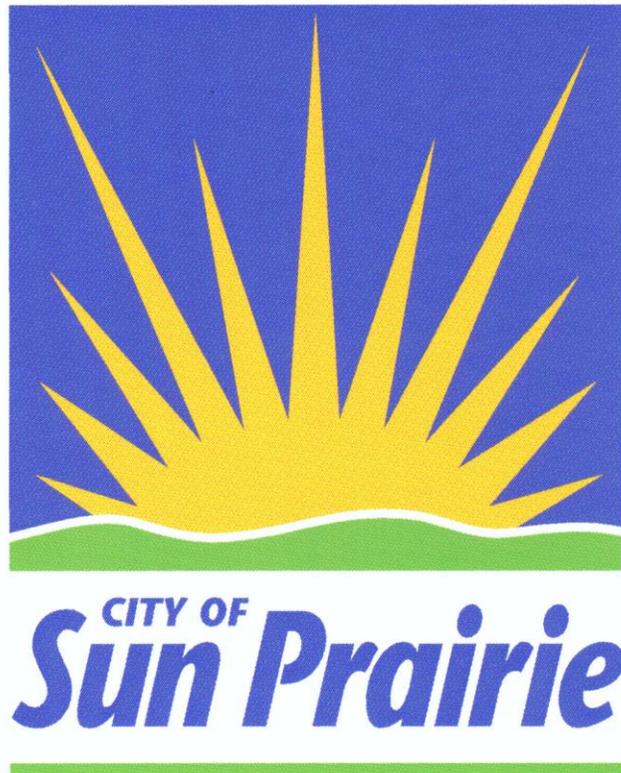


CITY OF SUN PRAIRIE
NEIGHBORHOOD TRAFFIC
MANAGEMENT PROGRAM



Adopted: June 2011

City of Sun Prairie Neighborhood Traffic Management Program

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

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

Education, enforcement and engineering are the three “E’s” in the NTMP traffic calming toolbox. It is the intent of this program to begin with the *education* and *enforcement* components of NTMP; if they are unsuccessful, the next higher level of design *engineering* may be applied.

Step One – Problem Identification

A specific traffic or safety issue may be raised by a neighborhood association, an alderperson, an individual or a business. 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, which is determined by the Public Works Director based on the existing street layout and input provided from the concerned individual(s). Once a CAR form is submitted, City staff will collect preliminary background information for the existing locations.

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 and monitoring pedestrian and bicycle activity. For low volume streets, the Public Works Director will determine traffic volumes by setting and using traffic counters, using a formula based on the number of households in the affected area(s) and the number of trips generated by those households or by making an estimate based on counts that were completed on similar City streets.

With the information provided on the CAR form, a determination will be made as to whether to proceed further with the request. There are two categories within the NTMP process, Category 1 Treatments and Category 2 Treatments. Category 1 Treatments focus on the *education* and *enforcement* components; Category 2 Treatments will incorporate *engineering* as well as the *education* and *enforcement* components. Appendices C & D indicate some of the Category 1 and Category 2 Treatments that will be considered by the City.

Category 1 Treatment Criteria:

- ADT (Annual Daily Traffic) > 120 VPD (Vehicles per day)
- Posted speed of 30 mph or less
- Functional Classification: Local or collector through street
- Not a cul-de-sac
- Street length of at least 1,000 feet
-

Category 2 Treatment Criteria:

- Category 1 Treatments were determined ineffective
- 3,000 VPD > ADT > 500 VPD
- Posted speed of 30 mph or less
- Functional Classification: Local or collector street
- Score 30 points or more on the Ranking Request Point Assignment List (See Step Four for details)
- 85th percentile speed must be:
 - 29 mph or greater for a posted 25 mph street and 34 mph for a posted speed of 30 mph
 - 20 mph or greater in marked school zone
 - No cul-de-sac
 - Street length of at least 1,000 feet

If traffic volume exceeds 3,000 ADT most traffic-calming features are not appropriate and the effects are community-wide not just neighborhood affected; therefore, the City will consider the need for additional enforcement in those areas and consider roadway needs outside of using this NTMP.

Step Two – Obtain Neighborhood Input

Once a community action report is submitted the Public Works and Police Departments will facilitate a public meeting with the neighborhood and alderperson for the project area to 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. The neighborhood affected area will continue to provide input throughout the program.

Plan development consists of the following:

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

Step Three – Develop Plan

For streets that meet the criteria for Category 1 Treatments, the neighborhood will work with the Police and Public Works Departments and alderpersons to discuss the *education* and *enforcement* needs of the affected area(s). A plan and schedule will be developed for proceeding with *education* and *enforcement* improvements.

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

A survey will be sent to residents of the affected area(s) to measure support for the plan. Residents will have an opportunity to vote on the Traffic Calming Plan to determine if the measures recommended by the neighborhood and the City will be implemented. In order to pass, a minimum of fifty percent (50%) of all ballots (one ballot per address) must be returned and a simple majority of the returned ballots must be in favor of the plan.

If enough votes are in favor of the plan, the Traffic Calming Plan will be submitted to the Public Works Committee (PWC) for consideration and adoption. The PWC will consider the plan with respect to public safety, pedestrian, bicyclist and transit access as well as to the positive and negative consequences of traffic diversion, emergency/service vehicle access and service delivery.

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

If the plan does not receive preliminary approval it will be referred back to staff and the neighborhood for further study. A final neighborhood meeting with City staff and alderpersons will be held in an effort to understand and resolve concerns that may exist in the affected area. A revised Traffic Calming Plan will be developed (if feasible) to address residents' concerns. If the revised plan does not pass, no improvements will be implemented and City efforts will cease at this time.

Step Four - Priority Rank Projects

To organize the allocation of scarce construction funds, the traffic physical treatment plan will be ranked by priority. Using data collected in the planning stage of the process (crash history, proximity of pedestrian attractions and traffic speed/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 deemed eligible to compete with other requests for funding.

Projects will be ranked citywide based on point score; the highest ranked 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 depending upon 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 neighborhood 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 the project request has not become obsolete because of changing traffic conditions and/or changes in local interest of the project.

The TCC will be notified when the three-year limit expires, at which time a new request may be made to re-enter the project; current data is then collected to recalculate the assignment of points.

Step Five - Implement Traffic Management Project/Plan Test

Once a plan reaches top priority 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 installation test prior to moving forward with the permanent treatments so as to monitor the area(s) for treatment effectiveness; the test will be installed for no less than three months.

If, at any time, the Public Works Director or Police Chief finds that an unforeseen hazard exists, the test may be revised or discontinued. City staff will inform the TCC and/or adjacent neighbors of any actions taken to modify or terminate the test.

Following the test period, the collected data will be evaluated to discern how the test performed within the previously defined problems and objectives. The evaluation will include the subject street and any other impacted streets and will be based on before and after speeds/volumes, impact on emergency/

service vehicles, effect on commercial uses and other criteria. After the evaluation, the City will follow-up with the neighborhood to discuss whether the permanent treatments proved effective and should be constructed. 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 may be conducted.

Step Six – Construct Permanent Traffic Management Devices

The PWC will determine if a project moves forward based upon whether the project is in the best interest of the community, the project ranking, review of project plans and construction fund expenditures. The PWC will recommend installation of Category 2 traffic-calming devices to the City Council where final authorization to install is approved. Once approved detailed project plans, specifications and estimates will then be prepared by the City Engineer. The City will also send out the project for bids.

Construction is administered by the City and is generally completed during the following construction season. The project may be reviewed by the Public Works Director and City Engineer to determine if City crews can create the device eliminating the bidding process. If City crews are considered to be involved in the device installation an estimate of labor, materials and equipment will be created and compared against an engineer estimate.

Step Seven – Maintenance

As part of the implementation of this program, the Public Works Department is responsible for the maintenance of any traffic-calming devices, traffic signage and/or pavement markings or delineations. Any trees planted within the right-of-way are the responsibility of the Parks, Recreation & Forestry Department and any landscaping (not including trees) is the responsibility of the neighborhood association or advocate group.

Considerations

The NTMP documents the policies and procedures for implementing traffic management measures on existing neighborhood streets. The program only applies to local and collector streets directly under the City of Sun Prairie control and does not apply to arterials, state or county roadways. Collectors can carry higher traffic volumes and, in some cases, operate at higher speeds than local streets which can limit the number of traffic-calming devices that may be considered as solutions. Streets not meeting minimal criteria for device consideration will be afforded Category 1 treatments options only.

Impact of Diversion Plan or Speed Control on Adjacent Streets -

The Public Works Committee will take a comprehensive approach to the proposed project to determine the potential impact the proposed traffic-calming plan will have adjacent to the neighborhood. The Committee may choose to add additional elements to the plan or reject the plan if it is found that there will be adverse effects to adjacent streets, businesses and neighborhoods.

Public Process -

The outcome of the neighborhood recommendation in no way obligates the City to proceed with, implement or to discard the plan. A notice of the meeting regarding the traffic improvement plan coming before review of the Public Works Committee will be published in the newspaper and other City notification avenues.

Legal considerations

From the local government perspective, the legal issues surrounding traffic management strategies fall into three categories; statutory authority, constitutionality and tort liability. First, the local government must have the legal authority to implement the traffic management strategies on the given roadway

(statutory authority). Second, the local government must respect the constitutional rights of affected land owners and travelers on affected roadways (constitutionality) and, finally, the local government must take steps to minimize the risk to travelers from the installation of the traffic management strategies (tort liability). Through documentation of the entire process, including the collection and evaluation of traffic data, the decision process, and the interaction with the public the City of Sun Prairie management program can minimize potential legal difficulties.

Removal of permanent features

Removal of the previous approved traffic management device will require a 51 percent majority of the study area to agree to the removal. If a simple majority indicates that this feature is no longer desirable, staff will present the removal request to the Public Works Committee for final approval. The Public Works Committee will make a recommendation regarding removal to the City Council who will then act upon the recommendation.

Reconstruction of streets with calming devices

During design of a street approved for reconstruction, engineering staff will review traffic-calming considerations within the re-design plans. If a street has a traffic control device at the time of reconstruction this device may be eliminated or changed to an alternate traffic-calming measure through re-design of the roadway.