossings

## Cons:

- Eliminates or reduces on-street parking
- Street drainage must be accommodated
- Maintenance
- Can be costly



# Choker Details



## Requirements:

- 2% or more street grades or existing storm sewer system to connect to

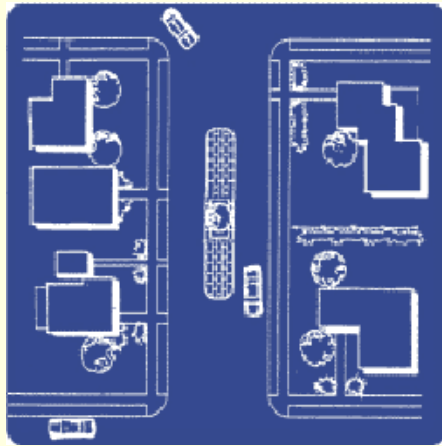
## Pros:

- Constricting the travel way reduces speeds
- Lateral shift in alignment reduces speeds
- Provides a space for landscaping
- Shortened pedestrian crossings

## Cons:

- Eliminates or reduces on-street parking
- Street drainage must be accommodated
- Bus access and turning movements at intersections may be impacted
- Maintenance
- Can be costly

# Median and Island Details



## Requirements:

- Street must be a minimum of 34' from edge of pavement to edge of pavement.
- Minimum median width for grass or landscaping is 5', not including curb and gutter.
- Minimum median width for concrete interior is 3', not including curb and gutter.

## Pros:

- Reduces speed
- Better defines the turning path at intersections
- Provides a space for landscaping
- Shortened pedestrian crossings

## Cons:

- Reduces on-street parking
- May limit access to driveways
- Bus access and turning movements at intersections can be impacted

# Pavement Marking Details

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## Requirements:

- No specific requirements.

## Pros:

- By defining bike lanes, parking lanes, and driving lanes, the road appears narrower
- Low cost

## Cons:

- Some question to effectiveness at slowing vehicles

# Sidewalks and Streetscaping Details



## Requirements:

- No specific requirements.

## Pros:

- By adding street trees or landscaping, the road can appear narrower
- Beautification
- Sidewalks accommodate pedestrians

## Cons:

- Can be costly
- Most effective when used with other traffic calming devices
- Tree growth is relatively slow so results may not be immediate
- Some question to effectiveness at slowing vehicles



## 6. Develop a Traffic Calming Plan

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- Neighborhood TCC will develop a Traffic Calming Plan with input and assistance from the Public Works, Police, and Fire Departments
- The recommended Traffic Calming Plan will be presented to the neighborhood through a second neighborhood meeting
- Support for the plan will be measured by mailing out a survey to the residents of the affected area

# 7. Vote on the Plan

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- The Public Works Department will mail out the survey to the residents.
- A minimum of 50% of all ballots must be returned with a simple majority of the returned ballots in favor of the plan.
- If enough votes are in favor, the Traffic Calming Plan will be submitted to the Board of Public Works for consideration and adoption

## 8. Approving the Plan

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- If the plan receives approval from the Board of Public Works, it will be Priority Ranked to determine project funding and implementation.
- Each individual project will be assigned points based on criteria including crash history, pedestrian activity, traffic speeds and volumes.
- A minimum of 30 points is required for a project to be considered eligible to compete with other requests for funding.
- Highest ranked projects will be undertaken first.

# 9. Implementing the Plan

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- Temporary Test Installation
  - Depending on the project, the City may choose to provide temporary test installation prior to the permanent measures
  - The TCC and the City will monitor the effectiveness of the temporary measure for not less than 3 months
  - Data will be collected to evaluate how well the test has performed based on before-and-after speeds and volumes, impacts to emergency and service vehicles, impacts to other streets, and other evaluation criteria.



# 9. Implementing the Plan

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- Permanent Installation
  - Detailed project plans, specifications, and estimates will be prepared by the Public Works Department.
  - The project will be publicly bid by the City.
  - The project plans shall be approved by the Board of Public Works prior to construction.
  - Construction will be administered by the City and is generally completed during the following construction season.

# Questions or comments?

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Please contact Ahna Bizjak, Transportation Project Engineer, with the Public Works Department at 270-4262.