



Neighborhood Traffic Management Policy and Procedure



CITY OF SCOTTSDALE

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM POLICY & PROCEDURES (NTMP)

Policy approved by Transportation Commission

Date: November 15, 2007



CITY OF SCOTTSDALE
NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM
(NTMP)

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CITY OF SCOTTSDALE NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM (NTMP)

GOALS

1. Minimize the negative impacts of traffic in neighborhoods through the on going monitoring and improvement of the overall transportation system.
2. Work to ensure that proposed land uses, and their associated travel demands, do not negatively impact surrounding/adjacent residential neighborhoods.
3. Protect Scottsdale's residential neighborhoods from "unwanted" vehicle traffic - defined as either:
 - (a) excessive vehicle travel speeds or;
 - (b) vehicles with an origin and destination outside the neighborhood or;
 - (c) excessive vehicle traffic volumes.
4. Increase the access, safety, comfort and quality of life of non-motorized travelers such as pedestrians and bicyclists on and adjacent to neighborhood streets.
5. Balance reduction of travel speeds and traffic volumes, with maintenance of short emergency vehicle response times.
6. Resolve the traffic concerns of a neighborhood without negatively affecting other citizens and neighborhoods.
7. Provide the opportunity for broad-based citizen participation as an essential element in the development of a safe, effective Neighborhood Traffic Management Program.
8. Provide prompt initial response to each request, open and regular communication with the neighborhood as to project status, and expeditious resolution of neighborhood concerns.



OBJECTIVES

1. The Neighborhood Traffic Management Program:
 - A. Is both quantitative and qualitative,
 - B. Includes the consideration of worthy exceptions (for example: streets with low traffic volumes and high travel speeds, streets with either high pedestrian crossing volumes or high adjacent pedestrian counts).
 - C. Recognizes the presence of other mitigating circumstances, (for example: streets near schools, parks, or other community amenities).
 - D. Enables the full breadth of public commentary, and
 - E. Includes formal review and approval by the Fire Department and the Police Department as well as other affected departments, agencies or adjacent property owners as determined by the Transportation General Manager.
 - F. Includes the opportunity for formal public review by the Transportation Commission.

2. Provide the opportunity for residents to participate by providing appropriate notification. The affected area and the notification areas should be determined by City staff based on the following general guidelines.
 - A. Affected area typically includes:
 - i. residents adjacent to the street
 - ii. residents/institutions/businesses adjacent to the street, that have no alternative route,
 - iii. residents that are most likely to choose the route being considered for traffic calming for access to their home
 - iv. residents that are not separated from the area by a minor collector or larger designated street

 - B. Notification area typically includes:
 - i. The affected area
 - ii. residents on streets likely to experience increases in traffic volumes or travel speeds of 10% or more due to traffic calming implementation.
 - iii. residents on streets within $\frac{1}{4}$ to $\frac{1}{2}$ mile of the street(s) being considered for traffic calming implementation.
 - iv. residents that are not separated by a major collector or larger designated street.
 - v. drivers/other users of the street for travel notified by driver-visible signage posted on streets proposed for devices.

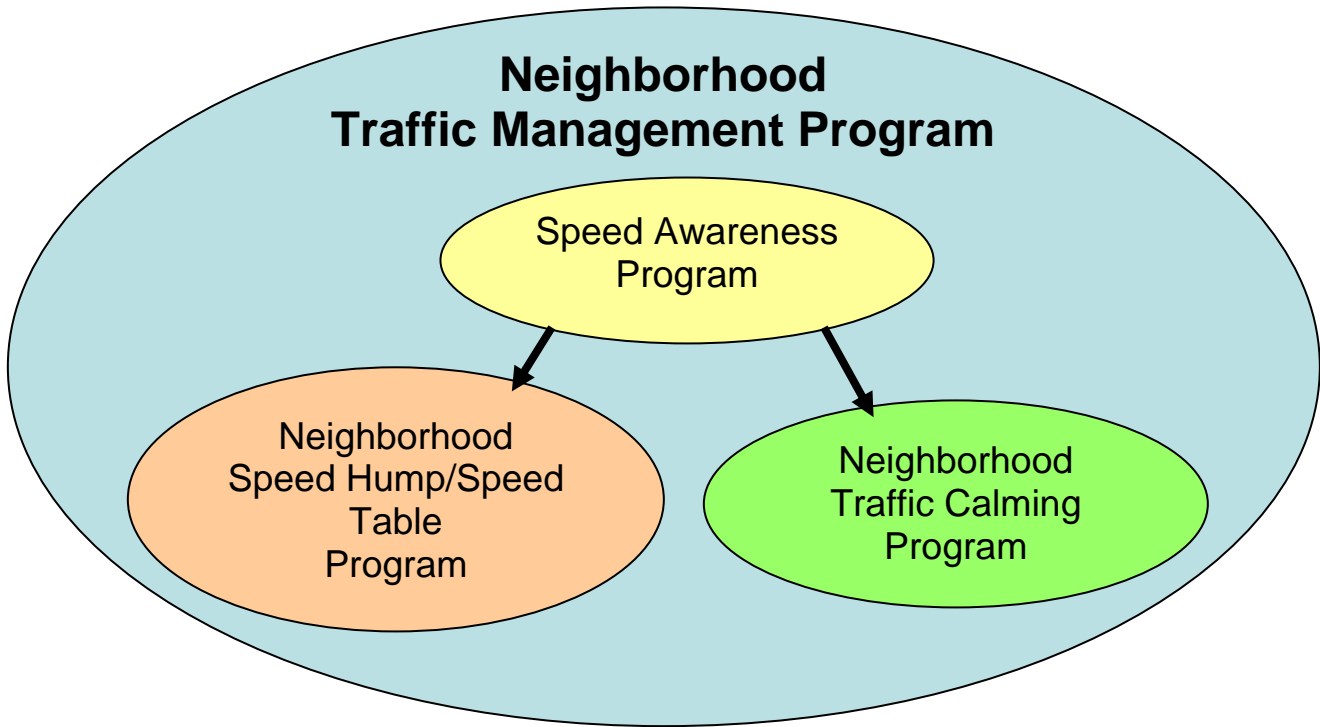
Affected Areas and Notification Areas are determined on a case-by-case basis, generally using the criteria above. Hypothetical examples illustrating the definitions of an affected area and a notification area are found in the appendix of this set of policies and procedures. The notification area will in all cases include the affected area, at minimum, plus driver notification via on-street signage.



3. Measurement of traffic volumes and travel speeds should occur before and after traffic calming implementation on the project streets as well as the adjacent streets likely to experience increases in traffic volumes and travel speeds.
4. The Transportation Commission should be utilized as a resource to the Transportation Department and the impacted residents. Projects with cumulative estimated capital costs of over \$20,000 should be placed on the Transportation Commission agenda, and informational material on all projects should be available to the Commission on a periodic basis. Projects which involve major construction, or those referred by the Commission, should go to the City Council.

PROCESS

The City of Scottsdale Neighborhood Traffic Management Program uses the three E's of Education, Enforcement and Engineering to try to improve neighborhood quality of life by improving driver compliance with traffic laws in neighborhoods. The following three components of the NTMP help to achieve the goals and objectives:



A. Neighborhood Speed Awareness Program

The Speed Awareness Program (SAP) helps to improve neighborhood quality of life by improving driver compliance with existing traffic laws. This program has been designed to increase motorist awareness and reduce traffic speeds in neighborhoods by primarily focusing on the first two E's of Education and Enforcement. The SAP is implemented by the Citizen and Neighborhood Resources Department with cooperation from the Police Department and the Transportation Department.

Step 1 – EDUCATION (Neighborhood must complete 3 education options)

Education is the first step in this program, and comprised of several options designed to raise motorists' awareness of speeding concerns in your neighborhood. By simply raising awareness of a driver's speed, you may quickly notice reduced traffic speeds in your neighborhood. Some of the strategies to improve awareness include:

- Hold a neighborhood meeting to discuss issues. This generates resident awareness regarding residential speeding in your neighborhood.
- Request the speed awareness trailers be deployed in your neighborhood. These trailers are equipped with a radar unit that displays motorists' speed. (Please Note: A



deployed speed trailer will remain in a participating neighborhood for one business week and will face in only one direction of oncoming traffic.)

- Perform Citizen Radar Tracking along the street. Residents can monitor traffic and record motorists' speeding information. Vehicle owners receive a letter, not a ticket, from the city requesting compliance of the neighborhood's posted speed limit.
- Install neighborhood signs along the street. Signs provided by the city can be placed by the residents in their yard outside the city right-of-way (typically 10' back from the edge of pavement) for up to 30 days. This notifies drivers that the speeding concerns are those of the residents not just the City.

Step 2 -- ENFORCEMENT

While heightened awareness may be all that is needed for most Scottsdale neighborhoods, some areas may require the Police Department to monitor and issue tickets to speeding motorists.

Step 3 -- ENGINEERING

To complete step three, residents must obtain a Neighborhood Traffic Management Interest Form, and have it signed by at least 10 residents along the street. This form must be turned back into the Speed Awareness coordinator who will forward it to Traffic Engineering to be added to the engineering request list for review and analysis.

Program Requirements

To participate, you must complete step one prior to moving on to steps two or three and:

- Agree to and comply with program rules
- Be a Scottsdale resident of at least 18 years of age
- Have at least one additional volunteer willing to assist with stage one of the program
- Possess a valid, current photo identification

B. Neighborhood Speed Hump/Speed Table Program

This program is implemented by the Traffic Engineering Division of the Transportation Department, and involves engineering strategies to implement speed humps and speed tables only, which can typically be installed inexpensively and quickly, as a temporary or permanent measure. This option must be approved by the Traffic Engineering Director, the Fire Department prior to providing petitions to the residents.

In general the Neighborhood Speed Hump/Speed Table Program has the same requirements as that of the Traffic Calming Program except for the following:

- The street must be a local residential street.
- The street must be posted 25 miles per hour.
- The petition process must be used as described in the Neighborhood Traffic Management Program.

C. Neighborhood Traffic Calming Program

This program is implemented by the Transportation Department, with assistance from the Citizen and Neighborhood Resources Department, the Police Department, and the Fire



Department. The program involves a public decision process that may result in the use of engineering strategies and the installation of various physical devices to reduce traffic volume and speed. The process described in this document

The typical **Neighborhood Traffic Calming Program** process is outlined below:

1. Neighborhood Speed Awareness Program has been completed for streets.
2. Resident completes Neighborhood Traffic Management Interest Form
3. Street is approved by Transportation and Fire Department staff as acceptable for traffic calming
4. City of Scottsdale measures and evaluates speed and volume data on street(s)
5. Traffic calming is generally appropriate for the following conditions.
 - A. **Non-Route Restricting Devices** (Horizontal OR Vertical Re-alignment): Examples include speed humps, speed tables, roundabouts, chokers, median islands, chicanes (Diverters, closures and partial closures are in Category B).
 - i. Street is paved
 - ii. Street is planned for only one through motor vehicle lane per direction
 - iii. Street has direct residential access (typically 50% or more of the total street frontage - considering both sides - has driveways or access to the front yard of properties)
 - iv. Street or route is 660 to 5,280 feet in length
 - v. Street has 500 to 5,000 vehicles per day (Up to 10,000 vehicles per day for some qualified collector streets)
 - vi. More than 40% of the traffic is exceeding 30 mph
 - vii. More than 20% of the traffic is exceeding 35 mph
 - B. **Closures and Route Restricting Devices**: Examples include diagonal diverters, forced turn islands, median barriers. Street closures are generally not recommended and are used when no other options are available.
 - i. Street is planned for only one through motor vehicle lane per direction
 - ii. Street has direct residential access (typically 50% or more of the total street frontage –considering both sides - has driveways or access to the front yard of properties)
 - iii. Street or route is ½ to 2 miles in length
 - iv. Street has 500 to 5,000 vehicles per day
 - v. Adjacent non-residential routes can accommodate increased traffic
 - vi. More than 40% of the traffic is exceeding 35 miles-per-hour
 - vii. More than 20% of the traffic is exceeding 40 miles-per-hour
 - viii. More than 50% of the traffic is through traffic
 - ix. Approval of the Traffic Engineering Director and the Fire Department is required for all local streets. In cases of local collectors or minor collectors the request for



closure would also have to be approved by the Transportation General Manager and the Transportation Commission.

6. City of Scottsdale contacts those that signed the Neighborhood Traffic Management Interest Form.
7. Resident(s) and City of Scottsdale discuss options and jointly determine process to discover neighborhood desire. (See **INTERIM TREATMENTS/ALTERNATIVE MEASURES**, page 13)
 - A. City of Scottsdale schedules initial neighborhood meeting. (Go to step #13)

OR

- B. Resident circulates and submits petition. (Go to step #8)

IF PETITION PROCESS IS SELECTED

8. City of Scottsdale develops a proposed plan.
9. City of Scottsdale provides to resident(s): petition, information packet which contains a fact sheet, and maps of affected area.(Notification Area is the same as Affected Area in this case, plus signs will be used to further notify drivers and other residents during this step).
10. Resident(s) circulate petition in affected area and return petition to City.
11. City of Scottsdale evaluates petition. Typically, 70% of the addresses within the affected area must indicate support for traffic calming devices. It is highly desirable to have 100% support from the neighbors adjacent to proposed devices.
12. City of Scottsdale provides the results of the petition to the notification area.(Go to #21)

IF NEIGHBORHOOD MEETING PROCESS IS SELECTED

13. City of Scottsdale identifies and contacts preliminary notification area. (Affected Area is included within the Notification area).
 - A. Direct mailer to homes in notification area
 - B. City of Scottsdale posts meeting notification signs at ends of street or entry to neighborhood.
14. City of Scottsdale facilitates initial neighborhood meeting.
 - A. City of Scottsdale identifies street(s) of concern and preliminary notification area.



- B. Residents express their concerns.
 - C. City of Scottsdale explains neighborhood traffic management options.
 - D. Residents indicate if they desire traffic calming and discuss preferred options.
 - E. Establish Working Committee representing diversity of opinions as needed to guide evaluation and decision process (typically five to ten residents).
15. City of Scottsdale determines and obtains additional traffic data as necessary.
16. City of Scottsdale evaluates any new traffic data and input.
17. City of Scottsdale and Working Committee develop potential and conceptual traffic calming options based on traffic data, neighborhood characteristics, residents' desires, and Police and Fire Department requirements.
18. City of Scottsdale contacts notification area.
- A. Mails out summary & invitation letter
 - B. Posts neighborhood traffic meeting signs at ends or entries of proposed locations.
19. City of Scottsdale facilitates second neighborhood meeting
- A. City of Scottsdale summarizes traffic data and previous discussions.
 - B. City of Scottsdale discusses other considerations including pedestrian and bicycle travel.
 - C. City of Scottsdale with Working Committee explains possible and proposed traffic calming devices and reasons for their acceptability or unacceptability for street(s) of concern.
 - D. City of Scottsdale facilitates discussion, decisions and consensus for types and locations of traffic calming device installation.
20. City of Scottsdale revises plan and facilitates additional meetings to reach consensus.
21. City of Scottsdale completes design, and sends out letter to notification area notifying residents of the proposed plan and requests final comments:
- A. City of Scottsdale then finalizes review comments.
- OR
- B. Sets up meeting to discuss major issues if needed.
22. Plan is approved by the Transportation General Manager or designee and the Transportation Commission for those projects estimated at a cumulative cost greater than \$20,000.



23. City implements design and constructs project.

24. City determines need for post study & notifies residents of results.



DEVICE REMOVAL OR MODIFICATION

1. Requests for removal can be made no earlier than 12 months after the project has been completed. The process to remove traffic calming devices shall be similar to the process that was implemented to have the devices installed. For example, if a petition was used for initial installation of a device, a petition should be used to remove the device. At a minimum, 10 residents must fill out the initial form describing the location, the devices and the request for removal. Exceptions can be made through the Transportation Commission.
2. Requests for modifications can be made at any time to the Transportation Department. The Traffic Engineering Director shall have the discretion to modify the existing design of the device directly, or in the case of significant modification, the director may choose to go through a process similar to the process used for implementation to make a decision on significant modifications.

INTERIM TREATMENTS/ALTERNATIVE MEASURES FOR STREETS THAT DO NOT QUALIFY FOR NTMP

1. Continue educational resources of the Speed Awareness Program including speed trailers, radar guns, meetings and newsletters.
2. Contact the Police Department and request enhanced enforcement such as patrols by the High Impact Traffic (HIT) Squad and deployment of photo enforcement vans.
3. Use enhanced signage and striping, such as the use of stop bars, bike lanes, parking areas, edge lines, crosswalks, speed limits signs or other traffic control devices as determined by the Traffic Engineering Director in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and state law.
4. Transportation General Manager may recommend the speed tables at their discretion if the standard petition process is followed which includes:
 - a. A petition signed by at least 70% of the affected residents.
 - b. Approval of the proposed project by the Traffic Engineering Director, the Fire Department, the Transportation Commission, and the residents adjacent to the proposed devices.



OTHER ISSUES

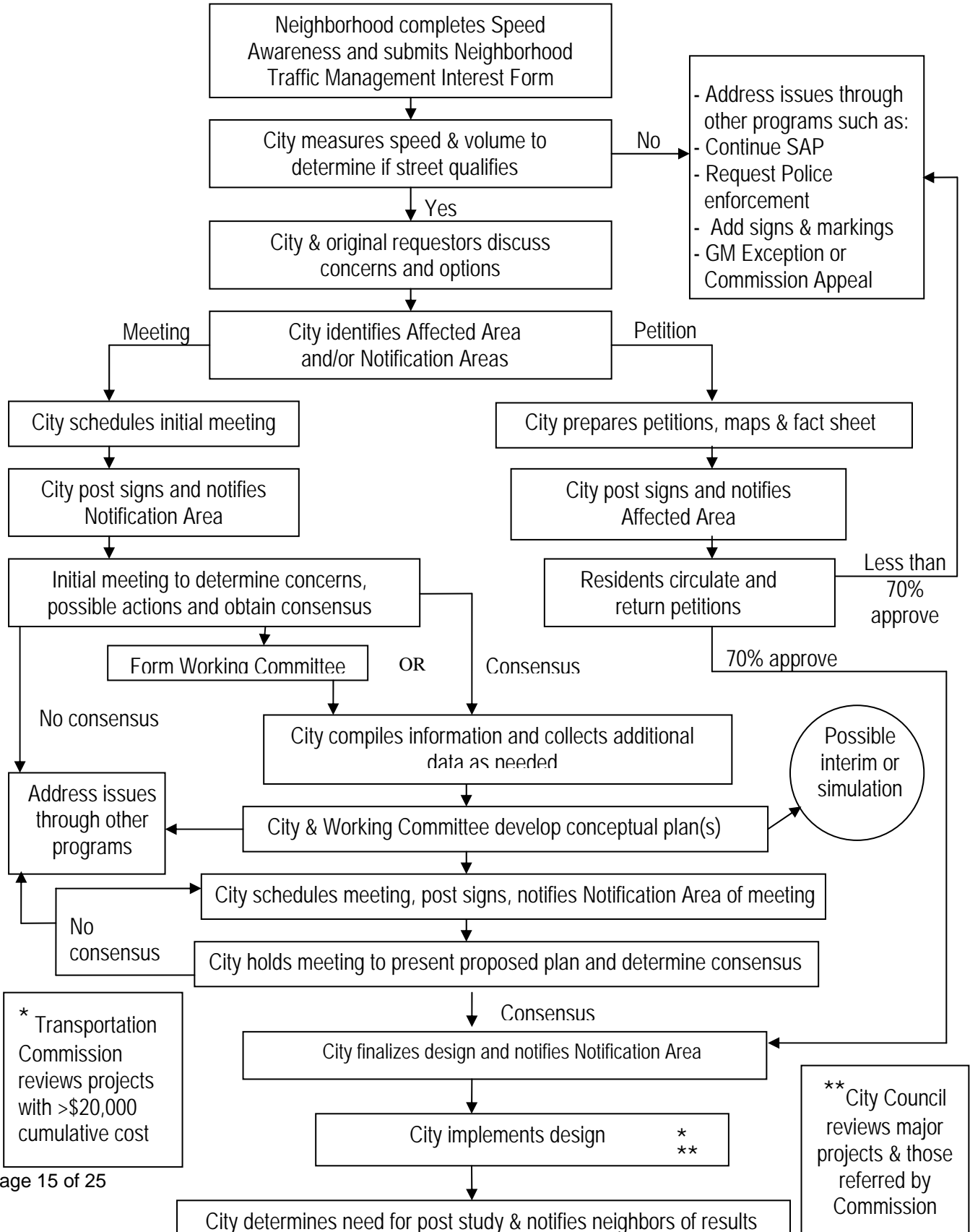
Alleys have a statutory speed of 15 mph and if paved are eligible for the Neighborhood Speed Hump/Speed Table Program as outlined above. The criteria for alleys is at least 250 vehicles per day with at least 40% exceeding 20 mph and 20% exceeding 25 mph. Speed humps or tables in alleys could be considered in both residential and commercial settings. Review and approval by the Fire Department and the Solid Waste Division of the Municipal Services Department is required.

Temporary or interim measures may be considered for neighborhoods when the process for permanent neighborhood traffic devices may require more than twelve (12) months.

Developers may be required to install traffic calming devices or participate in the Neighborhood Traffic Management Program for proposed development if directed by City staff as part of their development approval process. The review and approval of any traffic calming devices would conform to the standard NTMP design.

Private streets would be eligible for neighborhood traffic devices to be designed and constructed by owners of the street upon approval of the design by the City and the issuance of a permit. Typical review and approval would be by the Transportation Department, the Fire Department and the Police Department as well as any other departments that provide City services to the community making the request.

Neighborhood Traffic Management Program Flow Diagram





Neighborhood Traffic Management Interest Form

RETURN TO: Speed Awareness Coordinator

Bruce Wall
Citizen and Neighborhood Resources Department
7447 E. Indian School Road, Suite 300
Scottsdale, Arizona 85251
Work: 480-312-7787, Fax: 480-312-2455, E-mail: bwall@scottsdaleaz.gov

FROM: _____
PHONE NUMBER: _____
DATE: _____

We the undersigned are interested in discussing neighborhood traffic management measures for the following street: (Please submit a separate form for each street you are concerned about; only one signature per household, please)

Street Segment: _____ **from** _____ **to** _____

NAME	ADDRESS	SIGNATURE
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____



Neighborhood Traffic Management Program (NTMP) Petition (TEMPLATE)

_____ Street: _____ to _____

The City of Scottsdale was contacted by residents of your neighborhood concerning traffic on _____ Street between _____ and _____. In order to proceed with installation of the proposed measures shown on the reverse of this petition, the Transportation Department has requested residents to document support for the installation via petition signatures. The cost of this installation is funded through the City's Neighborhood Traffic Management Program.

Signatures below must be those of either the property owner or property resident. Signer must be at least 18 years of age. Only one signature per property.

Petition signers acknowledge that the City has a Neighborhood Traffic Management Program procedure which is available for review on the City's website at www.scottsdaleaz.gov/traffic. By signing, those named below support the neighborhood traffic management plan for the area described on the reverse of this page. For additional information, please contact the City of Scottsdale Traffic Engineering Division at 480-312-7696, or George Williams at: Gwilliams2@ScottsdaleAZ.gov, 480-312-7623.

	Signature	Name (print)	Address	Date
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____

Petition Circulator: _____ Address: _____

Petitions without map on reverse will not be accepted.

APPENDIX

HYPOTHETICAL EXAMPLES

AFFECTED AREAS AND NOTIFICATION AREAS

It is difficult to develop specific guidelines for the determination of the residents directly affected by a proposed traffic calming device or devices. Therefore, the City of Scottsdale has developed the concept of an *affected* neighborhood and a *notified* neighborhood. The residents and property owners in the affected neighborhood have a stronger voice in the determination of the need and type of traffic calming device. The residents and property owners in the notified neighborhood need to be aware of the proposed traffic calming devices so that their opinions can be considered in the discussions and decisions.

The following pages indicate hypothetical examples of neighborhoods requesting traffic calming devices and their resulting affected and notified areas. In general, shorter streets with few intersections require smaller affected and notified areas

HYPOTHETICAL EXAMPLE

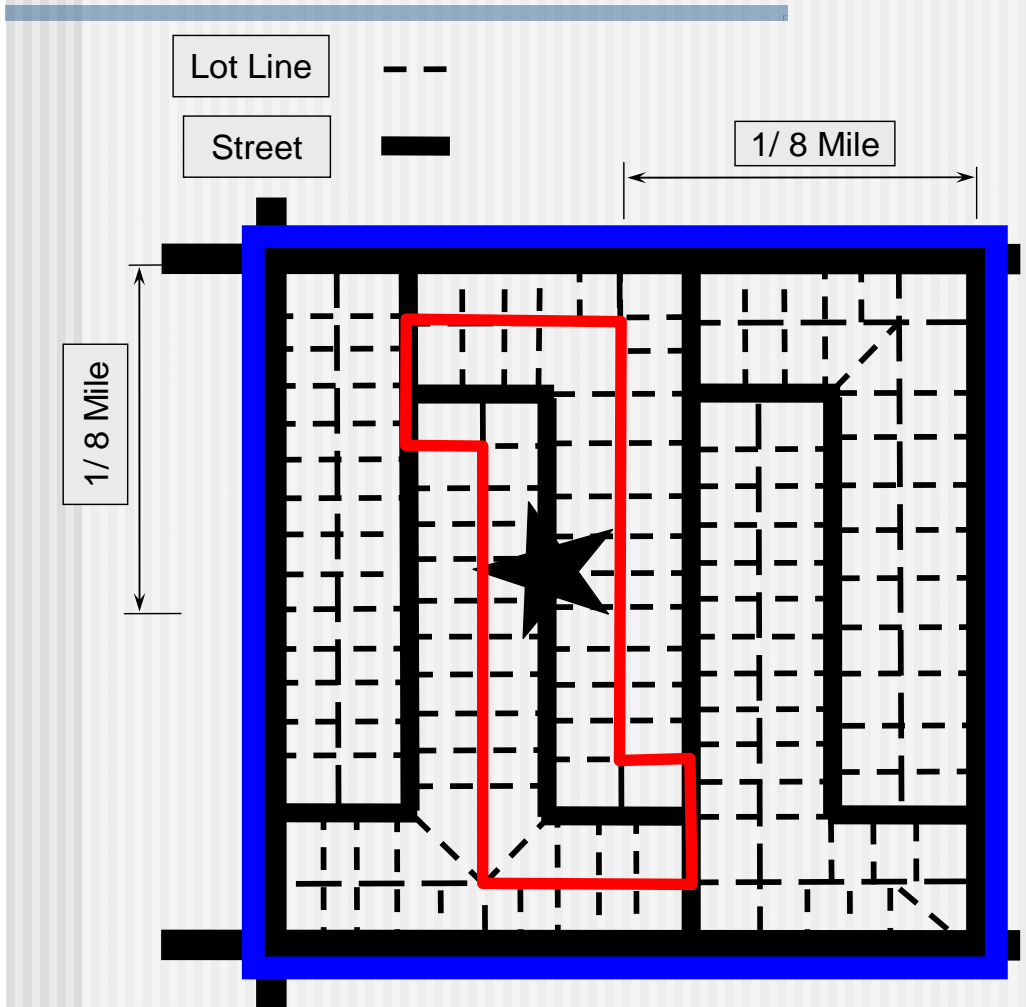
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SMALL AREA

The example on the following page shows a short neighborhood street with relatively few directly affected homes. The street is less than one-quarter mile long and terminates at an intersection at either end with no intermediate intersections. Hypothetically, one or more of the residents on this street requests traffic calming at the location indicated by the star. For this example, only the adjacent 31 homes would be directly affected. However, the residents of the one-quarter mile by one-quarter mile area – approximately 250 homes – should be notified of any proposed traffic calming device.

SMALL AREA

NOTIFICATION AREA
AFFECTED AREA



HYPOTHETICAL EXAMPLE

2

MODERATE-SIZED AREA

The second example shows a neighborhood street that is approximately one-half mile long with four intersections. Hypothetically, one or more of the residents on this street requests traffic calming at the location indicated by the star. Residents of several more homes are potentially directly affected by this example compared to the first example – including residents on intersecting and parallel streets. For this example, approximately 150 homes would be included in the directly affected area. Residents of the neighborhoods of the area slightly larger than one-half mile by one-half mile area should be notified of any proposed traffic calming device. Approximately 400 homes are included in this notification area. This example also includes an institution that may or may not influence the traffic patterns on the street of concern, and therefore should be included in the notification area.

MODERATE-SIZED AREA

NOTIFICATION AREA
AFFECTED AREA



HYPOTHETICAL EXAMPLE

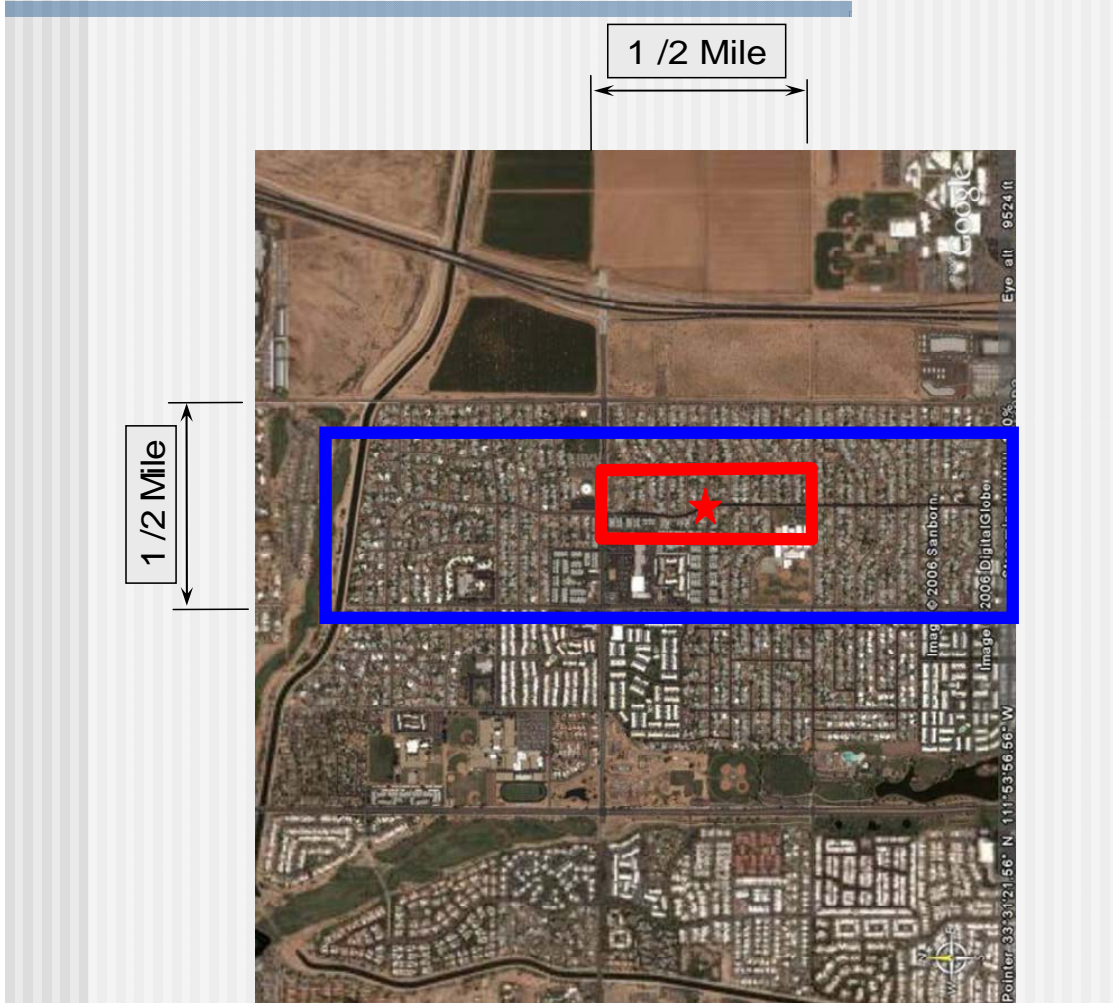
3

LARGE AREA

The third example shows a street of more than 1.5 miles in length. This street is typical of many streets planned and constructed in the 1950's and 1960's. It intersects with several major streets and also has several homes with driveways onto the street. Hypothetically, one or more of the residents on this street requests traffic calming at the location indicated by the star. For this example, approximately 60 homes would be directly affected, and approximately 1,000 or more residents of homes facing intersecting or parallel streets should be notified of any proposed traffic calming device. Furthermore streets of this type often include through traffic whose drivers should also be included in the discussions. This notification should occur through road signs similar to zoning case signs. Discussions and decisions for potential traffic calming devices on streets of this type would most likely involve working committees that would be composed of primarily residents in the affected area with some residents from the notified area and some residents representing through traffic.

LARGE AREA

NOTIFICATION AREA
AFFECTED AREA





CITY OF SCOTTSDALE NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM TRAFFIC CALMING ADVANTAGES/DISADVANTAGES

ADVANTAGES OF TRAFFIC CALMING

Typically, traffic calming:

- Substantially reduces the number of vehicles traveling more than 35 mph.
- Noticeably reduces the number of vehicles traveling more than 30 mph.
- Can noticeably reduce the number of vehicles traveling on a street.
- Is present 24 hours-per-day, 365 days-per-year.

Traffic calming may:

- Enhance neighborhood beauty.
- Enhance neighborhood appeal.
- Improve pedestrian travel.
- Improve bicycle travel.
- Increase driver awareness of adjacent residential neighborhood.
- Improve driver, bicyclists, and pedestrian visibility.
- Decrease vehicle noise.
- Provide low level pedestrian lighting

DISADVANTAGES OF TRAFFIC CALMING

Traffic calming does not:

- Eliminate all speeding.
- Prevent all collisions.

Traffic calming may:

- Delay emergency vehicle response.
 - Increase vehicle noise.
 - Create ponding of rainwater.
 - Result in debris accumulation.
 - Detract from neighborhood beauty.
 - Require removal of on-street parking.
 - May restrict driveway access.
 - May eliminate some turning movements.
 - May recommend lighting in areas where dark sky provisions apply
- Traffic calming will affect immediately adjacent residents every time they drive to or from home.