
Guidelines for Neighborhood Traffic Management Process (NTMP)

October 2010
Public Works

Is My Street Eligible?

- 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

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

- 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

- 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)

- 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

Phase 1 Treatments include:

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

Traffic Safety Newsletter Details

■ 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

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

Speed Monitoring Trailer Details

■ 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

■ 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

- 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

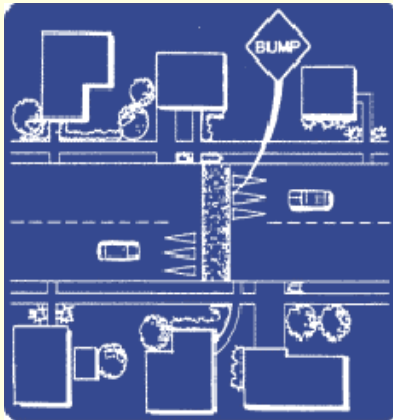
5. Consider Phase 2 Treatments

- Evaluate effectiveness of Phase 1 Treatments
- Consider Eligibility for Phase 2 Treatments:
 - Phase 2 Treatment Criteria:
 - 3,000 vpd > ADT > 500 vpd
 - 85th 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

- 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

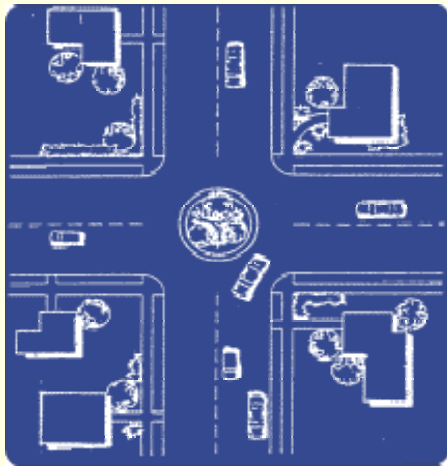
Pros:

- 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

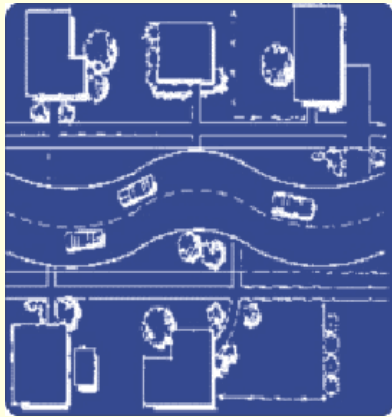
Pros:

- 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

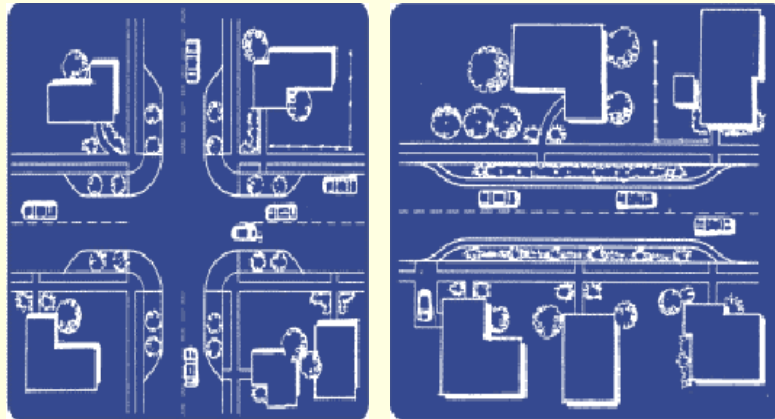
Pros:

- 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

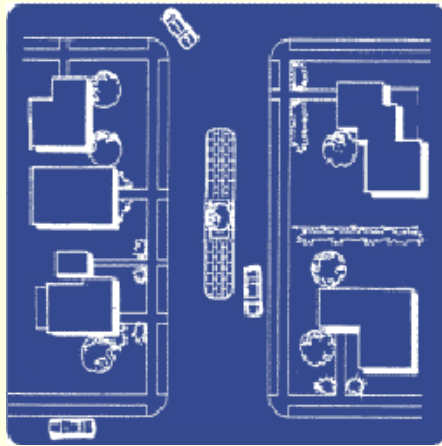
Pros:

- 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



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

- 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

- 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

- 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

- 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

- 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?

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