



City Council Policy: CP 350 Neighborhood Traffic Calming Program

Effective Date: June 19, 2006

Amends:

Approved By: City Council

I. SCOPE

The purpose is to provide a neighborhood traffic calming program to address neighborhood groups and residents concerned about the effects of traffic in their neighborhood.

II. PURPOSE

Neighborhood Traffic Calming Program (NTCP) is the development of an approach to calm and manage traffic and improve neighborhood safety and livability for neighborhood's experiencing traffic impacts due to changes over the years in the effects of traffic.

III. RESPONSIBILITY

The responsibility for this policy and practice/standard publications is:

1. Public Safety - Police Chief
2. Public Works - Public Works Director

IV. POLICY

- A.** A Traffic Calming Plan supports the City's efforts to develop traffic calming standards and to discourage speeding and cut-through traffic through neighborhoods by installing appropriate traffic control and calming measures. There is recognition that traffic is negatively impacting both safety and quality-of-life in the neighborhoods. Residents are requesting that the City use traffic calming measures to slow speeding traffic and divert non-local traffic from neighborhood streets in order to make the neighborhoods more livable, quieter and pedestrian-oriented.
- B.** "City staff" participating in the NTCP will be members of the City Public Safety Department and the City Public Works Department.
- C.** The "Neighborhood Traffic Calming Committee" (NTCC) will be a committee of property owners representing the neighborhood requesting traffic calming from the City.
- D.** The NTCP provides tools that can deal with traffic that negatively impacts neighborhood livability. At the neighborhood's initiative, a NTCC is formed. The NTCC meets with the City staff to discuss the nature of the traffic concern in the proposed area and assesses the eligibility of the

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- E. proposed project for the NTCP. If the project is eligible, it is ranked with other eligible projects according to specific ranking criteria.
- F. For projects that are prioritized, residents and City staff then become involved in developing a neighborhood traffic calming plan that will address the traffic problems specific to the project street or area. The NTCP provides a framework for residents of a neighborhood to examine traffic patterns in their area and choose alternative that can achieve community acceptance. The NTCP attempts to find a balance between the many uses and needs of the residential neighborhood and helping residents to feel safe and secure in their neighborhood.
- G. This program does not necessarily provide a simple solution for every neighborhood traffic concern. In some cases, the traffic concerns are complicated and may have developed over a long period of time.
- H. There are two types of projects in the NTCP:
 - 1. **Local Street Projects** deal with traffic problems on residential streets classified as “local” streets. These small-scale projects cover an area limited to the properties adjacent to the targeted street. The planning and cost involved in a Local Street Project is usually less than what is required for more complex projects. These projects can be funded through the recurring traffic calming budget of the City’s Public Works Capital Infrastructure Program
 - 2. **Complex Traffic Calming Projects** are projects dealing with traffic impacts on residential streets classified as “collector” streets. These projects may deal with one or more streets, or an entire neighborhood of streets that may cause diversion of traffic, . They may include emergency response routes or priority snow removal roads, and may look at other issues such as access points, enhancement of pedestrian facilities, and installation of more extensive physical modifications than those used in a Local Street Project.
- I. In developing effective approaches to managing neighborhood traffic within the resources that are available, neighborhood involvement is a key component in all aspects of the NTCP.
 - 1. Anyone residing or owning property within a neighborhood is eligible to apply for a NTCP project for a local or collector street(s) within that area.
 - 2. The first step is to schedule a pre-application meeting with a City staff member to discuss the area in question and the NTCP process. Staff provides a packet of NTCP program information, including application and including the initial petition process that the applicant must complete.
 - 3. The applicant circulates a petition in the identified project area to demonstrate that at least 30% of the property-owners support initiation of a traffic calming project. The applicant must obtain the

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necessary signatures, complete the application materials, and return everything to the City staff member. Signatures must be one of the property owners currently on record with the County Register of Deeds. If multiple persons own the same property, only one signature will be accepted for that property.

4. The eligibility and ranking of the project is then studied by City staff. Traffic studies are done to determine if the street or project area meet the minimum eligibility requirements for inclusion in the NTCP. If a project is eligible, further studies are done to determine the priority ranking of the project in relation to other eligible projects that have been submitted to the NTCP. City staff notifies the applicant about the status of the proposed project. If the project is ranked as a priority it moves into the plan development phase, which is outlined in the Procedures section of this document.

J. PROGRAM GOAL, OBJECTIVES AND POLICIES

1. **Program Goal:** The goal of the Traffic Calming Program (NTCP) is to establish procedures and techniques to promote community and neighborhood livability by mitigating the negative aspects of automobile traffic in the City's neighborhoods.
2. **Objectives:** The overall objectives for the NTCP are derived from existing City policy. They are:
 - a.) To improve neighborhood livability by mitigating the impact of vehicular traffic on residential neighborhoods;
 - b.) To provide safe and pleasant conditions for residents, motorists, bicyclists and pedestrians on residential streets;
 - c.) To manage vehicular traffic on neighborhood streets;
 - d.) To reduce the average speed of traffic on residential streets;
 - e.) To solicit citizen participation in all phases of the program and in all traffic calming activities; and
 - f.) To provide a process that will address neighborhood traffic calming requests and makes efficient use of City resources by prioritizing projects.
3. **Policies:** The following policies are established as part of the NTCP:
 - a.) Streets eligible for the City's Traffic Calming Program (NTCP) must be publicly dedicated and maintained streets located within the City.
 - b.) Arterials as designated are not eligible for the NTCP. Roads classified as locals or collectors are eligible for the program.
 - c.) Through traffic shall be routed to major roadways such as arterials.
 - d.) Some traffic may be rerouted from one local residential street to another as a result of a NTCP project. Traffic rerouting can occur due to the implementation of such devices as diverters, or partial road closures. The amount of rerouted traffic that is acceptable will be defined on a project by project basis by the NTCP for that project and city staff. Generally, adjacent local

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streets should not receive an increase of more than 250 vehicles per day or an increase in traffic greater than 50%, whichever is less. If adjacent streets receive higher than acceptable levels of rerouted traffic, additional studies will be undertaken by staff in order to consider possible mitigation of those impacts.

- e.) To ensure that essential City services are not compromised, the following guidelines will be followed:
- Reasonable emergency vehicle access will be preserved, and the appropriate agencies will be asked to review proposed traffic calming plans and to comment in writing. The NTCP may invite a Fire Department staff member to explain the Department's criteria for access to the neighborhood. All NTCP projects must meet the approval of the Fire Department.
 - Traffic calming devices shall not block access to a fire hydrant as determined by the Fire Department.
 - On emergency response routes speed bumps shall not be used as a matter of public safety.
 - The City Staff and the NTCP shall work to find other devices or techniques that can achieve the desired level of traffic management.
 - If a roadway segment is narrowed by a traffic calming device, it must leave travel width adequate for Fire and Solid Waste vehicle access.
 - A diverter at an intersection must allow for a forty foot turning radius.
 - If a road is closed and the resulting dead-end segment is more than 150 feet long, the closure must include a Fire Department approved turn-around.
 - If a project includes a street that is part of an operating regular service school transit route, the use of traffic calming devices will be reviewed with the School District Transit Department prior to approval.
 - All streets selected for traffic calming need to be evaluated to determine drainage impacts. If a street is a major conduit of storm water and its slope is steep enough that a traffic calming device would deflect storm water out of the public right-of-way, device(s) will be selected to minimize or eliminate this problem.
 - Consideration shall also be given to streets designated on the City Priority Snow Removal Roads Map. These concerns will be reviewed with staff prior to approval.
 - The variety of traffic calming devices that shall be employed shall meet objectives in accordance with solid engineering practices. The City directs the installation of all traffic control

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- devices in compliance with applicable laws and the Manual on Uniform Traffic Control Devices.
- Speed bumps shall not be used on any street with more than one travel lane in each direction.
 - Reasonable automobile access will be maintained. Pedestrian, bicycle, and transit access will be enhanced where possible and practical.
 - Parking removal shall be considered on a project by project basis. It shall be balanced with other needs.
- f) The program shall be implemented according to City Codes and related policies within applicable resources. The procedures outlined in this document shall be used
- g) A survey of the property-owners in the project may be conducted by City staff after the evaluation period to determine if some aspect of the installation no longer meets the needs of a neighborhood. If 75% of the property owners surveyed agreed that a device or devices no longer meet the needs of the neighborhood, staff will review the performance of these devices and will estimate the cost of mitigating, revising or removing these devices. If the City requests to remove the traffic calming device, the City will pay for the cost of removal. If the neighborhood requests the removal of the traffic calming device and the City agrees on the removal, the neighborhood will reimburse the City for the costs of removing the traffic calming device.
- h) If a project meets criteria to be considered for traffic calming and is ranked on the priority list, but is unfunded, a neighborhood association may elect to provide funds for the design and construction of such devices upon approval of the City staff in accordance with city policies and procedures.
- i) Special events are not eligible for the funding and installation of traffic calming devices via this program.
- j) After a project is implemented, if tests indicate hazards, which had not been foreseen, the installation may be revised or removed at any time at the discretion of the City staff. The City will not forward a survey in this situation, although notice will be provided to residents in the project area.

V. APPLICATION PROCESS

- A.** Anyone owning property within a neighborhood is eligible to apply for a NTCP project for a street within that area. This section describes the steps involved in the application process.
- B.** The prospective applicant should call the City staff to set up an appointment. Staff and the applicant will review the street or area in question and discuss the NTCP process, including the initial petition process and application forms that the applicant must complete. Staff and

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the applicant will discuss the type, location and degree of the applicant's traffic concerns and discuss possible solutions. If a preliminary review indicates a potential hazard to the public exists or the issue is not related to speeding or cut-through traffic, staff may address the issue separately as it may not fall under the umbrella of the NTCP. However, if the situation could fall under a Local Street Project or Complex Traffic Calming Project, and will identify the affected area for the project, which shall serve as the petition area. Staff will then provide the applicant with a packet of NTCP program information, including application and petition forms.

- C.** It is the responsibility of the applicant to circulate a petition to demonstrate that at least 30% of property-owners in the identified petition area are in favor of initiating a traffic calming study in the area. The applicant is also responsible for notifying the contact persons of the homes association in their area that they are preparing an application for a NTCP project. The applicant must obtain the necessary petition signatures, complete the application materials, and return them to the City staff. If the material is incomplete or an insufficient number of signatures are submitted the materials will be returned to the applicant for revision. The date a complete package is submitted will be considered as the date of application for the program and the time when the project is carried into the next step.
- D.** City staff will evaluate the potential eligibility and ranking of the project according to the procedures outlined in this document. Preliminary traffic studies are done to determine if the street or project area meet the minimum eligibility requirements for inclusion in the NTCP. If a project is eligible, further studies are done to determine the priority ranking of the project in relation to other eligible projects that have been submitted to the NTCP.