

CITY OF ROCHESTER

Neighborhood Traffic Management Program

HANDBOOK

Objectives, Policies and Procedures

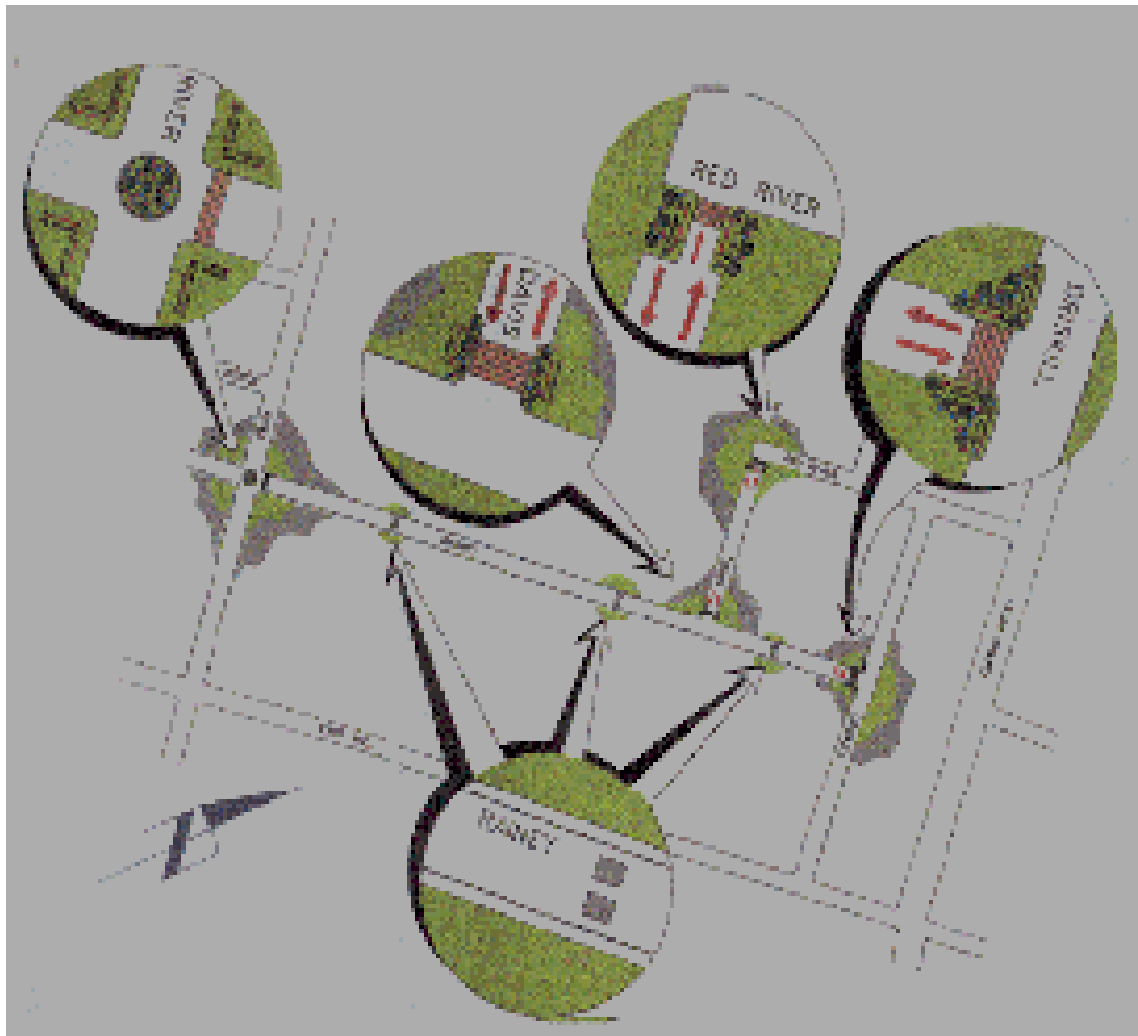


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Introduction

The City of Rochester Neighborhood Traffic Management Program (NTMP) provides the framework and guidelines for selecting and prioritizing streets in neighborhood areas for the installation of neighborhood traffic management devices. These guidelines are to be used as the primary tool for developing effective neighborhood traffic management plans.

Establishment of the NTMP is a response to concerns about traffic impacts in residential neighborhoods including speeding, non-neighborhood traffic using local streets, and motorists not observant of the rights and safety of pedestrians. Issues related to driver behavior in school zones, such as not slowing down in school zones or parent drop-off/pick-up safety issues, are also valid considerations for the NTMP, though the first line of response for school-related issues should be through working with staff of the school district, the City Public Works Department and the Rochester Police to determine if other solutions are appropriate.

The NTMP outlines a process for responding to requests that require the neighborhood and city staff to work cooperatively to identify potential solutions and the means for implementing those actions. The City Council has recognized the need for neighborhood traffic improvements and has committed to funding a program on an annual basis; however, because the cost of responding to requests under this program is anticipated to be larger than the level of funding available, requests must be prioritized and will need to be implemented over a period of years. As of the initial implementation of this program in 2006 a significant backlog of requests exist; the goal of the program is to systematically reduce this backlog over a number of years by addressing the highest ranked needs each year within the constraints of available funding, thereby reducing the backlog over time. At the same time, efforts will be made to minimize the number of new requests by encouraging better design in new development or redevelopment to discourage high speeds or cut-through volumes of traffic.

The NTMP recognizes that traditional means of controlling traffic – speed zoning, stop signs and traffic signals – seem to be less effective in the management of driver behavior. While police enforcement is an effective tool to reinforce appropriate motorist behavior, providing the necessary level of enforcement to encourage appropriate driver behavior requires a commitment of resources that is not available in today's public financing environment. Therefore, the NTMP encourages the consideration of other solutions including education and design approaches to create self-enforcing means of shaping appropriate driver behavior.

Objective of the Neighborhood Traffic Management Program

Under the NTMP, the Public Works and Planning Departments will work with residents to assess the significance of traffic problems in their neighborhoods and find solutions that are appropriate to the problem that exists. Through this cooperative effort the city hopes to:

1. Improve neighborhood livability by mitigating the impact of vehicular traffic on residential neighborhoods;
2. Reduce the need for traffic safety enforcement in residential areas;
3. Promote safe conditions for motorists, bicyclists and pedestrians on neighborhood streets;
4. Encourage citizen involvement and effort in neighborhood traffic management activities;
5. Making efficient use of city resources by prioritizing the investment of public dollars available for neighborhood traffic management;
6. Effectively address the dual and sometimes conflicting public safety interests of calming neighborhood traffic while maintaining adequate emergency response access and reasonable routing for service vehicles such as school buses;
7. Minimize the diversion of traffic to other local streets when implementing traffic management improvements in neighborhood areas.

Philosophy of the Neighborhood Traffic Management Program

Solutions utilized in the NTMP will typically involve a combination of strategies, known collectively as the “Three E’s” of neighborhood traffic management:

- o **Education** –Raising awareness of drivers, pedestrians, and cyclists about the safest, best ways to share the road through targeted information campaigns.
- o **Enforcement** – Targeted enforcement by local law enforcement officials to reinforce the education and engineering aspects of the program.
- o **Engineering** – Construction of physical measures to lower speeds, improve safety, or otherwise reduce the impacts of automobiles by forcing changes in motorist behavior.

The NTMP is designed as a multi-phase process, with Phase I focusing on education and enforcement activities. Where these measures prove to be ineffective in changing behavior, Phase II improvements involving engineering or traffic management measures with more significant costs will be considered. Phase II improvements generally will be installed on a temporary basis initially, with installation of permanent devices to follow upon a finding of positive results from the test trial.

The NTMP is established to address neighborhood concerns related to speed and the volume of traffic on residential local streets and residential local collector streets. Neighborhood residents must be willing to form a traffic committee to meet with City staff to participate in the design and implementation of the program, to assist in scheduling and getting out notices regarding meetings, and to participate financially in the implementation of permanent Phase II improvements. Attempts should be made to obtain representation from residents from all streets that could be affected. It is recommended that the traffic committee be a part of a neighborhood association where an association exists.

Considerations in Developing a Neighborhood Traffic Management Plan

Implementation of a neighborhood traffic management plan will by design change motorist behavior and could shift traffic circulation patterns within a neighborhood. As a result, designing a neighborhood traffic management plan should reflect consideration of the following factors:

1. Adequate vehicular access to all properties must be maintained; measures should not interfere with the operation of private driveways.
2. Local access to neighborhood facilities such as schools, parks, and community centers must be maintained.
3. NTMP projects should enhance pedestrian and bicycle travel to neighborhood destinations and transit service to the neighborhood.
4. Traffic management measures on collector streets will be designed primarily to address speed; traffic diversion devices are not typically used on collector streets.
5. Emergency vehicle access and response times will be considered when evaluating traffic management measures and will be developed in cooperation with emergency service providers, including the Fire Department, Police Department, and other Emergency Service providers.
6. Reasonable circulation and service vehicle access (for example school buses, refuse collection and mail delivery) must be preserved.
7. Removal of on-street parking spaces may be necessary to install some traffic management devices. Parking loss at specific locations will have to be balanced with the neighborhood's desire for the traffic management device.
8. Rumble strips will not be installed due to concerns about noise.
9. Traffic management devices including traffic circles, speed humps/tables, diverters, medians, curb extensions and others shall be planned and designed in keeping with sound engineering and planning practices. The City Traffic Engineer shall direct the installation of all traffic control measures as needed to accomplish the project consistent with local ordinances and state law.

GETTING STARTED: BASIC PROGRAM PROCEDURES

The next section of the NTMP Handbook describes the procedures that will be followed in processing traffic management requests. The procedures address provisions for the submission of proposals, citizen participation in the process, evaluation of proposals and funding a chosen plan. To get started, an individual or neighborhood group interested in initiating a request under the NTMP should:

1. Review a copy of the Neighborhood Traffic Management Program Handbook which can be obtained by going to the City Public Works website at <http://www.rochestermn.gov/departments/publicworks/> or by calling 507-287-7800. This guide contains information about the program and describes the process and responsibilities of the neighborhood, including expected financial contributions.
2. After reviewing the program guide leaders of the initiative should contact City Traffic Engineer at 507-287-7800 with any questions regarding information in the Handbook.
3. Residents should discuss the concept and information with your neighbors to develop a clear picture of neighborhood concerns. This should include contact with residents on adjacent or crossing streets who may be impacted by improvement measures.
4. At this point the leaders of the initiative should fill out a copy of the petition form found in Appendix A requesting consideration under the Neighborhood Traffic Management Program. The petition will need to include the signatures of individuals representing at least ten (10) different properties within the proposed study area. The petition should be submitted to the City Traffic Engineer, Rochester Public Works Department, 201 4th St SE, Room 108, Rochester, MN 55904
5. At this point staff from the Traffic Engineering Division of the Public Works Department will contact the neighborhood representative designated on the petition form to set up an initial neighborhood meeting to initiate the neighborhood traffic management process.

**NEIGHBORHOOD TRAFFIC MANAGEMENT
PROGRAM**

PROCESS AND PROCEDURES

NEIGHBORHOOD TRAFFIC MANAGEMENT Program Flow Chart

CITY OF ROCHESTER NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM FLOW CHART OF PROCESS

Stage 1

Initiation of Neighborhood Traffic Management Request & Evaluation of Eligibility

*File Petition to request participation in NTMP
Review eligibility of request for participation in NTMP
Notify City Council of eligibility to participate in program*

Stage 2

Initiate Phase I Traffic Management Program

Focusing on Education and Enforcement Measures

*Conduct initial neighborhood meeting to educate residents about program and process
Develop and implement Phase I Education and Enforcement Program*

Stage 3

Assessing Stage 2 Results and determining whether to proceed towards consideration of Phase II Plan Development

*Evaluate Phase I results and determine need to consider Phase II measures
Schedule projects moving to Phase II for consideration in Ranking Process*

Stage 4

Ranking Requests for participation in Phase II plan development process

Complete annual ranking of projects to identify priority projects eligible for city funding participation

Stage 5

Development of Phase II Traffic Management Plan and Trial Installation

*Conduct Task Force and Neighborhood Meetings to develop outline of proposed Phase II plan
Conduct Neighborhood Ballot to determine support for proposed Phase II plan
Conduct Trial Installation of Phase II plan
Conduct Evaluation of Phase II Trial Installation Effectiveness*

Stage 6

Permanent Installation of Phase II Traffic Management Plan

*Conduct Task Force and Neighborhood Meetings to develop final Phase II plan & cost sharing
Conduct Final Neighborhood Ballot to determine support for Permanent installation of measures
Forward plan to City Council for Final Approval and approval of financing plan*

STAGE ONE: Initiation of a Neighborhood Traffic Management Request and Evaluation of Eligibility

Stage One of the NTMP consists of the following requirements:

1. Neighborhood residents must submit a petition to participate in the Neighborhood Traffic Management Program to the City Traffic Engineer.
2. Requests must be received by the first Monday in February in order to receive consideration for city funding assistance in the annual update of the Capital Improvements Program the following year.
3. The City Traffic Engineer will complete an initial evaluation of the request to determine if it is eligible for participation in the program.
4. A copy of the petition and the results of the eligibility determination by the City Traffic Engineer will be forwarded to the City Council for their information and concurrence.

1. SUBMITTAL OF NTMP REQUEST

A request to participate in the NTMP should be filed in writing with the Rochester Public Works Department on the petition form found in Appendix A of this handbook.

- o The request should identify the location of the perceived problem, a detailed description (i.e. excessive traffic speed or traffic volume, time of day the problem occurs, etc.), and an indication of the cause of the concern (e.g. cut-through traffic, excessive speed, etc.).
- o The request needs to indicate that there is a minimum level of support for investigating the problem by including the signatures of owners from at least 10 different properties (each property is entitled to one signature) located in the vicinity of the problem area.

Requests may be filed by

- o Residents or property owners or by a neighborhood association on behalf of residents.
- o City Council members representing a neighborhood.

The Police Department, School District or similar service agency may request that studies be undertaken to verify if neighborhood traffic management strategies are appropriate to solve a specific concern with respect to pedestrian, bicycle or traffic safety in an area.

2. EVALUATION OF A REQUEST FOR ELIGIBILITY

Requests for participation in the NTMP submitted to the City Traffic Engineer will be acknowledged upon receipt of the petition form and added to the database of NTMP Requests. The City Traffic Engineer will schedule the request for initial review and evaluation of eligibility based on pending workload and the number of filed NTMP petition requests that are in process, but in no case shall the initial review and evaluation occur more than nine months after the petition request has been received. In reviewing the petition request, the Traffic Engineer's staff will review the

problem in the field. For some types of problems, such as speeding, high volumes or illegal parking, the staff may conduct traffic surveys to verify the extent and persistence of the problem.

Based on the results of the initial field evaluation and data collection, a determination will be made as to whether or not the request qualifies for consideration under the NTMP. To qualify for the program, the following criteria must be met:

- 1) Streets must be primarily residential in nature:
 - o 75% or more of the fronting land use along the corridor is residential or institutional in nature;
 - o the street is classified as a local street or local collector street in accordance with the Long Range Transportation Plan; and
 - o the street has no more than two through travel lanes.
- 2) Streets must meet the following minimum traffic conditions:
 1. Volume:
 - On a residential local street, the location must have a minimum traffic volume of at least 400 vehicles per day.
 - On a residential local collector street, the location must have a minimum traffic volume of at least 900 vehicles per day.
 2. In addition to the volume criteria, the location must also meet one of the following criteria:
 - Three or more crashes in a 12 month period, not including intersections with arterial streets.
 - An 85th percentile speed that is at least five (5) miles per hour over the posted or statutory speed limit.
 - Truck volumes exceeding 5 percent of the total traffic volume, where the truck traffic is not related to construction activity within the neighborhood.
 - More than 50% of the traffic on the street in any hour of the day is cut-through (i.e., non-neighborhood) traffic.

As part of the evaluation the traffic engineering staff will determine if problems are not speed or volume-related where measures other than those typically considered in the NTMP are a more appropriate solution. Examples of this situation could include problems created by parked vehicles, landscaping or other obstacles that create sight distance problems, inadequate parking capacity causing motorists to block driveway entrances, or traffic crashes at a particular location that can be attributed to other causes. Where this is the case, the City Traffic Engineer will take the issue under review and work with the interested parties in resolving the problem.

STAGE TWO: Initiate Phase I Traffic Management Steps

Once a petition request has been determined to be eligible for consideration under the NTMP program, city staff will invite study area residents, property owners, and business interests to a neighborhood meeting to learn more about the NTMP and what role the neighborhood will be expected to play in program. Staff will provide an overview of the process to develop, approve, and implement a neighborhood traffic management plan. More specifically, the goals of this first meeting will be to accomplish the following:

- o Present an overview of the NTMP process to neighborhood residents.
- o Review the traffic-related issues identified in the petition, including the nature of the issue(s), their location(s) and time of occurrence(s).
- o A discussion of study area boundaries based on the issues identified and who may be potentially affected by strategies developed through the NTMP.
- o Results of any initial field review and data collection will be reviewed.
- o A short tutorial on the philosophy of the program in terms of the types of traffic management strategies that can be considered will be presented.
- o Staff will describe public funding availability for improvements and the expectations regarding neighborhood financial participation in implementation.

At this initial meeting city staff will request that a small volunteer task force (between five and ten) made up of property representatives from the impact area be organized to work with staff on the project. If the impact area is anticipated to be greater than a single street, the task force should be representative of the entire impact area. The Traffic Engineer will be responsible for ensuring that agencies such as Police, Fire, Street Maintenance, etc., are involved as needed during the work of the task force.

A key element of the initial neighborhood meeting will be to discuss in greater detail Phase I traffic management strategies that the city will work with the neighborhood to implement. Phase I of the NTMP emphasizes education and enforcement efforts to heighten motorist awareness of problems in the neighborhood and to determine if these measures will noticeably influence motorist behavior in the area. Phase I initiatives are normally deployed within a 30-45 day window following the initial neighborhood meeting, which is followed by a period of assessment to determine whether these measures have had a positive impact on motorist behavior.

Phase I measures that the city will assist in deploying include (*See Appendix D for more detail*):

1. **Speed Monitoring Trailer Deployment**
2. **“Traffic Tamers” Neighborhood Speed Watch Program**
3. **Neighborhood Traffic Safety Campaign**
4. **Focused Police Enforcement**

STAGE THREE: Phase I Results

After the implementation of Phase 1 traffic management measures city staff will wait approximately three to six weeks and conduct follow-up speed and/or volume data collection. The data will be analyzed to determine if the measures were successful in modifying the behavior of motorists. Following the data collection effort staff will meet with the neighborhood task force to review the results of the Phase I program.

If the measures were successful in modifying behavior and guidelines for appropriate speed or traffic volumes are no longer exceeded, the normal NTMP is considered to be concluded. If the neighborhood still wishes to proceed with implementation of neighborhood traffic management measures at this point, it will be with the understanding that improvements will be 100% funded by residents of the area and are subject to approval of the city as far as design and consistency with traffic management laws and ordinances.

If the location(s) are found to still exceed the thresholds for speed and/or volume on a residential street, the request will be eligible to proceed into Phase II of the NTMP.

At this stage the request will enter the pool of eligible Phase II projects which will be subject to an annual ranking and prioritization process for the purpose of selecting those projects which the city will commit to funding through a cost-sharing arrangement with the neighborhood. Petition requests ranking in the top three to five will be given the opportunity to proceed into Phase II of the process, and assuming a final traffic management plan can be agreed to, will become eligible for inclusion in the next round of Neighborhood Traffic Management funding as part of the City Capital Improvement Program. If additional annual funds remain after the first five Phase II improvement plans have been developed, the next highest ranked petition requests will be given the opportunity to move into the Phase II process.

Projects not ranking high enough to move into Phase II will be retained for up to 3 years in the pool of projects eligible for future Phase II consideration. After 3 years, if a project has not attained a high enough ranking to move into Phase II, a re-analysis of the petition will be required.

For Petition requests that do not make the Phase II priority list, neighborhoods can request accelerated implementation as a NTMP “Neighborhood Initiative Request” if the neighborhood agrees to fund the majority of the potential project costs, with city participation limited to \$5,000 or 10% of the project costs, whichever is less. A “Neighborhood Initiative Request” can be initiated by a petition including signatures at least 90% of property owners in the impact area (each property counts as one vote).

Under a “Neighborhood Initiative Request” the city would work with the neighborhood task force to develop a Phase II project proposal which would then be put to a city-managed ballot of property interests in the study area to determine whether property owners are willing to fund the improvement plan at the 90% + cost participation level. A 90% approval of property owners in the impact area would be needed for a Neighborhood Initiative Request to proceed (each property

counts as one vote). As part of the ballot, property owners would be asked whether they wish to proceed directly to a permanent installation or a trial installation. Where a majority of respondents wish to move directly to a permanent installation the project will move to Stage 6 of the NTMP process. Where the majority of respondents wish to have a trial installation first, the project will move to Stage 5 of the NTMP process, and the Stage 6 final neighborhood ballot will also require 90% approval of property owners in the impact area (each property counts as one vote).

DEFINING THE IMPACT AREA AND BALLOT PARTICIPANTS

At the conclusion of Phase I and as projects enter Phase II there is a need to establish a project impact area for the purpose of defining which residents or property interests will be invited to take part in neighborhood ballots and may be subject to participating in the financing of a Phase II project.

The City Traffic Engineer shall define an impact/ballot area generally consisting of those properties abutting all street segments radiating out from the intersection or street segment exhibiting the traffic problem, usually for a distance of two blocks. It shall also include any streets whose residents must use the street proposed for traffic improvements to enter or exit the neighborhood. This can include cul-de-sacs and dead-end streets connecting to the street with traffic problems.

If one of the traffic management problems is determined to be cut-through traffic, the petition area may be expanded to include residents or businesses on any local street where there is a potential for traffic diversion to occur.

STAGE FOUR: RANKING OF REQUESTS FOR PHASE II STUDY

Based on available resources, the City anticipates that it will be able to implement only a limited number of neighborhood traffic management projects each year. An annual ranking is planned to determine which projects will receive priority in terms of staff resources for project development leading up to development of the next Capital Improvement Program.

Project ranking will be based on a point system. The three to five projects with the highest point level in each ranking cycle will be selected to move into the Phase II project development process.

The ranking criteria are as follows:

1. **Speed:** 5 points are assigned for every mile per hour (mph) the 85th percentile speed is above the posted speed on the street. The 85th percentile speed identifies the travel speed where 85% of the vehicles surveyed are traveling at or below that speed. The 85th percentile speed is commonly used as a benchmark when posting speed limits.
2. **Volume:**
 - a. On residential local streets, one point is assigned for every 100 vehicles per day using the street.
 - b. On residential local collector streets, one point is assigned for every 150 vehicles per day using the street.
3. **Elementary and Secondary Schools:** 5 points are assigned for every school located on the roadway under study within ¼ mile of the center of the study area, and 2 points for other elementary or secondary schools within a ¼ mile radius of the center of the study area.
4. **Pedestrian Generators:** 3 points are assigned if facilities such as libraries, parks, or playgrounds are located within ¼ mile radius of the center point of the center of the study area.
5. **Sidewalks:** 4 points are assigned if there is not a continuous sidewalk on at least one side of a residential local street or both sides of a residential local collector street under study.
6. **Emergency Response:** 5 points are subtracted if the route is determined to be a primary emergency vehicles response route serving over 500 housing units
7. **Crashes:** 5 points are assigned for each recorded crash (10 points if it is a class “A” incapacitating injury crash or 15 points if it is a fatal injury crash) on the roadway under study within ¼ mile of the center of the study area within the last three years, not including intersections with arterial streets.
8. **Limited sight distance:** 5 points for uncorrectable or extensive sight distance limitations on the street under study, due to vertical or horizontal curves or other topographic conditions such as bluffs.

Following the annual ranking, petitioners will be notified whether their petition ranked high enough to move into Phase II plan development. Additional projects may be added to the Phase II pool if the initial projects do not utilize all of the available public funding.

STAGE FIVE: DEVELOPMENT OF PHASE II TRAFFIC MANAGEMENT PLAN AND TRIAL INSTALLATION

The Phase II process for projects receiving priority through the annual ranking process will include the following steps:

1. A meeting or series of meetings with city staff and the neighborhood task force to develop a preliminary traffic management plan that responds to the verified issues in the project area.
2. Once the task force has developed a preliminary plan, city staff will conduct a review of the proposal with other agencies to identify if there are any concerns or conflicts that must be addressed, and prepare a preliminary cost estimate of the proposal.
3. During this period of agency review staff will also develop the plan for a trial installation of the proposed plan, in keeping with the philosophy of the NTMP calling for plans to be tested first before a final vote of the neighborhood is taken in regards to permanent installation.
4. A follow-up meeting of the staff and task force if necessary to address any issues that arise in the agency review.

Once the staff and task force have decided on a draft plan, a neighborhood meeting will be called. The purpose of this neighborhood meeting will be to:

1. Review the proposed plan and discuss the advantages and disadvantages of the measures included in the plan.
2. Identify any potential refinements, including interest in aesthetic upgrades.
3. Gather input on the plan regarding concerns or issues missed by the task force.
4. Inform residents about the proposed implementation cost of the project and the share of costs that the neighborhood property owners will be expected to pay.
5. Educate the residents about the ballot processes to follow the neighborhood meeting.
6. Describe the trial installation to be conducted.

In preparing the traffic management plan, the following criteria should be considered:

1. Devices shall not obstruct driveways, manholes, drain inlets, water valves, fire hydrants and other appurtenances typically found in the public right of way.
2. Devices shall be located a minimum of 300 feet from any traffic signal, stop sign or railroad crossing, except for the case of intersection bulb-outs.
3. Devices shall be located a minimum of 300 feet from any other traffic calming device.

4. Devices shall be located a minimum of 200 feet from any horizontal or vertical curve affecting the sightline of drivers.
5. The City Police and Fire Department do not have significant evidence of any major public safety concerns regarding the proposed neighborhood traffic management measures.
6. The anticipated changes in traffic flow will not result in unreasonable liability exposure for the City.

Appendix E describes the types of physical improvement measures that will be considered in the development of a Phase II plan. Measures are grouped into those that are most effective in dealing with speeding issues and those that are most effective in dealing with traffic volume issues.

USE OF STOP SIGNS AS A TRAFFIC MANAGEMENT MEASURE

All-way stop sign control is frequently requested by citizens in order to control speeds on residential streets. The Manual on Uniform Traffic Control Devices describes warrants for installing all-way stop signs. Numerous studies have shown the problems caused by the installation of unwarranted all-way stop signs in an attempt to control speeds. Speed reductions are observed only in the immediate vicinity of the intersection in question, and motorists often increase their speeds between stop signs to make up the time lost at the perceived “unnecessary” stop sign. Motorists tend to lose respect for all-way stop signs where little traffic exists on cross streets, and compliance is poor. Pedestrian safety is decreased at unwarranted all-way stops, especially for small children. Pedestrians expect vehicles to stop at the stop signs, but drivers have gotten in the habit of running the “unnecessary” stop sign. Noise is increased in the vicinity of the intersection. Due to these concerns, all-way stop signs are not used as a tool for neighborhood speed control.

STAGE 5 PRELIMINARY NEIGHBORHOOD BALLOT

Once the neighborhood meeting has been held, a Preliminary Neighborhood Ballot shall be conducted to determine whether an adequate level of support exists for implementing the proposed plan and to proceed with the trial installation. Appendix B contains a sample ballot for this phase of the process.

The ballot process will be managed by city staff, with a ballot and a brief summary of the proposed plan sent to each property owner (or taxpayer) of record in the defined impact area (*defined by the process described on page 13*). The property owner will be asked to vote for or against further work on the implementation of neighborhood traffic management measures on their streets. Owners will be asked to complete the ballot and mail it back to the City Traffic Engineer.

If the initial neighborhood ballot indicates sufficient support for the plan, the city will pay to implement the traffic management measures on a trial basis for a period of four months. Devices that are permanent in nature and cannot reasonably be implemented on a trial basis will not be included.

If the ballot measure receives an inadequate level of support, the neighborhood task force will be notified of the results and advised of the opportunity to resubmit the petition the following year for reconsideration.

The thresholds for ballot approval needed to move forward with implementation of the Trial Traffic Management Plan are as follows (each property counts as one vote):

- o **Minimum Response Rate:** At least 50% of the property owners in the impact area must vote for the ballot results to be considered.
- o **For plans targeted to speed control,** a majority or over fifty percent (50%) of those responding to the ballot must approve to move ahead.
- o **For plans targeted to the control of traffic volumes,** the minimum approval rate to move ahead with the trial is sixty-seven percent (67%) of those responding to the ballot.

Near completion of the four month trial period, data collection may be warranted to determine the effectiveness of the measures tested and whether they achieved the desired effect on the behavior of motorists in the neighborhood.

STAGE SIX: PERMANENT INSTALLATION OF TRAFFIC MANAGEMENT DEVICES

Staff will work with the neighborhood task force to convene a final neighborhood meeting to assess the results of the trial installation and discuss the plans and process for moving forward with the permanent installation of selected traffic management devices. Key agenda items for this neighborhood meeting include:

1. Review the results regarding the effectiveness of the trial installation.
2. Provide an opportunity for neighborhood input regarding their opinion on how to proceed. This could include options such as:
 - a. Remove the temporary installation and not proceed.
 - b. Proceed with the permanent installation as proposed.
 - c. Proceed with the permanent installation with modifications.
3. Review of the proposed funding package for the project and discussion of options that are available for funding the neighborhood share of the costs.

STAGE 6 FINAL NEIGHBORHOOD BALLOT

Once the neighborhood meeting has been held, a Final Neighborhood Ballot will be conducted to determine whether an adequate level of support exists to proceed with implementation of the permanent plan subject to the proposed cost sharing proposal. Appendix C contains a sample ballot for this phase of the process.

The ballot process will be managed by city staff, with a ballot, summary of the final plan and the estimated share of proposed costs to each property identified. The property owner will be asked to vote for or against implementation of the permanent traffic management measures and assessment of the private cost share. Owners will be asked to complete the ballot and mail it back to the City Traffic Engineer.

The thresholds for ballot approval needed to move forward with implementation of the permanent neighborhood traffic management improvements are as follows (each property counts as one vote):

- o **Minimum Response Rate:** At least 60% of the property owners in the impact area must vote for the ballot results to be considered.
- o **For plans targeted to speed control,** the minimum approval rate is seventy percent (70%) of responding property owners in the impact area.
- o **For plans targeted to the control of traffic volumes,** the minimum approval rate is eighty percent (80%) of responding property owners in the impact area.
- o A minimum of **90% of responding property owners within 100 feet** of any device must support the installation.

FINAL IMPLEMENTATION STEPS

If the final neighborhood ballot achieves the thresholds required for passage, staff will prepare a report to the City Council requesting city approval of the Final Neighborhood Traffic Management Plan and funding concept.

If the ballot measure does not receive the required level of support, it will not be forwarded to the City Council and the neighborhood task force will be notified of the results and advised of the opportunity to resubmit the petition the following year for reconsideration.

Requests receiving final project approval will be included in the queue of neighborhood traffic management projects proposed for inclusion in the annual update of the Capital Improvements Program. The year in which the public share of funding will be available for project construction will depend on the backlog of projects already included in the six year Capital Improvement Program list and the number of projects in the queue for future inclusion.

As the programmed year of implementation for the project approaches, if the neighborhood share of the costs is proposed to be funded through assessments, a feasibility report will be prepared for City Council approval and the Council will be asked to set a date for a Project/Assessment hearing. The assessments will be calculated very conservatively (with a high contingency figure), due to the fact that the assessment roll cannot be increased after the roll is adopted, however, it can be decreased without another hearing. At the assessment hearing if the assessment roll is not adopted, or if an assessment is subsequently contested, the project will be terminated, dropped from the pool of projects and will not be reconsidered for a minimum of five years.

If the project and assessments are approved, detailed project plans, specifications and final cost estimates will be prepared by City Public Works Department. This will typically occur sometime during the fourth quarter of the year proceeding construction or first quarter of the year proposed for construction, in anticipation of a spring contract letting. The project will be bid, constructed, and inspected following the standard city procedures.

The actual engineering, construction and administration cost will be used to calculate the final assessment.

MAINTENANCE OF TRAFFIC CONTROL DEVICES

The City will install the landscaping provided for in the final plan as part of the construction project. Maintenance of the landscaping will become the responsibility of the benefited neighborhood. A permit to permit maintenance of landscaping in the public right of way will be issued. If the neighborhood fails to fulfill the responsibility or the landscaping creates obstructions for pedestrians or motorists, becomes unsightly, or is otherwise potentially hazardous, it will be removed or replaced by the city with low or no-maintenance items.

MODIFICATION OR REMOVAL OF PERMANENT TRAFFIC MANAGEMENT DEVICES

If, after a minimum period of three years following installation, residents of the neighborhood feel the traffic management strategy has not achieved the goals defined in the public process and are significantly dissatisfied, they can submit a request for modification or removal if they can gather the signatures of at least 67% of the property interests within the original study area. A request for a permit to perform work within the public right of way will be forwarded to the Common Council for approval, which will permit the residents to have the devices removed by a city-approved contractor at their expense. The project will require restoration of the street and pedestrian, bicycle and drainage facilities to pre-improvement design conditions.

Policy on Neighborhood Financial Participation

In general, the costs of Stages 1 through 5 will be borne by the City. The costs of the design and construction of permanent improvements in Stage 6 will be shared 50-50 between the impact area property owners and the City.