



NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM (NTMP) MANUAL

OBJECTIVES, POLICIES AND PROCEDURE

*Prepared for
CITY OF MADISON PEDESTRIAN/BICYCLE/MOTOR
VEHICLE COMMISSION*

*By
CITY OF MADISON TRAFFIC ENGINEERING
DIVISION*

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TABLE OF CONTENTS

INTRODUCTION	1
<i>Objectives</i>	<i>2</i>
<i>Policies</i>	<i>2</i>
Procedure	
<i>Step 1 Apply to Participate</i>	<i>4</i>
<i>Step 2 Develop Plan</i>	<i>5</i>
<i>Step 3 Priority Rank Projects</i>	<i>5</i>
<i>Step 4 Develop Final Plan</i>	<i>6</i>
<i>Step 5 Neighborhood Approves Permanent Installation</i>	<i>7</i>
<i>Step 6 Common Council Action</i>	<i>7</i>
<i>Step 7 Board of Public Works</i>	<i>8</i>
<i>Step 8 Construct Permanent Traffic Management Device(s)</i>	<i>8</i>
<i>Step 9 Maintenance</i>	<i>8</i>

APPENDICES

<i>Appendix A – Vision and Mission Statement of the City Madison</i>	<i>9</i>
<i>Appendix B –Survey Area Template</i>	<i>11</i>
<i>Appendix C – Point Assignment for Ranking of NTMP Requests</i>	<i>14</i>
<i>Appendix D – Traffic Management Devices</i>	
1. <i>Street and Lane Narrowing</i>	<i>16</i>
2. <i>Bicycle Lanes</i>	<i>18</i>
3. <i>Raised Street Sections or Speed Humps</i>	<i>18</i>
4. <i>Full or Partial Road Closures [Semi-Diverter/Diverters/ Cul-de-sac]</i>	<i>20</i>
5. <i>Chicanes</i>	<i>20</i>
6. <i>Traffic Circles</i>	<i>20</i>
<i>Stop Signs</i>	<i>22</i>
<i>Appendix E – Flow Chart Summarizing NTMP Process</i>	<i>23</i>
<i>Appendix F – Glossary</i>	<i>25</i>
<i>Appendix G – Resolutions Related to NTMP</i>	
<i>Substitute Resolution 21663 adopting program</i>	<i>28</i>
<i>Substitute Resolution 29873 change re. speed humps</i>	<i>30</i>
<i>Substitute Resolution 60269 Revisions to reflect experience</i>	<i>32</i>

INTRODUCTION

The City of Madison places a high value on neighborhood livability¹. Although livability can have several definitions, it can be generally thought of as encompassing the following characteristics:

- The ability of residents to feel safe and secure in their neighborhood.
- The opportunity to interact socially with neighbors without distraction or threats.
- The ability to experience a sense of home and privacy.
- A sense of community and neighborhood identity.
- The ability to conveniently, safely, and enjoyably walk, bike, drive and take transit.
- The ability of parents to feel that their children's safety is not at risk when playing in the neighborhood.
- A balanced relationship between the multiple uses and needs of a neighborhood.

Neighborhood traffic conditions can have a significant impact on these characteristics.

As population and employment in the City of Madison and Dane County continue to grow, Madison streets can be expected to experience increased pressure from traffic. One of several goals of the City of Madison is that this growth must be managed to balance our economic, social and environmental health and to maintain a sustainable city. Quality neighborhoods are the fundamental building blocks of a sustainable city, and to maintain this quality, Madison neighborhoods should be protected from the negative impacts of traffic. We insure this by the use of design and management tools which enable people to travel in and between neighborhoods safely, efficiently, and economically as a pedestrian, bicyclist, motorist or transit rider with minimal conflict or disruption to the residents or other travelers.

Neighborhood groups across Madison have become increasingly concerned about the effects of traffic on their streets. Restraining traffic has become a common goal of concerned residents. A vision now being promoted for local streets is that motorists should respect the quality of life aspect in the neighborhoods they drive through and behave accordingly. Many city streets used to be multi-purpose places which not only provided physical access but also encouraged social links within a community. Now, the balance has changed so that the main function of many streets has become the accommodation of traffic – some of it unrelated to the residents themselves.

There are three forms of “unwanted traffic” recognized on residential streets:

- Traffic using the street as a shortcut, detour or overflow from a congested arterial.
- Excessive traffic speeds.
- Use of curb parking spaces (with related vehicle movements in searching for and leaving such spaces) by drivers whose origins are outside the neighborhood.

¹See Appendix A for the Vision and Mission Statement of the City of Madison.

At the same time, traditional Traffic Engineering means of controlling traffic – speed zoning, stop signs, traffic signals – have less and less effect in management of driver behavior. Police enforcement is and will always remain an effective tool to reinforce motorist behavior. However, it is recognized that providing an enforcement level that is effective in modifying driver behavior will require a significant commitment of Police resources.

The City of Madison is committed to developing an effective approach to managing neighborhood traffic. Neighborhood involvement is an important component of this approach.

To maximize neighborhood involvement in improving local traffic conditions, the City of Madison Pedestrian/Bicycle/Motor Vehicle Commission, with assistance from the Traffic Engineering Division, has developed a Neighborhood Traffic Management Program (NTMP) for Madison neighborhoods.

Objectives

The objectives of the Neighborhood Traffic Management Program are derived from existing City policies and the mission of the Madison Department of Transportation.

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 on neighborhood streets.
3. Encourage citizen involvement in all phases of Neighborhood Traffic Management activities.
4. Make efficient use of City resources by prioritizing Traffic Management requests.

Policies

The following policies are established as part of the Neighborhood Traffic Management Program for local streets. In addition, some collector streets will be considered on a case-by-case basis.

1. Neighborhood cut-through traffic should be routed to arterial streets as designated in the *Highway and Street Functional Classification Map*, published by the Madison Department of Transportation.
2. Some traffic may be redirected/diverted from one local service street to another as a result of an NTMP project. The amount of rerouted traffic that is acceptable should be defined on a project-by-project basis by the Neighborhood Traffic Committee and City Pedestrian/Bicycle/Motor Vehicle Commission.
3. Emergency and service vehicle access and circulation must be preserved.

4. NTMP projects should encourage and enhance pedestrian and bicycle mobility and access within and through the neighborhood and also facilitate easy neighborhood access to public transit. Adequate local automobile access should also be maintained.
5. The City shall employ traffic management and traffic control devices to achieve the NTMP's objectives. 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 traffic control devices (signs, signals, and pavement markings) as needed to accomplish the project, in compliance with the Madison General Ordinances. [Refer to Appendix D for a detailed description of traffic management devices.]
6. To implement the NTMP, certain procedures shall be followed by the Traffic Engineering Division in processing traffic management requests in accordance with applicable codes and related policies and within the limits of available and budgeted resources. At a minimum, the procedures shall provide for submittal of project proposals along with a project area household and business petition to the Pedestrian/Bicycle/Motor Vehicle Commission; evaluation of proposals by the Pedestrian/Bicycle/Motor Vehicle Commission and City staff; citizen participation in plan development and evaluation; installation of temporary devices if needed; a final survey of affected residents and property owners; and appropriate Pedestrian/Bicycle/Motor Vehicle Commission and Common Council review before installation of permanent traffic management devices. [See NTMP Process Flow Chart in Appendix E.]
7. City streets are functionally classified based upon the volume of traffic it serves and most importantly by the connection it makes within the City's transportation system. Streets are classified as either: Arterials, Collectors or Local Streets. The NTMP is intended primarily to reduce traffic problems found on City local streets. Consideration, however, can be given to applying NTMP to collector streets. Each collector street is unique and a determination of the need for and type of traffic calming will be made on a case-by-case basis.

Procedure

The Neighborhood Traffic Management Program provides a mechanism for neighborhood groups to work with the City to make decisions about how traffic management devices might be used to manage traffic in their neighborhood. This section describes in detail the steps involved in participating in the program from the initial application for involvement, to developing a traffic management plan, to installing one or more traffic management devices. [See Appendix E for a simple flow chart summarizing the process.]

The Neighborhood Traffic Management Program process is intended to ensure that all neighborhood stakeholders are provided the opportunity to be involved. This ensures that consideration of traffic problems on the study street do not result in the exacerbation

of traffic problems on adjacent neighborhood streets and does not eclipse the needs and quality of the neighborhood as a whole.

Step 1. Apply To Participate

Neighborhood associations or groups, alderpersons representing a neighborhood, and neighborhood business associations are eligible for participation in NTMP. Individuals are encouraged to work with or form a working group of residents in their area of concern. Application for participation in the NTMP will be made through the City of Madison Pedestrian/Bicycle/Motor Vehicle Commission by submitting a "Neighborhood Petition of Support for Traffic Calming" to the Traffic Engineering Division. The petition form is available from the Traffic Engineering website (in the "Neighborhood/Citizen Programs" section) or at the Traffic Engineering office.

The area petitioned shall be defined on the petition form. The petition area shall be contiguous and should include the area of influence of any proposed traffic calming features (as described in Appendix B). The petition area may be larger than the area of influence of the proposed traffic calming features. The petition process is used by the City Traffic Engineer only to determine if there is sufficient neighborhood support to expend staff resources on a project. The City Traffic Engineer may modify the petition area to address unique circumstances.

Signatures representing a majority of the households and businesses within the petition area are required for a street to be enrolled in the program. Each home or business is entitled to one signature.

Upon completion of a successful petition, Traffic Engineering staff will collect background, preliminary information about current conditions. This will include location, description of the problem and may include preliminary collection of traffic crash data, bicycle volume, pedestrian activity, traffic speed, and traffic volume. These data will be relayed to the Pedestrian/Bicycle/Motor Vehicle Commission for consideration to decide whether the request will be prioritized for inclusion in the NTMP.

NTM projects are intended to respond to traffic issues related to speeding and/or excessive through-traffic on one local or collector street or intersection within a neighborhood. Solutions may include modifications to the street to slow traffic or to completely or partially divert traffic off the subject street to a nearby arterial street. NTM projects will only be considered insofar as they do not divert a significant volume of traffic from the study street to another local street. What is to be considered a significant volume of traffic will be decided by the participating neighborhood group or association and the Pedestrian/Bicycle/Motor Vehicle Commission with Traffic Engineering staff assistance. An NTMP plan which is estimated to cause significant diversion will be required to involve a wider geographic area.

In all instances, the City will notify all project requestors of the status of their request, as appropriate. The City will also notify the appropriate alderperson(s) and the petition area traffic committee of the status of the project pending or being considered within their neighborhood.

Step 2. Develop Preliminary Plan

In conjunction with the project requestor/project area traffic committee, the City may facilitate an initial public meeting in the project area. This meeting is to inform residents of the NTMP request, to describe the process and to gather additional information about traffic issues and related neighborhood needs.

At this time, if one does not already exist, a citizen Project Area Traffic Committee may be formed. This committee will work with City staff to determine its membership criteria and meeting procedures and will continue to work closely with staff throughout the project.

Project development consists of the following:

- Assessment of issues;
- Identification of project goals and objectives;
- Development of alternative plans/solutions; and
- Selection of a proposed plan/solution.

The first two steps in the project development are accomplished through public meetings with the Project Area Traffic Committee. Working with the Project Area Traffic Committee, the City will propose solutions based on citizen input and sound engineering principles. In addition to considering traffic management and control devices, plans developed in the NTMP will also consider the positive effects of education and enforcement. Possible solutions and their impacts will be evaluated by the citizen traffic committee, and reviewed by interested or affected City boards, commissions, committees, and other affected agencies.

The proposed plan may then be submitted to the City Pedestrian/Bicycle/Motor Vehicle Commission for consideration and adoption. The Commission will consider the plan with respect to public safety, local neighborhood traffic, 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. The Commission will also consider whether the neighborhood identified goals and objectives are expected to be met by the proposed plan.

If the plan does not receive preliminary approval from the Pedestrian/Bicycle/Motor Vehicle Commission, it may be referred back to staff and the Project Area Traffic Committee for revision or further study.

Step 3. Priority Rank Projects

To marshal the allocation of construction resources, each preliminary 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(s) will be assigned points, as detailed in Appendix C "Point Assignment for Ranking NTMP

Requests.” A minimum of 30 points is required for a project to be considered eligible to compete with other NTMP requests for funding.

Projects will be ranked citywide, based on point score. The highest ranking projects will usually be undertaken first. The number of projects initiated each year will depend on City resources. However, the City may consider other compelling issues to determine project scheduling.

The City will notify all project requestors of the status of their request after this step.

Once ranked, a project is considered in the annual priority ranking step for up to three years. If, after three years, a project has not received a high enough priority to proceed, the project requestor will be notified it will no longer be eligible for consideration, unless a current petition to participate is provided. This time limitation ensures that the project requests continue to remain a neighborhood priority and avoids needless waste of time and resources due to changes in local interest in the project.

The project requestor 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. If needed, current data may then be collected to recalculate the assignment of points.

Step 4. Develop Final Plan

Once a plan reaches the top of the priority list and funding is available and is approved by the City Pedestrian/Bicycle/Motor Vehicle Commission, City staff with the Project Area Traffic Committee will develop the final plan.

Depending on the complexity of the project, the City may install a temporary device for up to 30 days. For most projects, a temporary installation will not be required.

The City will not forward a project to the survey stage if a temporary device was installed and it was found to be unsafe or if it violated NTMP or other City policies.



Temporary installation of a traffic circle at New Washburn way and Dandaneau Trail



Permanent installation of a traffic circle at New Washburn way and Dandaneau Trail

Step 5. Neighborhood Approves Permanent Installation

To forward the project to Common Council action (Step 6), final approval from households, businesses and non-resident property owners within a defined area must be obtained via a mail survey administered by the City. The City Pedestrian/Bicycle/Motor Vehicle Commission will review the results of the survey and decide if the project will advance to Common Council action.

The survey area will typically be the same as the initial petition to apply area². If the scope of the project has changed significantly from the time of the original petition, the survey area will be revised accordingly. For projects that are expected to result in traffic diversion resulting in a traffic volume increase on other streets (that is, at least 75 percent of the maximum acceptable increase as determined by the Project Area Traffic Committee and Pedestrian/Bicycle/Motor Vehicle Commission during Step 2), households, businesses and property owners on these other affected streets will be included in the survey area.

For projects that do not include traffic diversion, an approval rate of 60 percent of those surveys that *are returned* to the Traffic Engineering Division within four weeks after they were distributed must be in favor of the project for it to proceed for Common Council action.

For projects that do include traffic diversion – removing or rerouting an existing flow of traffic through construction of physical barriers (see Table 1) - a majority of the households, businesses and non-resident property owners in the survey area must return their survey within a four-week period from the time they were posted by the Traffic Engineering Division. Of the required majority of surveys returned, sixty percent of the responses must be affirmative for the project to proceed. For example, with 100 eligible households/businesses/non-resident property owners, 51 or more surveys must be returned to the Traffic Engineering Division within the four-week period. For the project to proceed, sixty percent (60%) of the 51 returned responses (31 in this example) must be affirmative. All surveys returned within the four-week period from the time they were posted by the Traffic Engineering Division will be counted. Surveys post-marked after the expiration of the four-week period will not be tallied.

Each household, business, and non-resident property owner is entitled to one survey.

Step 6. Common Council Action

Based on the project evaluation and positive survey results, City staff members prepare a report and recommendations for the Pedestrian/Bicycle/Motor Vehicle Commission and where construction contracts require approval may be forwarded to the Common Council for action. The report outlines the process followed, includes the project findings, and states the reasons for the recommendations.

If a project does not obtain the required survey approvals, it is not forwarded to the Common Council.

² See Step 1 for the determination of the petition area. **NOTE:** A survey area may be larger than original petition area if diversion to other non-arterial area streets is anticipated.

Step 7. Board of Public Works

After the project has been approved by the Common Council, detailed project plans, specifications and estimates will be prepared by City Engineering and Traffic Engineering staff.

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.

If a project is not approved, it will be referred back to Traffic Engineering staff to consider the Board's concerns.

Step 8. Construct Permanent Traffic Management Device(s)

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

Step 9. Maintenance

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

APPENDIX A

VISION AND MISSION STATEMENT OF THE CITY OF MADISON

The City of Madison is located approximately 150 miles northwest of Chicago and 75 miles west of Milwaukee. Madison is Wisconsin's second largest city with a 2000 population of 208,054.

Vision Statement

The vision of the City of Madison is to be a safe and healthy place to live, work, learn and play. Madison will be a place where:

- Diversity is valued;
- Freedom of expression is encouraged and protected;
- Everyone has the opportunity to realize his/her full potential;
- The beauty of the urban environment and natural environment is preserved.

Mission Statement

The City of Madison, through the efforts of dedicated employees and elected officials, will deliver the highest quality services and provide a fair and orderly system of governance for our citizens and visitors.

Service Philosophy

- Put our customers as the focus of everything we do.
- Educate first, regulate when necessary.
- Support and inspire each other.
- Continuously improve the City's services.

One of the several Goals, Strategies and Objectives adopted by the Madison Common Council include:

GOAL: GROWTH MANAGEMENT

Madison must be economically, socially and culturally vibrant for the City and the region to thrive. To be vibrant and to maintain its vitality, Madison should share in the growth that is occurring in Dane County. This growth must be managed in such a way to balance our economic, social and environmental health and maintain a sustainable city.

GOAL: NEIGHBORHOODS

Madison should be a series of quality neighborhoods in which people will want to work, to recreate and, most importantly, to live now and in the future. Residents, City government, property owners, employers and other government institutions have shared responsibility for achieving this goal.

For purposes of this goal, a neighborhood is an area in the city whose character is defined by boundaries, common issues, design elements and transportation connections. Each neighborhood offers a sense of local identity and place, yet contributes to the health of the community.

Strategy: Work with existing neighborhoods to maintain and improve them.

Strategy: Identify neighborhoods in need and give special emphasis to working with residents of those neighborhoods.

Strategy: Plan new residential and commercial neighborhoods at the periphery to be quality urban environments.

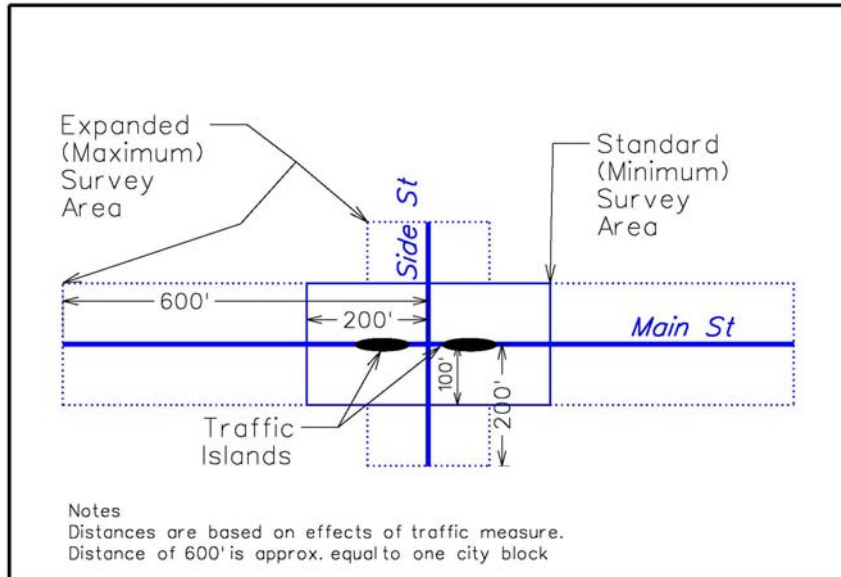
Strategy: Facilitate the continuing improvement and vitality of the downtown area.

APPENDIX B

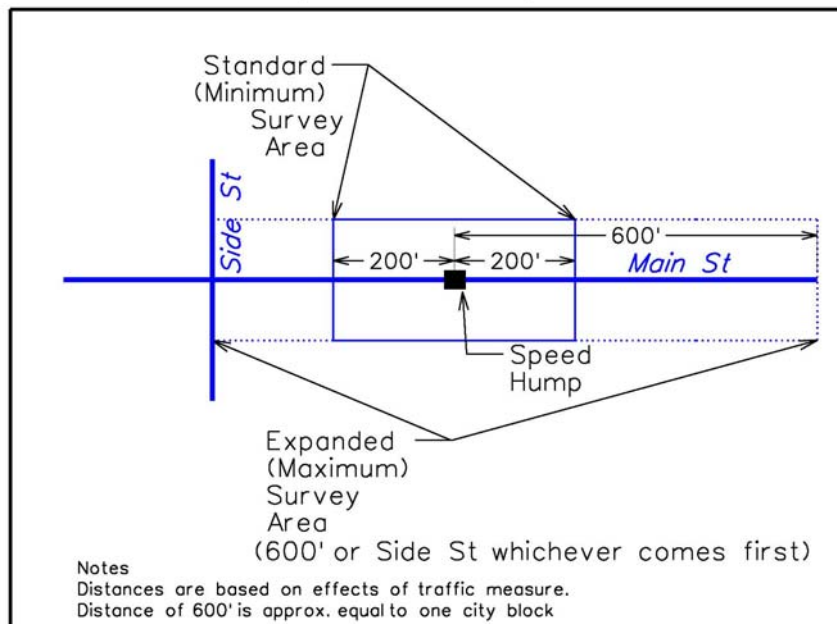
PETITION AREA TEMPLATE

Templates to be used as guidelines. Special circumstances, for example, one-way streets, dead-end side streets, or other unusual street configurations would be brought to the Pedestrian/Bicycle/Motor Vehicle Commission upon request of the alder.

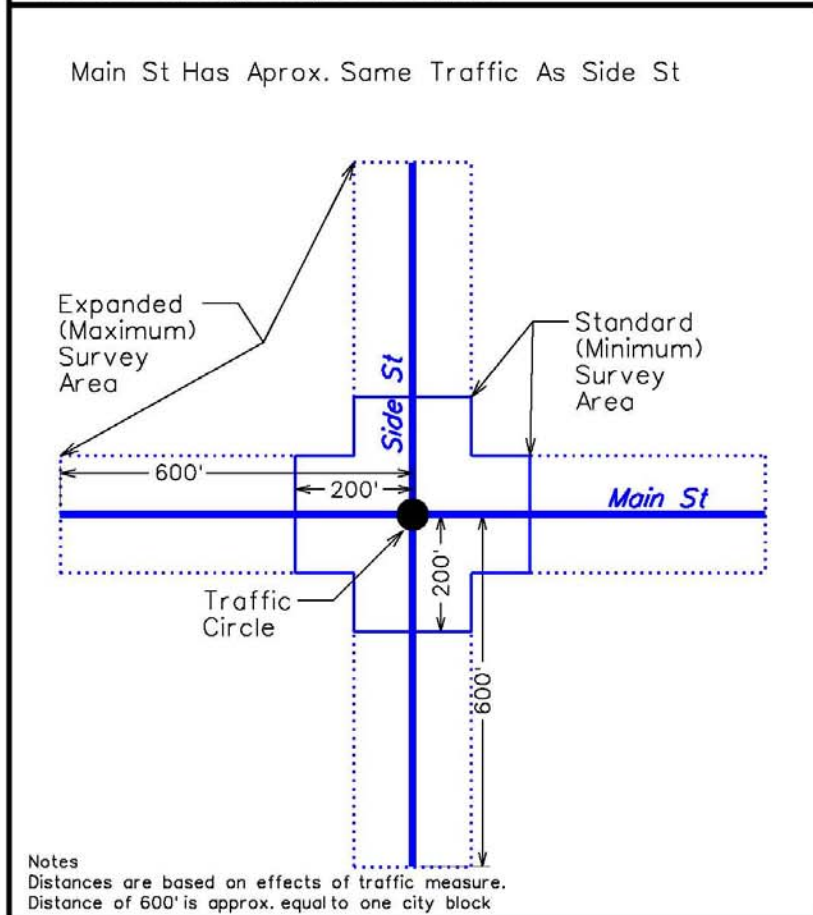
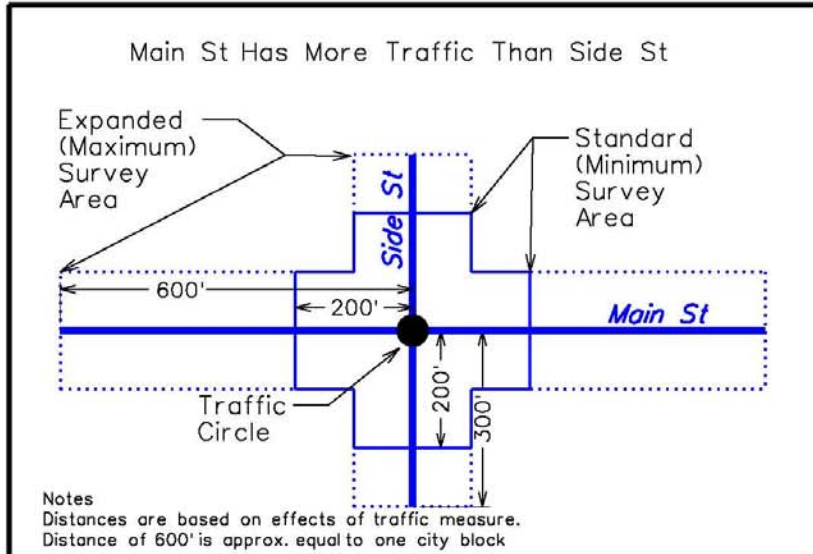
Proposed Survey Area for Traffic Islands



Proposed Survey Area for Speed Humps



Proposed Survey Area for Traffic Circle



APPENDIX C

POINT ASSIGNMENT FOR RANKING NTMP REQUESTS

1. **Average Daily Traffic Volume**
(On the segment of the project street having the highest volume) divided by 100.
 - 30 points Maximum Score
2. **Speed**
Percent of vehicles 5 mph over the posted or statutory speed limit
(On the segment of the project street having the highest percentage over the limit), divided by 3.
 - 30 points Maximum Score
3. **Crash Record (Police Reported)**
Number of crashes per block segment multiplied by 5.
Mid-block crashes count as 1.
Intersection crashes counts as one-half cross street.
 - 30 points Maximum Score
4. **Elementary, Middle and High Schools**
 - 5 points for a public or private elementary, middle or high school within one-quarter mile of the petition area.
5. **Other High Pedestrian Generating Areas**
 - Up to 5 points for each pedestrian oriented facility, such as an ambulatory elderly housing development, library, or a City park on the street or within one-quarter mile of the petition area.
 - For pedestrian oriented facilities grouped together on the subject street or within one-quarter mile of the petition area, up to 5 points for the group.
 - 10 points Maximum Score
6. **School Walk Route**
 - 5 points will be added if the petition area includes one or more Recommended School Walk Routes as designated by MDOT. School walk routes are defined for elementary level schools.
7. **Designated Bicycle Routes**
 - 5 points for a subject street designated as a bicycle route by MDOT.

8. Scheduled Road Reconstruction

- To take advantage of a pending street reconstruction project, a traffic calming project which is desired for a street that is to be reconstructed will be ranked with others on its own merits, and decisions on whether or not to proceed will be decided by the Pedestrian/ Bicycle/Motor Vehicle Commission on a case-by-case basis.

9. Time on Project List

- Two points will be added to any project which has been on the NTMP priority ranking list for the previous two (or more) years. This provides recognition for the length of time a neighborhood project has been on the ranking list.

A project must score 30 or more points to be considered eligible for further inclusion in the NTMP.

The point total is considered along with other information when determining the priority of a project.

APPENDIX D

TRAFFIC MANAGEMENT DEVICES

Traffic calming relies upon physical changes to streets to slow motor vehicles or to reduce traffic volumes. These changes are designed to affect drivers' perceptions of the street and to influence driver behavior in a manner that is self-enforcing. Unlike traditional methods of traffic management, traffic calming does not rely primarily upon the threat of police enforcement for its effectiveness. Items which may be considered as traffic calming devices and which may be applied in a NTMP project are shown in Table 1.

1. Street and Lane Narrowing

Motorists tend to drive at speeds they consider safe and reasonable and tend to drive more slowly on narrower roads and traffic lanes than wider ones. Reducing road widths by widening boulevards or sidewalks intermittently, introducing medians, or striping bike lanes can reduce traffic speeds. The judicious placement of parking (protected by curbs and made more visible by landscaping) can achieve the same effect, if there is evidence that the on-street parking will be used. Road narrowings have the added advantage of reducing the expanse of road to be crossed by pedestrians, thus reducing pedestrian crossing time.

Other criteria to be applied and considered prior to street narrowing include:

- ⇒ **Bicycle Accommodations:** On local streets designated as a bike route or servicing a significant volume of bicycle traffic, a sufficiently wide bicycle lane should be provided through the narrowed area. Where traffic and/or bicycle volumes are sufficiently low, exclusive bicycle lanes may not be required.
- ⇒ **Snow Removal:** The pavement width of streets shall not be narrowed to a point where it becomes an impediment to snow removal.
- ⇒ **Parking Restrictions:** In most cases on local access streets, street narrowing, such as with the installation of a pedestrian refuge island at an intersection, will require the prohibition of parking at all times along the street curb the full length of the narrowed section plus approximately 20 feet.



Typical parking restriction for a pedestrian refuge island (N. Baldwin St. at Mifflin St)

TABLE 1: NEIGHBORHOOD TRAFFIC MANAGEMENT DEVICES

Devices	Safety	Speed Reduction	Pedestrian, Bicyclists Access	Traffic Diversion	Noise	Exhaust Emissions	Emergency Services	Acceptable for Traffic Management
Police Enforcement	Improvement	Depends on Amount	Possible Improvement	No Effect	No Effect	No Effect	No Effect	Yes
Speed Humps	Unknown	Yes	Mixed Results	Possible	Increase	Small Increase	Possible Problem	Yes
Education	Possible Improvement	Possible	Possible Improvement	N.A.	N.A.	N.A.	No Effect	Yes
Entrance Treatments	Possible Improvement	Unlikely	Possible Improvement	Mixed Result	No Effect	No Effect	Possible Problems	Yes
Curb Extensions	Improve Ped Crossing	Unlikely	Yes	No Effect	No Effect	No Effect	Possible Problems	Yes
Partial diverters/ Diverters/Cul-de-Sac	Possible Improvement	Possible	Possible	Yes	Possible Reduction	No Effect	Possible Problems	Possible
Chicanes	Possible Improvement	Possible	Possible	Possible	No Effect	Small Increase	Possible Problems	Yes
Traffic Circles	Improved	Yes	Possible	Possible	No Effect	No Effect	Possible Problems	Yes
One-way Streets	Possible Improvement	No	Mixed Results	Possible	No Effect	No Effect	Possible Problems	Yes
Median Barrier	Possible Improvement	No	Mixed Result	Possible	No Effect	No Effect	Possible Problems	Yes
Improve Arterial Streets	Possible Improvement	Unlikely	Possible Improvement	Possible Improvement	Possible Improvement	Possible Decrease	No Effect	Limited
Traffic Control Devices: e.g. Prohibitory Signing	Possible Improvement	Unlikely	Possible Improvement	Yes	Possible Improvement	No Effect	No Effect	Possible

- ⇒ Landscaping: Median landscaping can be selected by the neighborhood association from an approved landscaping materials list provided by the City. Initial landscaping will be provided and installed by the City and will be maintained by the neighborhood association or landscape volunteer. If the landscaping is not maintained, the median will be topped with an asphalt or concrete pavement.
- ⇒ Median Width/Lane Width: Where medians are used to narrow streets, the preferred minimum width for medians is six feet, but actual width will be determined based on existing circumstances. Travel lanes shall not be narrowed to a width less than nine feet, exclusive of gutter. Bicycle lanes where required shall be four feet wide exclusive of gutter. If parking is allowed, the parking and bicycle lane combination shall be a minimum of 13 feet.

2. Bicycle Lanes

Lane widths available to motorists can be reduced on some streets by the installation of bicycle lanes, either next to curb (preventing stopping or parking by motor vehicles) or adjacent to parking. The space needed for bicycle lanes introduced on an existing street may reduce the width or number of general traffic lanes or the amount of parking. Bicycle lanes shall be constructed to the standard specifications of the Madison Department of Transportation, Traffic Engineering Division.

3. Raised Street Sections or Speed Humps

Raised street sections or speed humps can reduce vehicle speeds on local streets. The hump is a raised area, no greater than 3.5 inches high, extending transversely across the street. Speed humps typically are constructed with a longitudinal length of 22 ft.

Other criteria to be applied prior to installation of speed humps include:

- ⇒ Signing; Marking
 - Speed humps are required to be signed with a combination of signs and/or pavement markings to warn motorists and bicyclists of their presence.
- ⇒ Traffic Safety and Diversion
 - Any use of speed humps must take into consideration the impact the installation will have on long-wheel-based vehicles (fire apparatus, ambulances, snow plows and garbage trucks) and the potential to divert traffic to other adjacent streets.
- ⇒ Street Functional Classification
 - Speed humps should only be installed to address documented safety problems or traffic concerns supported by traffic engineering studies. Speed humps can be considered on local and neighborhood collector streets as functionally classified by MDOT with traffic volumes up to 3,000 vehicles per day. Consideration of speed humps on collector streets with traffic volumes between 3,000 and 5,000 vehicles per day will be based on a case-by-case review, considering traffic volume and Madison Metro and Madison Fire Department operations.
- ⇒ Street Width
 - Speed humps should be used only on streets with no more than two travel lanes and less than or equal to 32 feet in width. In addition, the pavement should have good surface and drainage qualities.

- ⇒ **Street Grade**
Speed humps should only be considered on streets with grades of 8% or less approaching the hump.
- ⇒ **Street Alignment**
Speed humps should not be placed within severe horizontal or vertical curves that might result in substantial horizontal or vertical forces on a vehicle traversing the hump. Humps should be avoided within horizontal curves of less than 300 feet centerline radius and on vertical curves with less than the minimum safe stopping sight distance. If possible, humps should be located on tangent rather than curve sections.
- ⇒ **Sight Distance**
Speed humps should generally be installed only where the minimum safe stopping sight distance (as defined in AASHTO's *A Policy on Geometric Design of Streets*) can be provided.
- ⇒ **Traffic Speeds**
Speed humps should generally be installed only on streets where the posted or prima facie speed limit is 25 mph or less. Speed humps should be carefully considered on streets where the 85th percentile speed is in excess of 40 mph.
- ⇒ **Traffic Volumes**
Speed humps should typically be installed only on streets with 5,000 vehicles per day or less. Madison Metro and Madison Fire Department need to be consulted before speed humps can be installed on streets with traffic volumes between 3,000 and 5,000 vehicles per day.
- ⇒ **Emergency Vehicle Access**
Speed humps should not be installed on streets that are defined or used as primary or routine emergency vehicle access routes.
- ⇒ **Transit Routes**
Speed humps may be considered for use along streets serving as Madison Metro bus routes and meeting the following criteria:

Functional Class	Local and neighborhood collector streets as determined by MDOT. ³
Bus Stops	Speed humps should not be installed at locations on streets where Metro vehicles must transition from the travel lane across a speed hump to the curb bus stop. On streets with Metro bus routes, speed humps should be located in consultation with Madison Metro in such a way as to insure that transit vehicles can traverse the speed hump perpendicular.

³ Neighborhood collectors may be considered on a case-by-case basis with consultation with Madison Metro, Traffic Engineering and Madison Fire Department.

4. Full or Partial Road Closures [Semi-Diverter/Diverter/Cul-de-sac]

Roads can be closed to motor vehicles at intersections, preventing through movement and requiring access to be gained from other streets. Closure should be undertaken in such a way as to avoid simple displacement of traffic to adjacent residential streets. It will usually be possible and desirable to retain pedestrian and bicycle access.

- ⇒ Partial intersection closures can be achieved by narrowing a street to one lane at an intersection and instituting an entry restriction. Another technique is to introduce a “diagonal diverter” or barrier diagonally across an intersection which forces traffic off a favored short-cut. Gaps can be left to allow access by pedestrians and bicyclists.
- ⇒ Partial Closures
Partial roadway closures at intersections will require consideration of pedestrian and bicycle access and lane width requirements similar to those defined under *Street and Lane Narrowing*.

5. Chicanes

Chicanes are a form of curb extension which alternate from one side of the street to the other. The road is in effect narrowed first from one side then the other and finally from the first side again in relatively short succession. Chicanes break up the typically long sight lines along streets and thus combine physical and psychological techniques to reduce speeds.

- ⇒ Lane Width: Where chicanes are used, the travel lanes shall not be narrowed to a width less than nine feet, exclusive of gutter. Bicycle lanes where required shall be four feet wide exclusive of gutter.
- ⇒ Snow Removal: Chicanes shall be designed to minimize the accumulation of snow piles and trash in the gutter interface between existing curb and gutter and chicane.
- ⇒ Landscaping: Landscaping will typically consist of grass. Other landscaping may be selected from an approved landscaping list provided by the City. Initial landscaping will be provided and installed by the City and will be maintained by the neighborhood association or landscaping volunteer. Landscaping will not be approved which will obstruct the driver’s vision of approaching traffic, pedestrians or bicyclists.

6. Traffic Circles

Traffic circles are circles of varying diameter formed by curbs. Motorists must drive around the circle or in the case of longer vehicles drivers may drive slowly onto and over a mountable concrete curb forming the circle. Traffic circles reduce motor vehicle speeds through the intersection, depending on the current intersection controls in place.

Other criteria to be applied and considered prior to installation include:

- ⇒ Design Considerations
For each intersection the size of the circle will vary depending on the circumstances for that specific intersection. In general, the size of the circle will be determined by the geometrics of the intersection with the largest circle that meets the design considerations being

constructed. *Note that in most instances the circle constructed will be smaller to accommodate snow removal equipment.*

- ⇒ Where intersecting streets differ significantly in width, it may be more appropriate to design an elongated “circle” using half circles with tangent sections between them. Smaller circles will be considered on a case-by-case basis. Normally the circle will be located as close to the middle of the intersection as practical. Under special circumstances, such as being on a Fire Department response route, bus route or due to snow removal accommodations, the size and/or location of the circle will be adjusted to more appropriately meet these special circumstances.
- ⇒ Design Considerations for “T” Intersections
For “T” type intersections, all of the above design considerations apply. In addition, curb extensions (or curb bulbs) may be included along the top of the “T” at the entrance and exit to the intersection.
- ⇒ Signage
Signs will be used to identify and delineate traffic circles. Normally, one sign facing each vehicle approach shall be installed. An object marker sign shall be installed on a post whenever practical. The post shall be installed in the circle and offset – approximately one foot from the center of the roadways. The bottom of the lower set of signs shall be mounted at about three feet above the surface grade of the street. Where there is a significant upgrade approaching the circle, the higher mounted signs shall face that approach. Otherwise, the higher mounted sign shall face the approaches on the lower volume street. The warning signs will be installed as necessary. These signs should be installed approximately 150 ft. in advance of the traffic circle. The actual location is to be determined by a field investigation to assure adequate visibility. Other signs as may be appropriate may also be used in connection with a circle.
- ⇒ Channelization
On vehicle approaches with a grade in excess of 8%, or where the retro-reflective lane line markers on the circle become visible less than 90 feet from the circle as determined by a field investigation, “shear lines” may be installed. The purpose of the shear line is to indicate to approaching drivers that they should be steering their vehicles to the right even before the circle is visible. The shear line shall be two four inch wide yellow lane lines.

Yellow retro-reflective lane line markers may be placed on top of the circle at its outer edge. Silver retro-reflective lane line markers shall be placed on the top of the curb for any curb extensions. These shall be placed at about five-foot spacings.
- ⇒ Parking Removal
Normally, parking will not be prohibited in the vicinity of the circle beyond that which is prohibited by the City of Madison, i.e., “within the intersection” or “within 15 ft. of crosswalk area” [Sec. 12.125(6)]. However, where special circumstances dictate, such as where the circle is on a response route for the Fire Department or to accommodate snow removal, or in an area where there is an unusually high use by trucks, additional parking may be prohibited as needed.
- ⇒ Sign Removal
At intersections where circles are to be installed, any previous right-of-way controls may be removed at the time of circle construction completion. However, where special circumstances dictate, the existing traffic control may remain in place or be otherwise modified at the direction of the City Traffic Engineer.

⇒ Landscaping

Landscaping will be selected by the neighborhood association or citizen traffic committee from an approved landscaping materials list provided by the City. Initial landscaping will be provided and installed by the City and will be maintained by the neighborhood association. If the landscaping is not maintained, the traffic circle will be topped with an asphalt pavement.

Volunteer Required: Plant material will only be installed at traffic circles where a local resident or the neighborhood association has volunteered to maintain the plant material. This maintenance will include watering, weeding and litter pick-up, as needed. All volunteers will be provided with information on maintenance of the plant material and common problems.

Points at which volunteers will be required: During initial contact, the person or neighborhood association requesting participation in the NTMP will be informed of the need for a volunteer for landscaping. In the notice of the neighborhood meeting before construction, all residents in the project area will be informed of the need for a maintenance volunteer. This will be reiterated at the meeting if no one has volunteered. If no one has volunteered by the time that the circle is constructed, a special letter will be distributed to all residents in the project area informing them of the need for a volunteer. A final notice to the residents will be included in the cover letter for the “after” survey of the residents.

Plant Replacement: Where the Engineering Department had installed plant material in a traffic circle, the Department will replace any plant material which is damaged by traffic or vandalism or which dies due to planting, for a period of one year after the initial planting. If such damage is a persistent problem, the Department may decide to cover the circle with an asphalt topping rather than continue to replace plant materials.

Stop Signs

In some instances stop signs can be used as an effective traffic management and safety device. However, in most instances stop signs are not used as a traffic management device within the NTMP.

Stop signs are used to assign the right-of-way at an intersection. They are installed at intersections where a crash problem is identified, where unremovable visibility restrictions exist (such as buildings or topography), and/or where volumes are high enough that the normal right-of-way rule is unduly hazardous.

Stop signs are generally not installed to divert traffic or reduce speeding. Studies from other jurisdictions show that such use of stop signs seldom has the desired effect. In fact, the use of stop signs solely to regulate speed typically causes negative traffic safety impacts (non-compliance with the signs and increased crashes as well as mid-block speeding).

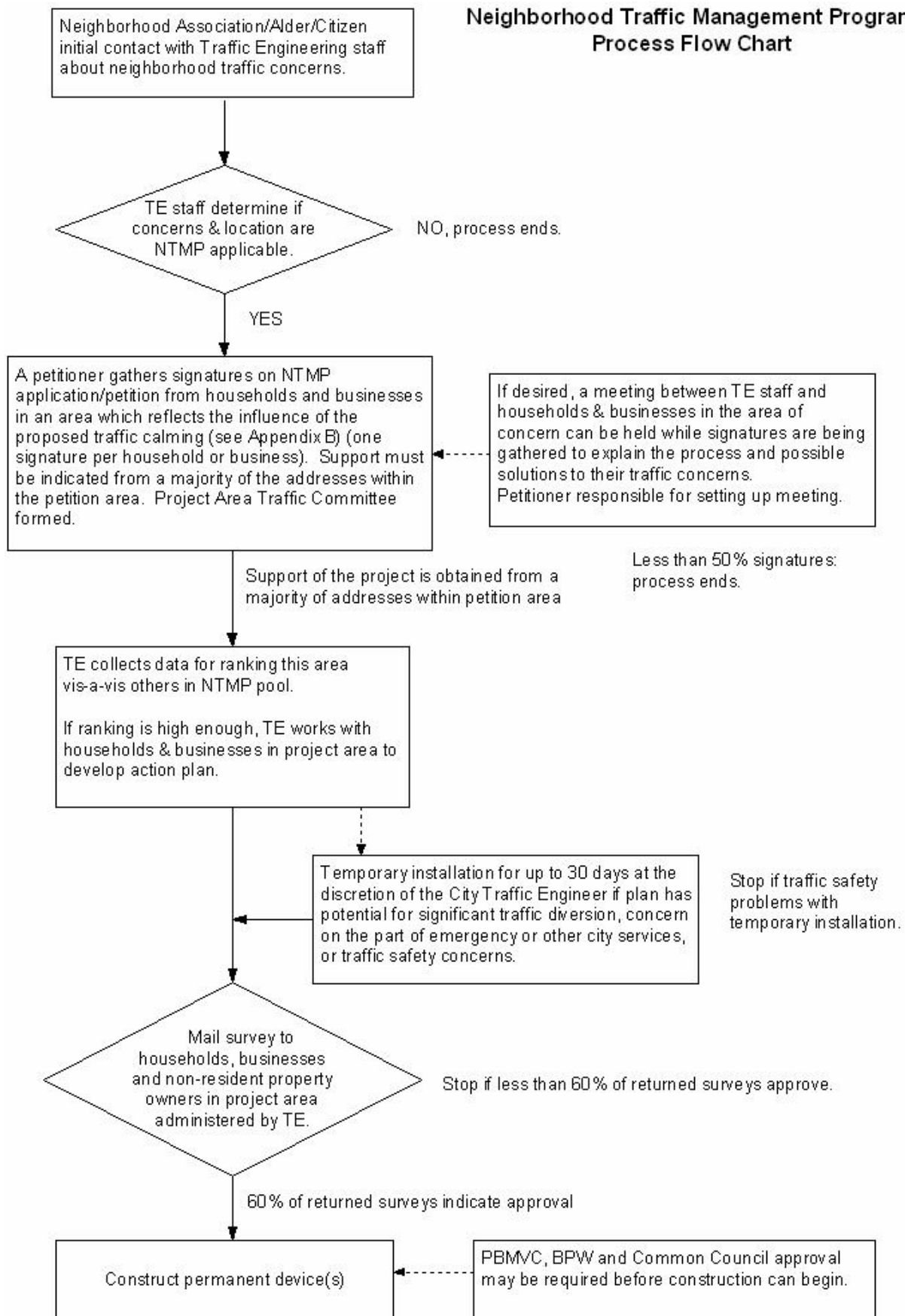
APPENDIX E

FLOW CHART SUMMARIZING NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM PROCESS

ACRONYMS

BPW ~Board of Public Works
TE ~Madison Traffic Engineering Division
NTMP ~Neighborhood Traffic Management Program
PBMVC ~City of Madison Pedestrian/Bicycle/Motor Vehicle Commission.

Neighborhood Traffic Management Program Process Flow Chart



APPENDIX F

GLOSSARY

The following are brief descriptions of terms and techniques commonly used to describe and measure traffic conditions.

1. **Street Classification.** All of the streets under the jurisdiction of the City of Madison are classified by the City's Department of Transportation. These classifications designate a hierarchy of streets to serve different kinds of trips, and different volumes of traffic, traveling at different speeds. The street classifications and policies are not a strict guideline for current operation of Madison's street system; thus some streets may not now be operating in accordance with their classification.

Local service streets make up the great majority of Madison's street system. These streets serve local circulation needs – auto, bicycle, and pedestrian – and provide access to land uses located along the street. Local service streets should not carry significant volumes of through traffic. Many reported neighborhood traffic problems are concerned with the interactions of autos and residential livability on local service streets.

Collectors are intended to be the links between the local service streets and major city traffic streets. Shorter trips and access to commercial uses should also be emphasized in the design of neighborhood collectors.

Standard Arterial streets are similar to neighborhood collectors, except they serve larger geographical areas and/or more concentrated development.

Primary Arterial streets are designed to serve trip movements between different districts of the City and to allow access to abutting properties without disrupting traffic flow.

Principal Arterials are intended to serve heavy volumes of regional traffic and are access-restricted facilities, such as the Beltline.

2. **Capacity** refers to the maximum number of vehicles that can pass over a given section of roadway during a given time period under prevailing roadway and traffic conditions. Capacity is expressed in vehicles per lane per hour and is primarily a function of street width, configuration, signals, and potential conflict points.
3. **Capacity Standards.** Peak-hour average signal delay should be no longer than 40 seconds during the peak 20 minutes (equivalent to level of service "E") and no longer than an average of 35 seconds (equivalent to level of service "D") during the balance of the morning and evening 90-minute peak. Average signal delay during the off-peak periods should be no longer than 25 seconds during the highest-volume typical midday hour (equivalent to level of service "C").
4. **Level of service** is a qualitative measure of the mobility characteristics of an intersection. The measurements are not precise, but can be described in the following ways:

Level of Service A - A condition of free flow, accompanied by driver's ability to maintain desired speed.

Level of Service B - Stable traffic flow; driver still able to select speeds, and maneuverability more controlled by higher volumes of traffic.

Level of Service C - Still in zone of stable flow, but with speeds and maneuverability more controlled by higher volume of traffic.

Level of Service D - Approaches unstable flow, but tolerable; desired operating conditions are still usually maintained; fluctuations in volume and temporary restrictions may cause substantial drops in speed.

Level of Service E - Vehicles move with lower operating speeds; volume at near capacity; unstable flow and temporary stoppages.

Level of Service F - Forced flow operation at low speeds; back up of vehicles; speeds substantially reduced and stoppages of medium and long durations.

Level of Service D is usually considered acceptable for urban area transportation planning.

5. Volume is another of the most commonly reported local traffic problems. Volume refers to the number of vehicles that cross a given section of roadway during a specified time period. In Madison, volumes are normally measured on weekdays for at least 24 hours.
6. Crash History information is used to determine safety problems at a given location. Crashes, particularly at low-volume residential intersections, are often random. An average of less than one reported crash per year usually does not indicate a safety hazard. An average of one or more reported crashes per year can be significant, particularly if there is a pattern of several similar crashes having occurred. When a pattern is apparent, the problem can be identified and appropriate solutions developed.

APPENDIX G

RESOLUTIONS RELATED TO NTMP

A SUBSTITUTE RESOLUTION_

Adopting the Pedestrian-Bicycle-Motor Vehicle Commission's report entitled "Neighborhood Traffic Management Program" and directing the City Traffic Engineer to develop and to implement a Neighborhood Traffic Management Program

Presented June 3, 1997
Referred CCOC, Ped/Bicycle/MV Commission
Rereferred CCOC, PBMVC (7-15)
Reported Back 7-15; 8-19-97
Adopted x POF _____
Rules Suspended _____
Public Hearing _____

Drafted By: Roger A. Allen
Assistant City Attorney

Date: May 28, 1997; revised 7/22/97

Fiscal Note: No direct costs associated with adopting this resolution. However, there will be costs related to the implementation of the Neighborhood Traffic Management Program; Common Council approval of those costs would be required in the future

APPROVAL OF FISCAL NOTE IS NEEDED
BY THE COMPTROLLER'S OFFICE
Approved By _____
Comptroller's Office

SUBST. RESOLUTIO NUMBER 54,443
ID NUMBER 21663

SPONSORS: Aids. Ken Golden, July Olson and Barbara Vedder

WHEREAS, the City of Madison places a high value on neighborhood; and

WHEREAS, traffic volume and traffic speed can have serious and negative impacts upon the quality of life in residential neighborhoods; and

WHEREAS, police enforcement of traffic laws and public education regarding traffic laws are but part of the solution to improving citizens' concerns regarding traffic speeds and traffic volumes within their neighborhoods; and

WHEREAS, the Pedestrian-Bicycle-Motor Vehicle Commission has previously studied and evaluated other mechanisms/ devices/techniques available to the City Traffic Engineer which would reduce traffic speeds and traffic volumes in residential neighborhoods; and

WHEREAS, the Pedestrian-Bicycle-Motor Vehicle Commission has found that these mechanisms/devices/techniques have been successfully employed in other cities and states; and

WHEREAS, the Pedestrian-Bicycle-Motor Vehicle Commission has reported its findings to the Council; and

WHEREAS, the Pedestrian-Bicycle-Motor Vehicle Commission has attached to its report a copy of the Neighborhood Traffic Management Program drafted by the City Traffic Engineer and his staff; and

WHEREAS, the Neighborhood Traffic Management Program is a plan for incorporating into the City's traffic management plans those traffic management mechanisms/devices/techniques studied and reported upon by the Pedestrian-Bicycle-Motor Vehicle Commission;

NOW THEREFORE BE IT RESOLVED That the Common Council does hereby adopt the Pedestrian-Bicycle-Motor Vehicle Commission's report entitled "Neighborhood Traffic Management Program"; BE IT FURTHER RESOLVED That the City Traffic Engineer is hereby directed to continue to develop and, where appropriate, implement a Neighborhood Traffic Management Program consistent with the Pedestrian-Bicycle-Motor Vehicle Commission's Report;

BE IT FURTHER RESOLVED That the objectives of the Neighborhood Traffic Management Program shall be: 1) the improvement of neighborhood livability through mitigation of the negative aspects of vehicular traffic on residential streets, 2) the promotion of safe, convenient, pleasant and accessible conditions for pedestrians, motorists, bicyclists and residents on neighborhood streets; 3) citizen involvement in neighborhood traffic management planning; and 4) promoting the efficient use of City resources by prioritizing neighborhood traffic management requests;

BE IT FINALLY RESOLVED That appropriate City departments and divisions be directed to cooperate in the City Traffic Engineer's development and implementation of the Neighborhood Traffic Management Plan.

CITY OF MADISON, WISCONSIN

A SUBSTITUTE RESOLUTION

Revising the Neighborhood Traffic Management Program (NTMP) as it relates to speed humps being considered on local streets serving Metro bus routes

Drafted by: **David C. Dryer, CTE**

Date: **6/27/01/Rev 7/12/01**

Fiscal Note: No direct costs associated with adoption of this resolution. However there will be costs related to the implementation of the NTMP. Council approval of those costs would be required in the future.

PRESENTED 7/3/01
 REFERRED PBMVC,* TPC, CC
8/7/01

REFERRERED _____

REPORTED BACK 8/7/03

ADOPTED X POF _____
 RULES SUSPENDED _____
 PUBLIC HEARING _____

APPROVAL OF FISCAL NOTE IS NEEDED BY THE COMPTROLLER'S OFFICE Approved By _____ _____ Comptroller's Office
--

SUBS. RESOLUTION NO. 58579
 ID NUMBER 29873

SPONSORS: Aids. Bellman, Borchardt and Sloan
 (At the request of the Pedestrian-Bicycle-Motor Vehicle Commission)

P R E A M B L E

Since its approval in 1997, the City's NTM program has restricted the use of speed humps to streets which do not serve as Madison Metro bus routes. This restriction was enacted because speed humps of certain design can significantly impact long-wheel based vehicles, e.g., Metro coaches, Fire engines and their occupants.

This policy has precluded the City from using speed humps to address speeding/traffic problems on local residential street—ones which also serve as Metro bus routes. When originally developed the NTM program precluded the use of speed humps on these street because both existing speed hump design and practice at that time found unacceptable jolts to bus coaches and riders. Since the NTM program's inception, staff has worked with and adopted a speed hump design⁴ which at reasonable speeds does not jolt Metro coaches or its riders. This design has been used both on Manitou Way and Yuma Drive.

Traffic Engineering staff have met with Metro staff to discuss concerns they may have with operating over local streets with speed humps. A field trial was conducted with a Metro coach on both Manitou Way and Yuma Drive and the coach was driven over these speed humps at varying speeds. From this trip, it was the consensus of Metro staff that operating over the standard 22 ft. long speed hump at a speed between 20 and 25 mph did not pose problems to their operation.

Recognizing that on local streets Metro can be accommodated, the current policy is felt to be overly restrictive. Therefore, staff is recommending the policy be changed to allow speed hump application to select streets which also serve as Metro routes.

NOW THEREFORE BE IT RESOLVED That the last item under 3. *Raised Street Sections or Speed Humps*, pages 18-19 of the

⁴ The City uses a 22 ft. long speed hump consisting of a 6 ft. ramp up to a 3.5" high 10 ft. long flat table and back down to existing pavement with another 6 ft. long ramp.

NTMP Proposed Objectives, Policies and Procedures, Version 5, which currently reads:

Transit Routes: Speed humps should not be used along streets with established transit routes.

Be revised to read:

Transit Routes: Speed humps⁵ may be considered for use along local streets serving as Madison Metro bus routes and meeting the following criteria:

*Functional Class
Bus Stops*

*Local as determined by MDOT⁶
Speed humps should ~~typically~~ not be installed ~~in street sections~~ at locations on streets where Metro vehicles must transition ~~between~~ from the travel lane ~~and~~ across a speed hump to the curb bus stop. ~~To the extent possible,~~ On streets with Metro bus routes, speed humps should be located in consultation with Madison Metro in such a way as to insure that transit vehicles can traverse the speed hump perpendicular.*

⁵ On transit streets only the 22-foot long 3.5-inch high-speed hump will be used.

⁶ Neighborhood collectors may be considered on a case-by-case basis with consultation with Madison Metro, Traffic Engineering and Madison Fire Department.

A SUBSTITUTE RESOLUTION

Revising the Neighborhood Traffic Management Program (NTMP) to reflect program experience over the past five years

Drafted By: **Arthur Ross, Pedestrian-Bicycle Coordinator**

Date: **December 5, 2002**
Revised **February 25, 2003**

Fiscal Note: No direct costs associated with adoption of this resolution. However there will be costs related to the implementation of the NTMP. Council approval of those costs would be required in the future.

PRESENTED January 7, 2003
REFERRED CC 1/21/02

REREFERRED _____

REPORTED BACK Mar 04 2003

ADOPTED X POF _____

SUSPENDED RULES _____

ID NUMBER _____

APPROVAL OF FISCAL NOTE IS NEEDED
BY THE COMPTROLLER'S OFFICE
Approved By

Comptroller's Office

RESOLUTION NUMBER 60270
ID NUMBER 33164

SPONSORS: **Alders Bellman, Borchart, and Sloan**
(At the request of the Pedestrian-Bicycle-Motor Vehicle Commission)

P R E A M B L E

Since its approval in 1997, the Neighborhood Traffic Management Program has been revised only once, in 2001, and then only in a very specific way related to Madison Metro bus routes. Traffic Engineering staff and the Pedestrian-Bicycle-Motor Vehicle Commission have completed a review of the NTM program and have drafted a revised process to reflect experiences over the past five years of implementing the NTM program. The changes are minor, primarily intended to streamline and clarify the process, and should result in better projects, improved communication with those affected by NTM projects, and projects being completed in a more timely manner.

NOW THEREFORE BE IT RESOLVED That the Common Council does hereby adopt the Pedestrian-Bicycle-Motor Vehicle Commission's report entitled *Neighborhood Traffic Management Program, Version 7b*, ~~December 2002~~ February 25, 2003;

BE IT FURTHER RESOLVED That the City Traffic Engineer is hereby directed to continue to develop and, where appropriate, implement a Neighborhood Traffic Management Program consistent with the Pedestrian-Bicycle-Motor Vehicle Commission's Report.

SEE LEGISTAR ITEM 01191
SUBSTITUTE RESOLUTION REVISING THE NTMP TO ALLOW FOR THE USE OF SPEED HUMPS
ON LOCAL OR COLLECTOR STREETS WITH VOLUMENS OF 5000 VPD OR LESS

ENACTMENT NUMBER RES-05-00984

ENACTMENT DATE: 12/19/2005

TEXT OF LEGISLATIVE FILE 01191:

...Fiscal Note

No direct costs associated with adoption of this resolution. However, there will be costs related to the implementation of the NTMP. Council approval of those costs would be required in the future.

...Title

SUBSTITUTE – Revising the Neighborhood Traffic Management Program (NTMP) to allow for the use of speed humps on local or collector streets with volumes of 5,000 vpd or less

...Body

PREAMBLE

Since its approval in 1997, the Neighborhood Traffic Management Program has been revised two times, once in 2001 and then again in 2003. Changes have been made generally in a narrow manner related to Madison Metro routes and to simplify and streamline the process. Traffic Engineering staff and the Pedestrian-Bicycle-Motor Vehicle Commission at the request of residents within the Regent Neighborhood have recently completed a review of the NTM program, and specifically reviewed the application of speed humps on higher order collector streets (streets with average weekday traffic in excess of 3,000 vehicles). The changes proposed in the revision allow the use of speed humps on a greater number of streets, specifically streets with 3,000 to 5,000 vpd or less.

NOW THEREFORE BE IT RESOLVED That the Common Council does hereby adopt the Pedestrian-Bicycle-Motor Vehicle Commission’s recommendation to revise the report entitled “Neighborhood Traffic Management Program, Version 8, March 22, 2005,” to allow the use of speed humps on local or collector streets, specifically streets with 3,000 to 5,000 vpd or less, following review by the Fire Department and Madison Metro.

BE IT FURTHER RESOLVED that the City Traffic Engineer is hereby directed to continue to develop and, where appropriate, implement a Neighborhood Traffic Management Program consistent with the NTMP Program Objectives, Policies and Procedures.