



# Town of Atherton

## NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM



*Getting Started Packet*

# Town of Atherton Neighborhood Traffic Management Program

## What is the Neighborhood Traffic Management Program (NTMP)?

The NTMP is a comprehensive, systematic and community-based way for the Town to address local neighborhood traffic concerns, while maintaining the scenic and rural character of Atherton neighborhoods. The NTMP addresses speeding, cut-through traffic, and pedestrian and bicycle safety on residential streets, using traffic mitigation measures that help “calm” traffic in residential neighborhoods.

With your involvement, the NTMP operates as a framework for the selection, application and implementation of mitigation measures to reduce speeds and improve driver behavior on residential streets. There are two (2) levels of mitigation measures. Level 1 measures consist of basic education and enforcement – targeted police enforcement, radar signs, striping & marking, and enhanced pedestrian improvements. Level 2 measures are more substantial and restrictive – entry area treatments, speed lumps, roadway narrowing, flashing beacons and crosswalk systems, traffic circles, and turning movement restrictions. The more costly Level 2 measures, when implemented, may ultimately divert traffic onto adjacent or parallel streets, may impact access to properties, and may reduce emergency response times. The different measures within Level 1 and Level 2 are summarized in Attachment 1.

The NTMP works most effectively with your involvement and with the support of the neighborhood.

## Process for Implementing Level 1 Traffic Calming Measure(s)

### What is the NTMP Process?

*The process involves a series of steps that help identify a specific residential traffic concern(s), demonstrate neighborhood support for traffic calming measure(s), and implements the appropriate and effective traffic calming measure. The process is summarized below.*

1. **Receiving the Request:** A resident/neighborhood notifies the City Engineer about a specific traffic concern in their neighborhood – speeding, cut-through traffic, hazardous intersection, etc.
2. **Submission of a Neighborhood Action Request Form and Identification of a Study Area:**

Working with the resident/neighborhood, Town staff identifies the appropriate study area based on the concerns expressed, requested measure(s), and potential impact of implementation. This information is provided to the resident to circulate with their Action Form.

The resident/neighborhood submits a completed Action Form, which includes a description of the location, the nature of the concern(s), the requested measure(s) to implement, and signatures from at least 25% of the study area addresses.

3. **Evaluation of the Request:** Once submitted, staff will review the concerns, collect any additional traffic data for review (collisions, speed data, etc.) and determine if the information collected from the field meets the NTMP criteria for a specific traffic calming measure(s). If the field observations do not meet the specific criteria required for a Level 1 Traffic Calming Measure, staff will connect with the resident/neighborhood and suggest other ways to remedy the concern(s) expressed.

4. Staff Recommendation/Review: If the field observations meet the criteria for a Level 1 Traffic Calming Measure, staff will prepare a report summarizing the analysis and make a recommendation for any Level 1 Traffic Calming Measures that are feasible to address the concern(s).
5. Prioritization of a Project: Once a recommendation for implementation is made by staff, Level 1 Projects are implemented promptly, as Town resources (funding and staff) permit.
6. Follow-up & Review: Once a measure is implemented, an “after action” review may be conducted to evaluate its effectiveness. Staff will report on the effectiveness of the measure and make a recommendation on whether to retain, remove, or alter the Level 1 measure. Staff may also make a recommendation to implement a Level 2 measure, if appropriate.
7. Revision/Removal of Level 1 Improvements: Once implemented, if a resident of the study area wishes to have a traffic calming measure removed, an appeal to the Town’s Transportation Committee may be filed to revise or remove the improvements. The Committee will review the request and make a recommendation to the City Council. The Council may affirm the appeal or deny the appeal. The Council may also direct staff to revise or remove the improvements.

### Process for Implementing Level 2 Traffic Calming Measures

*Level 2 measures are only considered if Level 1 measures are ineffective. Level 2 Measures may not be installed on emergency response routes.*

1. Redefining a Study Area: Staff may modify a study area, as needed, based on the nature of the reported traffic concern, the requested measure, and any areas potentially affected by consequences of implementation - such as diverted traffic and delayed emergency response.
2. Detailed Data Collection & Analysis:

Staff will collect data, such as vehicle speed data, traffic counts, collision history and emergency response incident activity, to define the problem and measure the effectiveness of a particular measure’s implementation.

Analysis by staff will help determine if/which Level 2 Measure may be warranted such that there are no unintended consequences.

3. Consultation with Project Stakeholders: The Police Department and Fire District are consulted to determine if the street(s) is a critical vehicle response route and ineligible for certain types of traffic calming measures. Other stakeholders, such as school districts and service providers may also be contacted.
4. Development of a Draft Traffic Improvement Plan (TIP): Staff and affected residents will develop a draft TIP with the recommended measure(s) and their locations for implementation, based on the data collected and stakeholder input, in accordance with the NTMP.
5. Neighborhood Meeting(s):

*Staff will host a neighborhood meeting with stakeholder participation to obtain input on the draft TIP.*

6. Resident Survey for Installation: A survey describing the issues and draft TIP will be circulated to affected residences. Each address counts as one vote. To demonstrate support for the proposed TIP, at least 67% of the affected residences must support the proposed TIP. All (100%) of the residences within 100 feet of each Level 2 Traffic Measure must approve the proposed TIP. Unreturned surveys count as “no” votes. If the TIP survey results meet the requirements, the TIP is forwarded to the City Council for review.



7. City Council Review: The City Council will review the proposed TIP and will either approve its implementation with revisions, or deny it.
8. Implementation of Level 2 Measures: Once a TIP has been approved, a detailed design will be prepared. The Plans will be made available to the neighborhood before bid/construction for confirmation that the design complies with the TIP. Residents will also be informed about anticipated construction impacts and schedule. Once funding is secured, Level 2 measures are constructed. The Town may evaluate the effectiveness of the measure after implementation.
9. Revision/Removal of Level 2 Improvements:

Revision/removal of Level 2 TIPs require the same approval process as implementation. If 67% of affected residences vote that the implemented measure(s) is not desirable, staff presents the revision/removal request to the City Council for consideration. Action will be taken based on the direction of Council.

Even without a Neighborhood Action Request, the Town has the discretion to review and implement Level 1 or Level 2 Traffic Calming Measures. The City Council may also elect to install a Level 2 Traffic Calming Measure on a designated emergency response. However, when considering implementation of a traffic calming measure independent of a Neighborhood Action Request, the Town will always advise the local neighborhood in advance of the proposed improvement's installation.

## Attachment 1

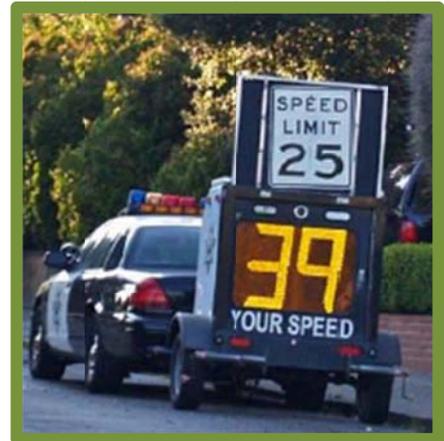
### NTMP's Neighborhood Traffic Management Devices

#### Level 1 Measures

- Targeted Speed Enforcement



Focused Police Department speed enforcement in specific locations, using feedback trailers, usually temporary



- Speed Feedback Sign

Permanently mounted speed feedback sign, usually in school zones

- Signage

Installation of signs such as Truck Restriction signs, Neighborhood District signs or other warning and specialty signs



- Specialty Striping & Markings – Pavement legends including speed limit, advanced warning markings (schools, crosswalks) and other pavement striping improvements to slow traffic

- Pedestrian Improvements



Enhanced signing and striping to increase the visibility of pedestrian crossings, such as Ladder or Zebra striped crosswalks with advance Yield markings

## Level 2 Measures

- Gateways & Entry Treatments – Decorative features typically located near an intersection to make the roadway seem narrower. May indicate the entrance to a residential neighborhood.

- Speed Lumps – Similar to speed humps (elongated speed bumps), but with two wheel cut-outs to provide places for large emergency vehicles tires to pass through. The wheel cut-outs are spaced far enough apart that passenger vehicles and mid-size SUVs cannot utilize them. *Only allowed on non-emergency response routes.*



spaced far enough apart that passenger vehicles and mid-size SUVs cannot utilize them. *Only allowed on non-emergency response routes.*

- Roadway Narrowing (Via Landscaping)

Trees or large bushes are placed in the unpaved parking area to make the roadway seem narrower.

May be placed on both sides of a section of roadway, either in pairs or alternating. *Only allowed on non-emergency response routes.*



- Flashing Beacons & Crosswalk Warning System



Crosswalks are enhanced with flashing beacons and related signage to increase crosswalk visibility.

- Traffic Circle – These smaller versions of roundabouts are used on residential streets to prevent drivers from speeding through intersections. They may also reduce speeds on the adjacent roadways.

- Turn-Movement Restrictions – Signs are used to prevent undesired turning movements (No Left Turn, No Right Turn), without physical restrictions. Generally apply to turns to or from a residential street onto a larger street. May be 24/7 or only during peak commute hours.





# NEIGHBORHOOD ACTION REQUEST FORM (NARF)

Town of Atherton

## Neighborhood Traffic Management Program (NTMP)

Contact Name: \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_.

Day Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Today's Date: \_\_\_\_\_.

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_.

Affected Area is Bounded by: \_\_\_\_\_.

Location of Concern: \_\_\_\_\_.

Description of Concerns Reported at this Location:

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

Suggested Change or Improvement (signs, striping, etc.):

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

Location Map Attached

Sketch of Problem Area Attached

FOR STAFF USE ONLY	Date Received:	Tracking Number:
Review Action:	Forward to Engineer Review	Forward to Transportation Committee
Action Taken:	Staff Action	Town Council/Transportation Committee Action
Action Description:		
W/O Number:		Requested on:
Applicant Notified of Outcome on:		Completed on:

## **INSTRUCTIONS FOR COMPLETING NARF PETITION**

Town Staff will prepare the petition for the applicant by completing the following:

- 1 - Staff to attach the description of concerns from NARF application.
- 2 - Staff to attach a map of the project study area with a sketch of the problem area.
- 3 - Staff to attach a description of the requested corrective measures.

NTMP applicant will complete the following:

- 1 - Make multiple copies of the petition sheet as needed.
- 2 - Circulate petitions to obtain signatures from at least 25% of households in project study area identified on the attached map.
- 3 - Only one petitioner per household is permitted.
- 4 - Ensure that the petitioner includes their printed name, address, signature, and date. Each petitioner must also initial the last column to signify they have read the entire petition and reviewed the attached map. Telephone number is optional but is requested if needed to verify petition information.
- 5- Deliver the original copy of completed petition to the Town of Atherton Public Works Department, Attn: City Engineer, 93 Station Lane, Atherton, CA 94027.

## **ADVANTAGES AND DISADVANTAGES OF TRAFFIC CALMING MEASURES**

Advantages of traffic calming measures include reductions in travels speed; shorter pedestrian crossing distances; improvements in pedestrian-motorist visibility; enhancing identity of neighborhood; adding space for pedestrians, landscaping, or installation of decorative features; reductions in the number and severity of collisions; and reductions in the need for police enforcement.

Disadvantages of traffic calming include increases in emergency vehicle response times (e.g. fire apparatus and ambulances); hindering the movements of transit buses and utility trucks, inconveniencing local residents who are forced to drive longer and more circuitous routes to/from their homes; increase vehicle queues at intersections; increased risk to bicyclists, roller skaters, and physically challenges pedestrians; increased traffic noise at individual measures (due to breaking vehicles and driving over/around measures); increase pollution and fuel consumption from slowing and accelerating vehicles; increased vehicle maintenance; loss of street-side parking adjacent to the measures; increase liability exposure, expensive design and construction costs; increased street maintenance costs; increased tripping hazards for pedestrians; and additional travel time due to slowing to negotiate traffic calming measures.

**TOWN OF ATHERTON**  
**NEIGHBORHOOD ACTION REQUEST FORM (NARF) PETITION**  
**Neighborhood Traffic Management Program (NTMP)**  
**Traffic Management Measures**

Signature Collector Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_.

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_.

We, the undersigned, request a Town staff review of the attached traffic concern, located within the geographic area shown on the attached map.

**TOWN STAFF TO ATTACH DESCRIPTION OF CONCERNS FROM  
 NARF, LOCATION MAP, AND REQUESTED CORRECTIVE MEASURES**

	Print Name	Address	Phone (Optional)	Initial *
	Signature		Date	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

\* By initialing the last column, I certify that I have read this entire petition including maps of the proposed traffic management measures.