

# City of Fitchburg Neighborhood Traffic Management Process



**Adopted September 27, 2000; R-76-00**  
**Revised December 13, 2005; R-116-05**

## **City of Fitchburg Neighborhood Traffic Management Process**

The objective of the Neighborhood Traffic Management Process (NTMP) is to:

1. Improve neighborhood livability by mitigating the negative impact of vehicular traffic on residential neighborhoods.
2. Promote safe, reasonably convenient, accessible and pleasant conditions for bicyclists, pedestrians, motorists and residents.
3. Encourage citizen involvement in Traffic Management activities.
4. Make efficient use of City resources by prioritizing requests.

There are three “E’s” in the traffic calming toolbox that are included in the NTMP: Education, Enforcement, and Engineering. It is the intent of this program to begin with the Education and Enforcement components of the NTMP. If they don’t succeed, then the next higher level of design engineering may be applied.

### **Step 1 Problem Identification**

A specific traffic or safety issue may be raised by a neighborhood association, an Alderperson, an individual, or a business. These issues will be recorded on a Community Action Request (CAR) Form, see Appendix A. The CAR form will require a petition of the residents within the affected area. The affected area will be determined by the City Engineer, based on the existing street layout and input provided from the concerned resident. Once a CAR form is submitted, City staff will collect preliminary background information of the existing conditions. This data collection may include but is not limited to visiting the location of concern to review road geometry, describing the problem, reviewing crash history data, reviewing available sight distance, collecting traffic volume and speed data if necessary, and monitoring pedestrian and bicycle activity. For low volume streets, the City Engineer will determine traffic volumes by either setting and using traffic counters, using a formula based on the number of households in the affected area and the number of trips generated by those households, or by making an estimate based on counts that were completed on similar streets in the City.

From the information gathered and recorded on the form, a determination will be made whether to proceed further with this request. There are two categories within the NTMP process, Phase 1 Treatments and Phase 2 Treatments. Phase 1 Treatments focus on the Education and Enforcement components. Phase 2 Treatments will incorporate Engineering as well as the Education and Enforcement components. Appendices C and D indicate some of the Phase 1 and Phase 2 Treatments that will be considered by the City.

To determine if a street is eligible for further inclusion in the NTMP, it must meet the following minimum criteria for Phase 1 or Phase 2 Treatments.

- Phase 1 Treatment Criteria:
  - ADT (Annual Daily Traffic) > 200 vpd (vehicles per day)
  - Posted speed of 25 mph or less
  - Functional Classification: Local or minor collector through street
  
- Phase 2 Treatment Criteria:
  - Phase 1 Treatments were determined ineffective
  - 3,000 vpd > ADT > 500 vpd
  - Posted speed of 25 mph or less
  - Functional Classification: Local or minor collector through street
  - 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, see Step 4 for details

If traffic volumes exceed 3,000 vpd, the City will consider the need for additional enforcement in those areas.

## Step 2 Obtain Neighborhood Input

If the street is eligible for further inclusion in the NTMP, the Public Works and Police Departments will facilitate a public meeting with the neighborhood and alderpersons for the project area. This meeting will inform residents of the pending analysis, describe the process and gather additional information about traffic problems and related neighborhood needs. This process relies on soliciting input from neighborhoods. This step will also develop a Neighborhood Traffic Calming Committee (TCC).

The TCC shall be comprised of three to five residents who will serve as a liaison between Public Works and the residents. Members of the TCC will be involved with the development of a neighborhood Traffic Calming Plan and the presentation of the plan to the neighborhood. It is expected that the TCC will meet approximately five to eight times throughout the process, with or without City Staff.

Plan development consists of the following:

1. Assessment of problems and needs
2. Identification of project goals and objectives
3. Development of alternative plans/solutions
4. Selection of a proposed plan/solution

### Step 3    Develop Plan

For streets that meet the criteria for Phase 1 Treatments, the Neighborhood TCC will work with the Police Department and the Public Works Department to discuss the Education and Enforcement needs within the affected area. A plan and schedule will be developed for proceeding with the Education and Enforcement improvements.

For streets that meet the criteria for Phase 2 Treatments, the Neighborhood TCC will work through Phase 1 Treatments initially. If the Phase 1 Treatments are determined to be ineffective, Phase 2 Treatments will be considered. The TCC will work with the Police Department and the Public Works Department to develop a Traffic Calming Plan for the affected area. The recommended Traffic Calming Plan will be presented to the neighborhood through a second public meeting. The City and TCC will present solutions based on citizen input and sound engineering principles.

A survey will be sent to the residents of the affected area to measure support for the plan. The residents will have an opportunity to vote on the Traffic Calming Plan to determine if the measures recommended by the TCC and the City will be implemented. In order to pass, 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. The Board will consider this with respect to public safety, pedestrian, bicyclist and transit access as well as to the positive and negative consequences of traffic diversion, emergency and service vehicle access and service delivery.

If, at this time, the plan receives preliminary approval, it will move forward to Step 4, involving priority ranking of the project for funding and potential implementation.

If the plan does not receive preliminary approval, it will be referred back to staff, the TCC, and the neighborhoods for further study. A final neighborhood meeting, including City staff and the alderpersons, will be held at this time in an effort to understand and resolve the concerns that may exist among residents of the affected area. A Revised Traffic Calming Plan will be developed; if feasible, that addresses the concerns of the residents. A second survey will be mailed out to the same affected area to provide an opportunity to vote on the Revised Traffic Calming Plan. If the Revised plan does not pass, no improvements will be implemented. The City's efforts will be stopped at this time. However, the TCC can continue to work with the neighborhood to come up with an acceptable solution that can be presented to City staff for acceptance.

### Step 4    Priority Rank Projects

To marshal the allocation of scarce construction resources, each plan will be priority ranked.

Using data collected in the planning stage of the process (crash history, proximity of pedestrian attractions, traffic speed and traffic volume), the individual project will be assigned points, as detailed in Appendix B "Point Assignment for Ranking Requests." A minimum of thirty (30) points is required for a project to be considered eligible to compete with other requests for funding.

Projects will be ranked citywide, based on point score. The highest ranking projects will be undertaken first. The number of projects initiated each year will depend on City resources. If current funding is not sufficient to implement the highest ranked project, the second highest ranked project will be implemented, again considering the current funding limitations. If funding is not sufficient to implement the second highest ranked project, the third highest ranked project will be considered, etc.

The City will notify the TCC of the status of their request after this step. Additional funding sources will be sought for the highest ranked projects that do not have sufficient funding.

Once ranked, a project is considered in the annual priority ranking for up to three years. If, after three years, a project has not received a high enough priority to proceed, it is no longer eligible for consideration. This time limitation ensures that the project request has not become obsolete because of changing traffic conditions and/or changes in local interest in the project.

The TCC will be notified when the three-year limit expires. At that time, a new request may be made to re-enter the project in the program. Current data is then collected to recalculate the assignment of points.

#### Step 5 Implement Traffic Management Project/Plan Test

Once a plan reaches the top of the priority list and funding is available, the City will proceed with construction of the improvements. Depending on the project, the City may choose to provide a temporary test installation prior to moving forward with the permanent treatments. The temporary test installation will allow the TCC and the City to monitor the area to the effectiveness of the treatment. The test will be installed for not less than three months. If the City Engineer or Police Chief finds that an unforeseen hazard exists, the test may, at any time, be revised or discontinued. City staff will inform the TCC and/or adjacent neighbors of any actions taken to modify or terminate a test.

Following the test period, data will be collected to evaluate how well the test has performed in terms of the previously defined problems and objectives. The evaluation includes the subject street and other streets impacted by the project and is based on before-and-after speeds and volumes, impacts on emergency and service vehicles or commercial uses, and other evaluation criteria. The City will follow-up with the TCC to discuss whether the permanent treatments should be constructed based on the effectiveness of the temporary test installation. If the evaluation criteria are not met to the satisfaction of the neighborhood association and City staff, the traffic plan may be modified and additional testing conducted.

#### Step 6 Construct Permanent Traffic Management Devices

Detailed project plans, specifications and estimates will be prepared by the Public Works Department. The project will be bid out by the City.

Before the project(s) can be let for bidding by construction companies, the project plans and construction fund expenditures must be approved by the Board of Public Works.

Construction is administered by the City and is generally completed during the following construction season.

#### Step 9 Maintenance

The Public Works Department is responsible for the construction and maintenance of any traffic calming device, traffic signing and pavement marking or delineation, implemented as part of this program. Any trees planted within the right-of-way are the responsibility of the Parks Department and any landscaping (not including trees) is the responsibility of the neighborhood association.



## City of Fitchburg Community Action Request (CAR) Form

Return form to: Ahnaray Bizjak  
Fitchburg City Hall – Public Works  
5520 Lacy Road  
Fitchburg, WI 53711

Contact Name \_\_\_\_\_ Date \_\_\_\_\_  
 Day/Message Phone # \_\_\_\_\_ Address \_\_\_\_\_  
 E-mail address \_\_\_\_\_

Please indicate traffic issues that concern residents in your neighborhood:

- Speeding   
  Pedestrian/Bicycle Safety   
  Collisions   
  Increased Traffic  
 Traffic Control Concern   
 Other \_\_\_\_\_

Please describe what you would consider as the boundaries of the affected area.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is this problem affecting the entire neighborhood or a specific area? Is there a specific timeframe that the problem is occurring? \_\_\_\_\_

\_\_\_\_\_

Are you aware of any neighborhood associations that represent your area? If so, please provide contact information. \_\_\_\_\_

\_\_\_\_\_

The petition below must be completed prior to submitting this form. A minimum of 50% of the households in the affected area must sign this petition. Each of the residents signing this petition must be at least 18 years of age and from separate households within the affected area. Contact Public Works at 270-4260 for assistance in identifying the boundaries of the affected area. **By signing, the residents below are requesting that this neighborhood be included in the Neighborhood Traffic Management Process.**

	Signature	Printed Name	Address	Phone No. (optional)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Requests will be handled on a first-come, first-serve basis.

APPENDIX B  
POINT ASSIGNMENT FOR RANKING REQUESTS

- A project must score 30 or more points to be considered eligible for further inclusion.
- Calculated points are summed and competing projects' points are compared. The project with the greater point total moves ahead of those projects with less total points.

1. **Average Daily Traffic Volume**

(On segment of the project street having the highest volume) divided by 100

- 20 points maximum score  
Example:  
2000 vehicles per day use the street I live on  
 $2000/100 = 20$  points

2. **Speed**

Percent of vehicles over the posted or statutory speed limit or 30 mph for collectors divided by 4.

- 20 points maximum score  
Example:  
65% of traffic on my street exceeds the speed limit  
 $65/4 = 21.7$  points

3. **Crash Record (Police Reported)**

Crash record over the last three consecutive years measured by crashes per million vehicle miles traveled or crashes per million vehicles entering intersection.

A property damage only counts as 1 crash, a crash with injuries is double counted and a crash with a fatality is triple counted.

- 30 points maximum score  
Example #1
  - My street is 700 feet long (0.13 miles)
  - There have been 5 crashes on my street during the last 3 years
  - ADT: 2000 vpd

$$\frac{5 \text{ crashes}}{(2000 \frac{\text{vehicles}}{\text{day}}) (365 \frac{\text{days}}{\text{year}}) (3 \text{ years}) (0.13 \text{ miles})} * (1 \times 10^6) = 17.6 \text{ crashes/million vehicle miles traveled}$$

17.6 crashes per million vehicle miles traveled equates to 17.6 points

Example #2

- There have been 5 crashes at the intersection at the end of my block during the

last three years

- The total volume of traffic entering the intersection from all legs of the intersections is 2000 vehicles per day

$$\frac{5 \text{ crashes}}{(2000 \text{ vehicles}) \text{ day}} \frac{1}{(365 \text{ days}) \text{ year}} * (1 \times 10^6) = 2.3 \text{ crashes/million vehicle entering the intersection}$$

2.3 crashes per million vehicles entering my intersection equates to 2.3 points

4. **Geometry**

- 5 points for inadequate sight distances for driveways based on posted speed limits
- 5 points for inadequate sight distances at intersections based on posted speed limits
- 5 points is the maximum score

5. **Elementary and Middle Schools**

- 5 points for each public or private elementary or middle school (K-8) on the subject street

6. **Other Pedestrian Areas**

- Up to 5 points for each individual pedestrian oriented facility, such as elderly housing or a City park on the street
- For each pedestrian oriented facilities grouped together on the subject street, up to 5 points for the group
- 10 points maximum score

7. **School Walk Route / Designated School Bus Stops**

- 10 points for a subject street designated as a Recommended School Walk Route or Designated School Bus Stop

8. **Designated Bike Route**

- 5 points for a subject street designated as a bicycle route

9. **Scheduled Road Reconstruction**

- To take advantage of a pending street reconstruction project, a traffic calming project planned for this street will be moved to the top of the priority ranking.

## Appendix C

### Phase 1 Treatments

#### Traffic Safety Newsletter

Heighten awareness of traffic safety concerns in the neighborhood. Educate the residents on the speeds and volumes specific to their neighborhood. Include traffic safety tips to reduce speeds and educate the drivers.

Requirements:

- CAR form completed
- 85<sup>th</sup> percentile speed exceeds 29 mph
- Neighborhood association or TCC to assist in distribution of newsletter

#### Speed Monitoring Trailers

Portable trailer, equipped with posted speed limit sign, detects the speed of passing vehicles and displays the traveling speed. This will heighten driver awareness of the posted speed limit compared to the speed they are traveling.

Requirements:

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

#### Neighborhood Speed Watch

Provides residents an opportunity to reduce vehicular speeds by training them to use a radar unit to clock speeds on their street. Local residents monitor speed of vehicles traveling through their neighborhood with radar equipment on loan from the Traffic Safety Team. Residents are trained to use the radar unit and are given instructions for collecting data. Participants record license plate numbers of those motorists driving in excess of the posted speed limit. This information is given to the Traffic Safety Team, and a letter is sent to the vehicle's registered owner. The letter informs the owner of the violation and encourages them, or drivers of their vehicles, to drive at or below the posted speed limit. Since this is a community awareness program, no formal violations or fines are issued.

Requirements:

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

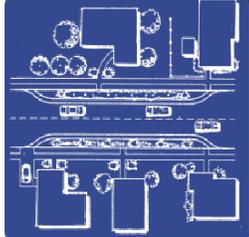
#### Enforcement

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

Requirements:

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

## Appendix D Phase 2 Treatments

Physical Treatment		Specific Requirements
	Speed Humps or Speed Tables	<ul style="list-style-type: none"> <li>▪ Traffic volumes &lt; 3,000 vpd</li> <li>▪ 8% or less street grades</li> <li>▪ Horizontal curves &lt; 300' centerline radius</li> </ul>
	Traffic Circles	<ul style="list-style-type: none"> <li>▪ Placed at an intersection</li> <li>▪ Size of intersection must allow circle</li> <li>▪ Circulating lane should not encroach on the crosswalk</li> </ul>
	Chicanes	<ul style="list-style-type: none"> <li>▪ 2% or more street grades or existing storm sewer system to connect to</li> </ul>
	Chokers	<ul style="list-style-type: none"> <li>▪ 2% or more street grades or existing storm sewer system to connect to</li> </ul>
	Medians and Islands	<ul style="list-style-type: none"> <li>▪ No specific requirements</li> </ul>
	Pavement Markings	<ul style="list-style-type: none"> <li>▪ No specific requirements</li> </ul>
	Sidewalks and Streetscaping	<ul style="list-style-type: none"> <li>▪ No specific requirements</li> </ul>